

**Meeting Date:** Tuesday 12 June 2012  
**Location:** Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde  
**Time:** 7.30pm

**Note:** *This meeting will be recorded on audio tape for minute-taking purposes as authorised by the Local Government Act 1993.*

### NOTICE OF BUSINESS

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**MAYORAL MINUTE****3/12 ELECTION OF NICOLE CAMPBELL AS EXECUTIVE MEMBER OF NSW BRANCH OF AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) – The Mayor, Councillor Artin Etmekdjian****File Number: GRP/09/3/1 - BP12/661**

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Advice has been received from the President of ALGWA (NSW Branch) that Councillor Campbell was elected to the Executive on 22 March 2012.

The letter seeks Council's support for Councillor Campbell in assisting her to undertake her duties in this elected position.

It is usual for Council to provide the support requested in accordance with the "Payment of expenses and provision of facilities for the Mayor and other councillors policy"

Under this policy (Section 7, Clause 6):

"Councillors who are Executive Members of an organisation relevant to Council's interest by way of a Council resolution, shall be entitled to seek reimbursement and support for their attendance to the Executive Meetings held by the organisation. Council will meet the cost of the Councillor's transportation and accommodation expenses, including the cost of meals. The support provided to Councillors in their capacity as an Executive member of an organisation shall only be valid for the period they hold such a position."

I recommend that the requested support be provided to Councillor Campbell for the period whilst she is both a member of the Executive of ALGWA (NSW) and a Councillor of City of Ryde, consistent with Council's current practice.

**RECOMMENDATION:**

- (a) That Council endorse Councillor Nicole Campbell's election to the executive of ALGWA and provide her the relevant support whilst she is an Executive Member of ALGWA (NSW) in the terms provided for in the "Payment of Expenses and Provision of Facilities to the Mayor and other Councillors" Policy and
- (b) That the above support be provided to Councillor Campbell whilst she is both a member of the Executive of ALGWA (NSW) and a Councillor of City of Ryde.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:  
**Councillor Artin Etmekdjian**  
**The Mayor**

**1 CONFIRMATION OF MINUTES - Council Meeting held on 22 May 2012**

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**Report prepared by:** Meeting Support Coordinator**Report dated:** 30/04/2012**File No.:** GRP/12/5/5/5 - BP12/490

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**REPORT SUMMARY**

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

**RECOMMENDATION:**

That the Minutes of the Council Meeting 8/12, held on 22 May 2012 be confirmed.

**ATTACHMENTS**

- 1 Minutes - Ordinary Council Meeting - 22 May 2012



**ITEM 1 (continued)**

**ATTACHMENT 1**

**Council Meeting  
MINUTES OF MEETING NO. 8/12**

**Meeting Date:** Tuesday 22 May 2012  
**Location:** Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde  
**Time:** 7.30pm

**Councillors Present:** Councillor O'Donnell (Chairperson) and Councillors Butterworth, Campbell, Li, Maggio, Petch, Perram, Salvestro-Martin, Tagg and Yedelian OAM.

Note: Councillor Butterworth left the meeting at 11:37pm and did not return.

**Apologies:** The Mayor, Councillor Etmekdjian and Councillor Pickering.

In the absence of the Mayor, Councillor Etmekdjian, Councillor O'Donnell (Deputy Mayor) assumed the Chair.

**Staff Present:** General Manager, Acting Group Manager – Community Life, Group Manager - Corporate Services, Group Manager – Environment & Planning, Group Manager - Public Works, General Counsel, Manager Strategy & Organisation Development, Chief Financial Officer, Service Unit Manager – Infrastructure Integration, Service Unit Manager – Community Relations & Events, Service Unit Manager – Assessment, Arts & Cultural Development Co-ordinator, Economic Development Manager and Service Unit Manager - Governance.

**PRAYER**

Pastor Ben Rodgers of Ryde Baptist Church was present and offered prayer prior to the commencement of the meeting.

**DISCLOSURES OF INTEREST**

Councillors Campbell and O'Donnell declared a Less than Significant Non-Pecuniary Interest in Precis of Correspondence 3 – correspondence from the Australian Local Government Women's Association (ALGWA NSW) for the reason that they are members of the Executive.

**PRESENTATION OF AWARD WON AT THE INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALIA (IPWEA) EXCELLENCE AWARDS**

Mr Austin Morris, Service Unit Manager – Infrastructure Integration presented the Chairperson, Councillor O'Donnell with an award won by the City of Ryde at the Institute of Public Works Engineering Australia Excellence Awards. The award was in the category of Environmental Improvement Project and was won for the Strangers Creek Bioretention Basin and Creek Rehabilitation Project.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**ROTARY PRIDE OF WORKMANSHIP AWARD**

The Chairperson, Councillor O'Donnell recognised Mr Nathan Pratt (Council's Economic Development Manager) for his Pride of Workmanship Award presented by the Rotary Club of Macquarie Park. The Award was won for his strong working relationship with Ryde Business Forum and the Chambers of Commerce.

**LEAVE OF ABSENCE**

**RESOLUTION:** (Moved by Councillors Perram and O'Donnell)

That Council approve a Leave of Absence for Councillor Perram for the period from 23 May 2012 to 19 June 2012.

**Record of Voting:**

For the Motion: Unanimous

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

The following persons addressed the Council:-

<b>Name</b>	<b>Topic</b>
Mr Chad Quinn	<b>Notice of Motion 4</b> – Wolfe Road and Blue Gum Drive, East Ryde
Mr Stuart Maxwell	
Mr Harrison Saba	
Ms Michelle Saba	
Mr Richard Luxford (representing Lifestart Co-operative Ltd)	<b>Item 12</b> – Benevolent Society Licence – West Ryde Community Centre
Ms Diane Erickson	<b>Notice of Rescission 1</b> – Civic Centre Redevelopment Community Advisory Committee

**MAYORAL MINUTES**

There were no Mayoral Minutes.

**COUNCIL REPORTS**

**1 CONFIRMATION OF MINUTES - Council Meeting held on 8 May 2012**

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

That the Minutes of the Council Meeting 7/12, held on 8 May 2012 be confirmed.

**Record of Voting:**

For the Motion: Councillors Butterworth, Campbell, Li, Maggio, O'Donnell, Perram, Petch and Yedelian OAM

**ITEM 1 (continued)**

**ATTACHMENT 1**

Against the Motion: Councillors Salvestro-Martin and Tagg

**ORDER OF BUSINESS**

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

That the following Items be considered at the start of the meeting:

- Notice of Motion 1 – Hillview Lane Stormwater Canal,
- Notice of Motion 2 – City of Ryde Procurement Processes,
- Notice of Motion 3 – Public Works at Corner Boyce Street and Twin Road,
- Notice of Motion 4 – Wolfe Road and Blue Gum Drive, East Ryde
- Rescission Motion 1 - Civic Centre Redevelopment Community Advisory Committee; and
- Precis of Correspondence 1 – Macquarie Park Corridor Workshop – Land and Housing Corporation Correspondence – Ivanhoe Precinct

**Record of Voting:**

For the Motion: Unanimous

**SPEAKERS ON PLANNING AND ENVIRONMENT COMMITTEE MEETING 6/12**

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

That the three people who wish to address Council in relation to Item 2 – REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING 6/12 held on 15 May 2012:

- 3 40 SHEPHERD STREET, RYDE. LOT 79 DP 5887. Local Development Application for demolition and construction of six dwellings under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004. LDA2011/0625

be permitted to address Council.

**Record of Voting:**

For the Motion: Councillors Butterworth, Li, Perram, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillors Campbell, Maggio and O'Donnell

**RECOMITTAL OF ITEM**

**RESOLUTION:** (Councillors Maggio and Butterworth)

That this matter be recommitted.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

**RECOMMENDED: SPEAKERS ON PLANNING AND ENVIRONMENT COMMITTEE MEETING 6/12**

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

That those people who wish to address Council in relation to Item 2 – REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING 6/12 held on 15 May 2012:

- 3 40 SHEPHERD STREET, RYDE. LOT 79 DP 5887. Local Development Application for demolition and construction of six dwellings under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004. LDA2011/0625

be permitted to address Council ensuring the applicant and objectors be allowed equal opportunity to speak.

**Record of Voting:**

For the Motion: Councillors Butterworth, Li, Maggio, O'Donnell, Perram, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillor Campbell

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

The following persons addressed the Council:

<b>Name</b>	<b>Topic</b>
Mr Alex Kussas	40 SHEPHERD STREET, RYDE. LOT 79 DP 5887. LDA2011/0625
Ms Sarah Chance	
Mr Ian Glendinning (representing the applicant)	

**NOTICES OF MOTION**

**1 HILLVIEW LANE STORMWATER CANAL - Councillor Justin Li**

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

That Council investigates and reports on the factors that increased the intensity of the Eastwood flash flood on 18 April 2012 and any measure that could alleviate the intensity of flooding including the feasibility and effectiveness of increasing the height of the Eastwood Hillview Lane stormwater canal walls so as to reduce the impact of potential future flash floods on nearby businesses and parked cars.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

**2 CITY OF RYDE PROCUREMENT PROCESSES - Councillor Jeff Salvestro-Martin**

**MOTION:** (Moved by Councillors Salvestro-Martin and Petch)

That the General Manager conduct a detailed and thorough review of City of Ryde Procurement processes with particular emphasis on the Tendering Process and to ensure that all future Tender Evaluations include and clearly identify and report Tender Risks associated with potential contracts, thereby ensuring that Council has met all obligations with respect to minimising risk to resident and public safety as a consequence of Sub-Contractor activity within City of Ryde. The output of this Notice of Motion is a report for Council consideration.

**AMENDMENT:** (Moved by Councillors Campbell and Yedelian OAM)

In the interests of transparency and to assist understanding by Councillors and the broader community, the General Manager provides a report detailing Council's current procurement and tendering processes (including, but not limited to, risk management, probity processes and contractual management arrangements), with a view to identifying potential further opportunities to ensure a best practice management approach by the City of Ryde in this aspect of Council's operations.

On being put to the Meeting the Amendment was LOST there being four (4) votes For and six (6) votes Against. The Motion was then put and CARRIED.

**Record of Voting:**

For the Amendment: Councillors Campbell, Maggio, O'Donnell and Yedelian OAM.

Against the Amendment: Councillors Butterworth, Li, Perram, Petch, Salvestro-Martin and Tagg

**RESOLUTION:** (Moved by Councillors Salvestro-Martin and Petch)

That the General Manager conduct a detailed and thorough review of City of Ryde Procurement processes with particular emphasis on the Tendering Process and to ensure that all future Tender Evaluations include and clearly identify and report Tender Risks associated with potential contracts, thereby ensuring that Council has met all obligations with respect to minimising risk to resident and public safety as a consequence of Sub-Contractor activity within City of Ryde. The output of this Notice of Motion is a report for Council consideration.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Councillors Butterworth, Li, Maggio, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillors Campbell, O'Donnell and Perram

Note: A Notice of Rescission signed by Councillors Campbell, Yedelian OAM and Maggio was received in relation to this item following the meeting and will be considered by Council at its meeting to be held on 12 June 2012.

**3 PUBLIC WORKS AT CORNER BOYCE STREET AND TWIN ROAD -  
Councillor Victor Tagg**

**RESOLUTION:** (Moved by Councillors Tagg and Petch)

- (a) That public works stop at Corner Boyce Street and Twin Road. To go back to Traffic Committee so that the concerns of Ryde East P&C about a crossing near Bahdajos and Twin be addressed rather than Boyce and Twin.
- (b) That Council contact the Ryde East P&C to address their issues and concerns prior to any report being provided to the Traffic Committee.

**Record of Voting:**

For the Motion: Unanimous

**4 WOLFE ROAD AND BLUE GUM DRIVE, EAST RYDE - Councillor Roy  
Maggio**

Note: Mr Chad Quinn, Mr Stuart Maxwell, Mr Harrison Saba and Ms Michelle Saba addressed the meeting in relation to this Item.

Note: A photograph provided by Mr Harrison Saba was tabled in relation to this matter and a copy is ON FILE.

**MOTION:** (Moved by Councillors Maggio and Petch)

I formally move that Council facilitate a Neighbourhood Forum with members of the community residing in Wolfe Road and Blue Gum Drive, East Ryde to discuss the issues relating to the management of the Wolfe Road reserve.

- That Council facilitate the Neighbourhood Forum within a 3 week time frame
- That Council do not proceed with any works relating to the management of the reserve until all concerns of the Neighbourhood Forum are comprised.

**ITEM 1 (continued)**

**ATTACHMENT 1**

- That Council prepare a report of the Neighbourhood Forum for consideration at a Works and Community Committee for referral to a Council meeting.
- That Council encourage further public comment on it as a basis for an immediate plan of management for the Wolfe Road Reserve.

**AMENDMENT:** (Moved by Councillors Perram and Tagg)

That the General Manager report to the Works and Community Committee regarding the continued use of the Wolfe Road Reserve as an open space area so that the Committee can inspect the area.

On being put to the Meeting, the voting on the Amendment was LOST, there being two (2) votes For and eight (8) votes Against. The Motion was then put and CARRIED.

**Record of Voting:**

For the Amendment: Councillors Perram and Tagg

Against the Amendment: Councillors Butterworth, Campbell, Li, Maggio, O'Donnell, Petch, Salvestro-Martin and Yedelian OAM

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

That Council facilitate a Neighbourhood Forum with members of the community residing in Wolfe Road and Blue Gum Drive, East Ryde to discuss the issues relating to the management of the Wolfe Road reserve.

- That Council facilitate the Neighbourhood Forum within a 3 week time frame
- That Council do not proceed with any works relating to the management of the reserve until all concerns of the Neighbourhood Forum are comprised.
- That Council prepare a report of the Neighbourhood Forum for consideration at a Works and Community Committee for referral to a Council meeting.
- That Council encourage further public comment on it as a basis for an immediate plan of management for the Wolfe Road Reserve.

**Record of Voting:**

For the Motion: Unanimous

**1 NOTICE OF RESCISSION - CIVIC CENTRE REDEVELOPMENT  
COMMUNITY ADVISORY COMMITTEE - Councillor Ivan Petch, Councillor  
Jeff Salvestro-Martin, Councillor Victor Tagg, Councillor Justin Li**

Note: Ms Diane Erickson addressed the meeting in relation to this Item.



**ITEM 1 (continued)**

**ATTACHMENT 1**

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

That Council rescind the previous resolution in relation to NOTICE OF MOTION 1, passed at the Council Meeting held on 8 May 2012, namely:

- (a) *That Council establish a Civic Precinct Community Facilities Advisory Committee to provide community input into the design detail of the community facilities, consisting of a new auditorium, community meeting and rehearsal rooms which will be delivered as part of the Developer Agreement entered into for the Civic Precinct redevelopment.*
- (b) *That the Civic Precinct Community Facilities Advisory Committee be established once the Development Agreement for the Civic Precinct redevelopment has been agreed and signed by both parties.*
- (c) *That the General Manager be requested to draft the Terms of Reference for the Civic Precinct Community Facilities Advisory Committee for Council's endorsement using the existing endorsed framework for Advisory Committees.*

**Record of Voting:**

For the Motion: Councillors Butterworth, Li, Perram, Petch, Salvestro-Martin and Tagg

Against the Motion: Councillors Campbell, Yedelian OAM, Maggio and O'Donnell

The Rescission Motion was CARRIED, there being six (6) votes For and four (4) votes Against. The matter was then AT LARGE.

**RESOLUTION:** (Moved by Councillors Petch and Butterworth)

1. That Council establishes a civic centre redevelopment community advisory committee.
2. That four Councillors be appointed to the civic centre redevelopment community advisory committee.
3. That expressions of interest be called from interested community representatives to be members on the civic centre redevelopment community advisory committee.
4. That all applications from members of the community who have expressed an interest to be part of the civic centre redevelopment community advisory committee be presented to Councillors at a workshop where six will be appointed.

**ITEM 1 (continued)**

**ATTACHMENT 1**

5. After all committee members have been appointed that the civic centre redevelopment community advisory committee develop draft terms of reference for presentation and consideration by Council.
6. Until all committee members are appointed and the terms of reference for the civic centre redevelopment community advisory committee have been adopted by Council that all works including tender processes, consultant/contractor engagement and Council officer actions/decisions on the civic centre site development be placed on hold.
7. That the Council considers a new timeframe and process for the civic centre redevelopment after receiving advice from the civic centre redevelopment community advisory committee.

**Record of Voting:**

For the Motion: Councillors Butterworth, Li, Perram, Petch, Salvestro-Martin and Tagg

Against the Motion: Councillors Campbell, Maggio, O'Donnell and Yedelian OAM

Note: A Notice of Rescission signed by Councillors Campbell, Yedelian OAM and Maggio was received in relation to this item during the meeting and will be considered by Council at its meeting to be held on 12 June 2012.

**1 DEFERRED PRECIS OF CORRESPONDENCE: MACQUARIE PARK CORRIDOR WORKSHOP - LAND & HOUSING CORPORATION CORRESPONDENCE - IVANHOE PRECINCT**

**RESOLUTION:** (Moved by Councillors Yedelian OAM and Salvestro-Martin)

- (a) That the correspondence be received.
- (b) That further letters be sent reconfirming Council's previous resolution of 10 April 2012 in relation to this matter.

**Record of Voting:**

For the Motion: Unanimous

**ITEM 1 (continued)**

**ATTACHMENT 1**

**COUNCIL REPORTS**

**2 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING  
6/12 held on 15 May 2012**

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

That Council determine Items 2 and 3 of the Planning and Environment Committee report, noting that Item 1 was dealt with by the Committee within its delegated powers.

**Record of Voting:**

For the Motion: Unanimous

**2 62 HIGGINBOTHAM ROAD, GLADESVILLE. LOT 4 DP 814502. Local Development Application to erect a front and side boundary fence 1.2m & 1.8m high. LDA2011/0665**

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

- (a) That consideration of Local Development Application No. LDA 2011/665 at 62 Higginbotham Road, Gladesville be deferred until the Planning and Environment Committee Meeting on 19 June 2012 to allow the applicant's legal representatives time to review the report and make representations to Council prior to the application being determined.
- (b) That Council's General Counsel and Service Unit Manager – Assessment undertake discussions with the Group Manager – Public Works to cost the rectification works to reconstruct the driveway and General Counsel also investigate options of compulsory acquisition and provide further information to Councillors.
- (c) That all interested residents be notified in writing of the recommendations of Council staff before going to the Planning and Environment Committee and be individually contacted by phone or email to be advised of the Committee Meeting.

**Record of Voting:**

For the Motion: Unanimous

**3 40 SHEPHERD STREET, RYDE. LOT 79 DP 5887. Local Development Application for demolition and construction of six dwellings under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004. LDA2011/0625**

Note: Mr Alex Kussas, Ms Sarah Chance and Mr Ian Glendinning (representing the applicant) addressed Council in relation to this Item.

**ITEM 1 (continued)**

**ATTACHMENT 1**

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

- (a) That Local Development Application No. LDA 2011/625 at 40 Shepherd Street, Ryde being LOT 79 in DP 5887 be refused for the following reasons:-
1. With regard to the requirements of the shared driveway wheelchair arrangements, the proposed development does not adequately provide safe access for the ingress and egress of a wheelchair and a vehicle where paths should be wide enough to allow a vehicle and a wheelchair to pass safely.
  2. The development as proposed will be detrimental to the character of the area having 4 x two storey dwellings resulting in unacceptable bulk, scale and massing.
  3. The development as proposed will have an adverse impact on the amenity of adjoining dwellings in regards to privacy, overlooking and overshadowing.
  4. The development is an overdevelopment of the site and provides insufficient parking.
  5. The proposal does not comply with Council's DCP 2010 – Part 8.2 Stormwater Management in relation to on-site detention volumes and insufficient freeboard between the finished floor and ground levels.
  6. The development is not in the public interest as evident by the submissions made.
  7. Despite a numerical compliance with clause 26 of the SEPP the development does not provide easy access to the required bus stops.
- (b) That the persons who made submissions be advised of Council's decision.

**Record of Voting:**

For the Motion: Unanimous

**EXTENSION OF TIME**

**RESOLUTION:** (Moved by Councillors Butterworth and Campbell)

That Council extend the meeting closing time to allow consideration of the following items with the remainder to be deferred for consideration at the Council Meeting to be held on 12 June 2012:

**ITEM 1 (continued)**

**ATTACHMENT 1**

- 4 DEFERRED REPORT: LIVI'S PLACE STATUS REPORT - PROJECT UPDATE
- 8 ONE ASSOCIATION - ENDORSEMENT OF DELEGATES FOR VOTING
- 9 INVESTMENT REPORT - April 2012
- 10 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION -  
Councillors and Mayoral fees for 2012/13
- 12 BENEVOLENT SOCIETY LICENCE - West Ryde Community Centre Level 3
- 13 BRUSH FARM HOUSE - Future Use
- 15 MARCH 2012 QUARTERLY REVIEW REPORT - 2011/2015 DELIVERY PLAN  
AND 2011/2012 OPERATIONAL PLAN
- 16 TENDER FOR CRUSHING OF RECLAIMED CONCRETE AND ASPHALT -  
COR - RFT- 03/12

**Record of Voting:**

For the Motion: Unanimous

**4 DEFERRED REPORT: LIVI'S PLACE STATUS REPORT - PROJECT  
UPDATE**

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

- (a) That Council proceed with the project.
- (b) That Council seek formal confirmation from Lend Lease Corporation regarding their ongoing sponsorship offer for services relating to this project, and thank them for their assistance to date.
- (c) That Council request the General Manager to develop an agreement with the Touched by Olivia Foundation that covers the receipt and payment of the charitable funds raised for this project on their behalf.
- (d) That Council endorse the unexpended funds for this project in 2011/2012 to be carried over to the 2012/2013 financial year.
- (e) That the amount of \$150,000 be transferred from Sportsground Amenities Upgrades Renewal project to the Livi's Place project for the purpose of the construction of an amenities building within Yamble Reserve.

**Record of Voting:**

For the Motion: Unanimous

Note: Councillor Maggio left the meeting at 11:04pm and was not present for consideration of Items 8, 9 and 10.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**8 ONE ASSOCIATION - ENDORSEMENT OF DELEGATES FOR VOTING**

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

That Council nominate five voting delegates to take part in the forthcoming secret postal ballot to deal with the matter of One Association and that their names and personal postal addresses be forwarded to the Associations to form the Roll of Voters as follows:

- Councillor Petch
- Councillor Yedelian OAM
- Councillor Salvestro-Martin
- The Mayor, Councillor Etmekdjian
- Councillor O'Donnell

**Record of Voting:**

For the Motion: Councillors Campbell, Li, O'Donnell, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillors Butterworth and Perram

**9 INVESTMENT REPORT - April 2012**

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

That Council endorse the report of the Chief Financial Officer dated 8 May 2012 on Investment Report – April 2012.

**Record of Voting:**

For the Motion: Councillors Campbell, Li, O'Donnell, Perram, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillor Butterworth

**10 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION - Councillors and Mayoral fees for 2012/13**

**RESOLUTION:** (Moved by Councillors Petch and Campbell)

That Council adopt the following increases to Councillor and Mayoral fees effective from 1 July 2012:

- (a) 2.5% increase to Councillor fees (total fee payment of \$21,700 per annum).
- (b) 2.5% increase to Mayoral fees (total fee payment of \$57,660 per annum), noting that 10% of the Mayoral fee is paid to the Deputy Mayor.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Councillors Butterworth, Campbell, Li, O'Donnell, Perram, Petch, Tagg and Yedelian OAM

Against the Motion: Councillor Salvestro-Martin

Note: Councillor Maggio returned to the meeting at 11.07pm.

**12 BENEVOLENT SOCIETY LICENCE - West Ryde Community Centre Level 3**

Note: Mr Richard Luxford (representing Lifestart Co-operative Ltd) addressed the meeting in relation to this Item.

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

- (a) That the Council endorse a five-year licence for the Benevolent Society to undertake children and family services in Level 3 of the West Ryde Community Centre.
- (b) That Council endorse the subsidy provided to Benevolent Society (Category 4), as the community tenant for Level 3 of the West Ryde Community Centre.
- (c) That Council actively engage with Lifestart Co-operative Ltd to assist them in finding suitable accommodation within the City of Ryde.

**Record of Voting:**

For the Motion: Councillors Campbell, Li, Maggio, O'Donnell, Perram, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillor Butterworth

Note: Councillor Li left the meeting at 11:35pm and was not present for consideration of Item 13.

**13 BRUSH FARM HOUSE - Future Use**

**RESOLUTION:** (Moved by Councillors Petch and Salvestro-Martin)

That this matter be deferred to the next Council Meeting.

**Record of Voting:**

For the Motion: Unanimous



**ITEM 1 (continued)**

**ATTACHMENT 1**

Note: Councillor Li returned to the meeting at 11:36pm.

**15 MARCH 2012 QUARTERLY REVIEW REPORT - 2011/2015 DELIVERY PLAN AND 2011/2012 OPERATIONAL PLAN**

**RESOLUTION:** (Moved by Councillors Perram and Campbell)

- (a) That the report of the Chief Financial Officer, dated 4 May 2012 on MARCH 2012 QUARTERLY REVIEW REPORT – 2011/2015 DELIVERY PLAN AND 2011/2012 OPERATIONAL PLAN be received and endorsed.
- (b) That the proposed budget adjustments included in this report resulting in a net total \$0.03 million improvement in Council's Working Capital be endorsed and included in the 2011/2012 Budget.
- (c) That the proposed transfers to and from Reserves as detailed in the report, and included as budget adjustments, totalling a net decrease in Transfers from Reserves of \$0.95 million be endorsed.
- (d) That the Certificate of the Responsible Accounting Officer attached to the report of the Chief Financial Officer dated 4 May 2012 be endorsed.

**Record of Voting:**

For the Motion: Councillors Campbell, Li, Maggio, O'Donnell, Perram, Petch, Salvestro-Martin, Tagg and Yedelian OAM

Against the Motion: Councillor Butterworth

**16 TENDER FOR CRUSHING OF RECLAIMED CONCRETE AND ASPHALT - COR - RFT- 03/12**

**RESOLUTION:** (Moved by Councillors Petch and Campbell)

- (a) That the tender for the Crushing of reclaimed concrete and asphalt COR-RFT- 03/12 be awarded to Crusher Rentals Pty Ltd.
- (b) That Screenmasters Australia Pty Ltd be acknowledged as an alternate for the Crushing of reclaimed concrete and asphalt tender COR-RFT- 03/12.
- (c) That the unsuccessful tenderers be advised accordingly.

**Record of Voting:**

For the Motion: Councillors Campbell, Li, Maggio, O'Donnell, Perram, Petch, Tagg and Yedelian OAM

Against the Motion: Councillors Butterworth and Salvestro-Martin

**ITEM 1 (continued)**

**ATTACHMENT 1**

Note: Councillor Butterworth left the meeting at 11:37pm and did not return.

**NATIONAL ANTHEM**

The National Anthem was sung at the conclusion of the meeting.

Note: The following Items listed on the Agenda for Council Meeting 8/12 were deferred for consideration at the Council meeting to be held on 12 June 2012 and will be listed on the Agenda for Council Meeting 9/12 to be held on Tuesday, 12 June 2012:

**COUNCIL REPORTS**

- 3 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING  
6/12 held on 15 May 2012
- 5 DEFERRED REPORT: PUTNEY PARK PLAN OF MANAGEMENT  
ACTION PLAN UPDATE
- 6 DEFERRED REPORT: ACCUMULATED LIBRARY FINES
- 7 PROPOSED SITE FOR HOUSING COUNCIL STAFF AND MOVEMENT  
OF STAFF TO NEW PREMISES
- 11 WEBCASTING OF COUNCIL MEETINGS
- 14 SUMMARY OF EXPENSES RELATING TO THE GENERAL MANAGER  
AND SENIOR STAFF
- 17 REPORTS DUE TO COUNCIL
- 18 ADVICE ON COURT ACTIONS

**PRECIS OF CORRESPONDENCE FOR CONSIDERATION**

- 2 DEFERRED PRECIS OF CORRESPONDENCE: FUNDING FOR THE  
POSITION OF ABORIGINAL EDUCATION OFFICER AT MARSDEN HIGH  
SCHOOL
- 3 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION  
(ALGWA NSW)
- 4 SYDNEY AIRPORT – THE RIGHT FUTURE, STARTING NOW

The meeting closed at 11.39pm.

CONFIRMED THIS 12TH DAY OF JUNE 2012

Chairperson

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**2 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING  
7/12 held on 5 June 2012**

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**Report prepared by:** Meeting Support Coordinator**Report dated:** 30/04/2012**File No.:** GRP/12/5/5/5 - BP12/491

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**REPORT SUMMARY**

Attached are the Minutes of the Planning and Environment Committee Meeting 7/12 held on 5 June 2012. The Minutes will be listed for confirmation at the next Planning and Environment Committee Meeting.

Item 1 was dealt with by the Committee within its delegated powers.

The following Committee recommendations for Items 2 and 3 are submitted to Council for determination in accordance with the delegations set out in Council's Code of Meeting Practice relating to Charters, functions and powers of Committees:

**2 252 MORRISON ROAD, PUTNEY. LOT 97 DP 8902. Local Development Application for demolition, construction of new dual occupancy (attached). LDA2012/0069.**

Note: Councillor Pickering was not present for consideration of this Item.

**RECOMMENDATION:** (Moved by Councillors Butterworth and O'Donnell)

That consideration of Local Development Application No. 2012/69 at No. 252 Morrison Road, Putney being LOT 97 DP 8902 be deferred to the next available Planning and Environment Committee Meeting for a site inspection to be undertaken and to enable the objectors to attend and address the meeting in respect of this matter.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**3 2-4 PORTER STREET AND 80 BELMORE STREET, RYDE. LOT 1 DP 776768 & LOT 12 DP 4481. Section 96(1A) Application to amend the development consent 2010/0331 for a mixed use development. MOD2011/0185.**

Note: Mr Peter Brooks (Architect on behalf of the applicant) was available to answer questions in relation to this Item.

**ITEM 2 (continued)**

**RECOMMENDATION:** (Moved by Councillors O'Donnell and Yedelian OAM)

(a) That the Section 96 application to modify Local Development Application No. MOD2011/0185 at 2 Porter Street, Ryde being LOT 1 DP 776768 be approved subject to the acceptance of the Deed made by Ryde Developments Pty Limited at the meeting in which Council adopts the recommendation of the Planning and Environment Committee meeting dated 5 June 2012 and conditions 1, 2, 5 and 133 being amended to read as follows:

1. **Approved Plans** - Development is to be carried out in accordance with the following plans and supporting documentation as submitted to Council, except where amended by these conditions of consent:

Document	Author	Date and Revision
Site Plan	Brooks Projects Architects	Sk1g dated 28/11/11
Basement Plans	Brooks Projects Architects	Sk2i dated 25/10/11
Building A Porter Street Level 1	Brooks Projects Architects	Sk3k dated 13/12/11
Building A Porter Street levels 2 and 3	Brooks Projects Architects	Sk4h dated 25/10/11
Building A porter Street Levels 4 and 5	Brooks Projects Architects	Sk5h dated 25/10/11
Building A Porter Street Level 6	Brooks Projects Architects	Sk6g dated 17/9/10
Building B Belmore Street Level 1	Brooks Projects Architects	Sk7i dated 12/12/11
Building B Belmore Street Levels 2-5	Brooks Projects Architects	Sk8f dated 5/5/10
Building B Belmore Street Level 6	Brooks Projects Architects	Sk9g dated 8/9/10
Elevations	Brooks Projects Architects	Sk10h dated 25/10/11
Sections	Brooks Projects Architects	Sk11f dated 15/3/10
Belmore Street elevations	Brooks Projects Architects	Sk12f dated 28/6/10
Section through unit terraces	Brooks Projects Architects	Sk14 dated 21/10/10
Section through walkway	Brooks Projects Architects	Sk13 dated 21/10/10
Landscape plan	Jocelyn Ramsay and Associates Pty Ltd	10-008/R May 05

- 2a. **Voluntary Planning Agreement** - Pursuant to Section 80A(1) of the Environmental Planning and Assessment Act 1979, the Voluntary Planning Agreement between the City of Ryde and Hayes (Holdings) Pty Limited that relates to the development application the subject of this consent, must be registered on the title of the property prior to the

**ITEM 2 (continued)**

lodgement of any application for a certificate under section 109C of the Environmental Planning and Assessment Act 1979.

- 2b. Deed.** Pursuant to Section 80A(1) of the Environmental Planning and Assessment Act 1979, the Deed between the City of Ryde and Ryde Developments Pty Ltd that relates to the Section 96 Application MOD2011/0185, must be registered on the title of the property prior to the lodgement of any application for a certificate under section 109C of the Environmental Planning and Assessment Act 1979.
5. **Compliance with BASIX** - The development is to be carried out in compliance with BASIX Certificate No. 421488M dated 28 April 2012.
133. **Allocation of Car Parking** - Car parking is to be provided in accordance with the following:
- 88 resident spaces (Note: for the purposes of car parking, the home/office units have been assessed as residential).
  - 17 residential visitor spaces
  - 5 commercial spaces
  - The remaining 4 car parking spaces are to be allocated to the home/offices units on the ground floor.
- (b) That Council enter into the Deed made by Ryde Developments Pty Limited as part of the Section 96 Application MOD2011/0185 to Development Consent 2010/331 at 2-4 Porter Street and 80 Belmore Street, Ryde.
- (c) That the persons who made submissions be advised of Council's decision.
- (d) That the letters of objection in respect of Porter Street be referred to Ryde's Traffic Committee for review.

**Record of Voting:**

For the Motion: Councillors Pickering, O'Donnell and Yedelian OAM

Against the Motion: Councillor Butterworth

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as dissenting votes were recorded.

**ATTACHMENTS**

- 1 Minutes - Planning and Environment Committee - 5 June 2012

**ITEM 2 (continued)**

**ATTACHMENT 1**

Planning and Environment Committee  
**MINUTES OF MEETING NO. 7/12**

**Meeting Date:** Tuesday 5 June 2012  
**Location:** Committee Room 2, Level 5, Civic Centre, 1 Devlin Street, Ryde  
**Time:** 4.10pm

**Councillors Present:** Councillors Pickering (Chairperson), Butterworth, O'Donnell and Yedelian OAM.

In the absence of Councillor Pickering, the Deputy Chairperson – Councillor Yedelian OAM chaired Items 1 and 2 of the meeting.

Councillor Pickering arrived at 4.25pm and was not present for consideration of Items 1 and 2.

**Apologies:** Councillor Salvestro-Martin.

**Staff Present:** Group Manager – Environment & Planning, Manager Assessment, Manager Environmental Health & Building, Business Support Coordinator – Environment & Planning, Team Leader – Assessment, Team Leader – Major Development Team, Town Planner and Meeting Support Coordinator.

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**1 CONFIRMATION OF MINUTES - Meeting held on 15 May 2012**

Note: Councillor Pickering was not present for consideration of this Item.

**RESOLUTION:** (Moved by Councillors O'Donnell and Yedelian OAM)

That the Minutes of the Planning and Environment Committee 6/12, held on Tuesday 15 May 2012, be confirmed.

**Record of Voting:**

For the Motion: Unanimous

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

**ITEM 2 (continued)**

**ATTACHMENT 1**

**2 252 MORRISON ROAD, PUTNEY. LOT 97 DP 8902. Local Development Application for demolition, construction of new dual occupancy (attached). LDA2012/0069.**

Note: Councillor Pickering was not present for consideration of this Item.

**RECOMMENDATION:** (Moved by Councillors Butterworth and O'Donnell)

That consideration of Local Development Application No. 2012/69 at No. 252 Morrison Road, Putney being LOT 97 DP 8902 be deferred to the next available Planning and Environment Committee Meeting for a site inspection to be undertaken and to enable the objectors to attend and address the meeting in respect of this matter.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**3 2-4 PORTER STREET AND 80 BELMORE STREET, RYDE. LOT 1 DP 776768 & LOT 12 DP 4481. Section 96(1A) Application to amend the development consent 2010/0331 for a mixed use development. MOD2011/0185.**

Note: Mr Peter Brooks (Architect on behalf of the applicant) was available to answer questions in relation to this Item.

**RECOMMENDATION:** (Moved by Councillors O'Donnell and Yedelian OAM)

(a) That the Section 96 application to modify Local Development Application No. MOD2011/0185 at 2 Porter Street, Ryde being LOT 1 DP 776768 be approved subject to the acceptance of the Deed made by Ryde Developments Pty Limited at the meeting in which Council adopts the recommendation of the Planning and Environment Committee meeting dated 5 June 2012 and conditions 1, 2, 5 and 133 being amended to read as follows:

1. **Approved Plans** - Development is to be carried out in accordance with the following plans and supporting documentation as submitted to Council, except where amended by these conditions of consent:

Document	Author	Date and Revision
Site Plan	Brooks Projects Architects	Sk1g dated 28/11/11
Basement Plans	Brooks Projects Architects	Sk2i dated 25/10/11
Building A Porter Street Level 1	Brooks Projects Architects	Sk3k dated 13/12/11



**ITEM 2 (continued)**
**ATTACHMENT 1**

<b>Building A Porter Street levels 2 and 3</b>	<b>Brooks Projects Architects</b>	<b>Sk4h dated 25/10/11</b>
<b>Building A porter Street Levels 4 and 5</b>	<b>Brooks Projects Architects</b>	<b>Sk5h dated 25/10/11</b>
<b>Building A Porter Street Level 6</b>	<b>Brooks Projects Architects</b>	<b>Sk6g dated 17/9/10</b>
<b>Building B Belmore Street Level 1</b>	<b>Brooks Projects Architects</b>	<b>Sk7i dated 12/12/11</b>
Building B Belmore Street Levels 2-5	Brooks Projects Architects	Sk8f dated 5/5/10
<b>Building B Belmore Street Level 6</b>	<b>Brooks Projects Architects</b>	<b>Sk9g dated 8/9/10</b>
<b>Elevations</b>	<b>Brooks Projects Architects</b>	<b>Sk10h dated 25/10/11</b>
Sections	Brooks Projects Architects	Sk11f dated 15/3/10
Belmore Street elevations	Brooks Projects Architects	Sk12f dated 28/6/10
Section through unit terraces	Brooks Projects Architects	Sk14 dated 21/10/10
Section through walkway	Brooks Projects Architects	Sk13 dated 21/10/10
Landscape plan	Jocelyn Ramsay and Associates Pty Ltd	10-008/R May 05

- 2a. Voluntary Planning Agreement** - Pursuant to Section 80A(1) of the Environmental Planning and Assessment Act 1979, the Voluntary Planning Agreement between the City of Ryde and Hayes (Holdings) Pty Limited that relates to the development application the subject of this consent, must be registered on the title of the property prior to the lodgement of any application for a certificate under section 109C of the Environmental Planning and Assessment Act 1979.
- 2b. Deed.** Pursuant to Section 80A(1) of the Environmental Planning and Assessment Act 1979, the Deed between the City of Ryde and Ryde Developments Pty Ltd that relates to the Section 96 Application MOD2011/0185, must be registered on the title of the property prior to the lodgement of any application for a certificate under section 109C of the Environmental Planning and Assessment Act 1979.
- 5. Compliance with BASIX** - The development is to be carried out in compliance with BASIX Certificate No. 421488M dated 28 April 2012.
- 133. Allocation of Car Parking** - Car parking is to be provided in accordance with the following:
- 88 resident spaces (Note: for the purposes of car parking, the home/office units have been assessed as residential).
  - 17 residential visitor spaces
  - 5 commercial spaces
  - The remaining 4 car parking spaces are to be allocated to the home/offices units on the ground floor.

**ITEM 2 (continued)**

**ATTACHMENT 1**

- (b) That Council enter into the Deed made by Ryde Developments Pty Limited as part of the Section 96 Application MOD2011/0185 to Development Consent 2010/331 at 2-4 Porter Street and 80 Belmore Street, Ryde.
- (c) That the persons who made submissions be advised of Council's decision.
- (d) That the letters of objection in respect of Porter Street be referred to Ryde's Traffic Committee for review.

**Record of Voting:**

For the Motion: Councillors Pickering, O'Donnell and Yedelian OAM

Against the Motion: Councillor Butterworth

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as dissenting votes were recorded.

The meeting closed at 4.50pm.

CONFIRMED THIS 19TH DAY OF JUNE 2012.

Chairperson

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### **3 DEFERRED REPORT: REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 6/12 held on 15 May 2012**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 2/04/2012

**File No.:** GRP/12/5/5/5 - BP12/362

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This report is deferred from the Council Meeting held on 22 May 2012.

#### **REPORT SUMMARY**

Attached are the Minutes of the Works and Community Committee Meeting 6/12 held on 15 May 2012. The Minutes will be listed for confirmation at the next Works and Community Committee Meeting.

Items 1, 2, 3(a), 3(b), 3(d), 3(e), 3(f), 3(h), 3(i), 3(k) and 3(m) were dealt with by the Committee within its delegated powers.

The following Committee recommendations for Items 3(c), 3(g), 3(j), 3(l) and 4 are submitted to Council for determination in accordance with the delegations set out in Council's Code of Meeting Practice relating to Charters, functions and powers of Committees:

### **3 TRAFFIC & PARKING MATTERS PRESENTED TO RYDE LOCAL TRAFFIC COMMITTEE MEETING held on 29 March 2012**

**RECOMMENDATION:** (Moved by Councillors Tagg and Petch)

- (c) That Council defer consideration of the report titled "MCGREGOR STREET, NORTH RYDE – Request for parking restrictions on one side" for further clarification.

#### **Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as substantive changes were made to the published recommendation.

**RECOMMENDATION:** (Moved by Councillors Campbell and Perram)

- (g) That Council adopt the following recommendations in relation to the report titled "VIMIARA ROAD, MARSFIELD Black Spot Program 2011/2012 – Black Length" as follows:

That this matter be referred to members of the Bicycle Advisory Committee (out of session) for comment with an update provided at the Council Meeting on 22 May 2012.

**ITEM 3 (continued)****Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as substantive changes were made to the published recommendation

**RECOMMENDATION:** (Moved by Councillors Campbell and Perram)

- (j) That Council adopt the following recommendation in relation to the report titled "BALACLAVA ROAD AND AGINCOURT ROAD Bus Priority Improvement - Proposed Traffic Signals" as follows:

That the proposal be noted.

**Record of Voting:**

For the Motion: Councillors Campbell, Perram and Petch

Against the Motion: Councillor Tagg

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as dissenting votes were recorded

**RECOMMENDATION:** (Moved by Councillors Petch and Tagg)

- (l) That Council adopt the following recommendations in relation to the report titled "MORRISON ROAD AND CHARLES STREET Proposed Roundabouts – Ryde Rehabilitation Centre Development" as follows:
- i. That ADCO Constructions investigate the potential of converting splitter islands to pedestrian refuges to improve pedestrian access adjacent to roundabouts (considering the likely increase in both density of pedestrian traffic and an ageing population).
  - ii. That ADCO Constructions consult the NSW Fire Brigade to seek advice as to the type of service vehicle that may be used in an emergency situation to ensure that accessibility will be maintained.
  - iii. That ADCO constructions review the bus / heavy vehicle movements across roundabouts to ensure that compliance with Australian road rules is maintained (50% overlap rule).
  - iv. That ADCO Constructions undertake supplementary modelling analysis to confirm if a left in / left out arrangement at the intersection of Morrison Road and Payten Street could be considered in lieu of a roundabout. (This consideration is being given due to the close proximity of the proposed roundabouts as presently proposed. Consideration should also be made to minimise the loss of parking).
  - v. That this matter be referred to the next Local Traffic Committee meeting on 24 May 2012 for further consideration.

**ITEM 3 (continued)**

- vi. That the intersection of Princes Street and Morrison Road be investigated on two fronts:
  - i) Whether or not it is in the developer's scope
  - ii) If not, that Council explore possible traffic interventions at that location and report back to the Works and Community Committee.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as substantive changes were made to the published recommendation

**4 CORRECTION - Community Grants Allocation 2011-12**

**RECOMMENDATION:** (Moved by Councillors Campbell and Petch)

That the Committee recommend that Council endorse the correction in the amount of grants allocated to provide a total allocation of:

- i. Ryde Community Hub (Good Beginnings Australia) \$3,000
- ii. The Senior Agenda Inc \$2,000

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as this is outside the Committee's delegated powers.

**ATTACHMENTS**

- 1 Minutes - Works and Community Committee - 15 May 2012

**ITEM 3 (continued)**

**ATTACHMENT 1**

**Works and Community Committee  
MINUTES OF MEETING NO. 6/12**

**Meeting Date:** Tuesday 15 May 2012

**Location:** Committee Room 1, Level 5, Civic Centre, 1 Devlin Street, Ryde

**Time:** 4.32pm

**Councillors Present:** Councillors Campbell, Perram (Chairperson), Petch and Tagg

**Apologies:** Councillors Li and Maggio

Councillor Campbell arrived at 5.00pm and did not attend the inspection at Charity Creek Cascades.

**Staff Present:** Group Manager – Community Life, Group Manager – Public Works, Service Unit Manager – Open Space, Section Manager – Traffic and Governance, Councillor Support Coordinator and Executive Assistant to the Mayor and Other Councillors

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**1 CONFIRMATION OF MINUTES - Meeting held on 17 April 2012**

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

That the Minutes of the Works and Community Committee 5/12, held on Tuesday 17 April 2012, be confirmed.

**Record of Voting:**

For the Motion: Unanimous

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

**2 TREE REMOVAL – CHARITY CREEK CASCADES**

Report: The Committee inspected the property at Charity Creek Cascades.

Note: Councillor Campbell arrived at 5.00pm during the inspection of this Item.

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (a) That Council approve the removal of nine trees within the Charity Creek Cascades parklands as identified in Drawing 017-LP-000.

**ITEM 3 (continued)**

**ATTACHMENT 1**

- (b) That Council plant 18 advanced size suitable tree species within the Charity Creek Cascades parklands.

**Record of Voting:**

For the Motion: Unanimous

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

**3 TRAFFIC & PARKING MATTERS PRESENTED TO RYDE LOCAL TRAFFIC COMMITTEE MEETING held on 29 March 2012**

**RESOLUTION:** (Moved by Petch and Campbell)

That the traffic and parking measures resulting from the Ryde Traffic Committee at its meeting on 29 March 2012 be dealt with in seriatim.

**Record of Voting:**

For the Motion: Unanimous

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (a) That Council adopt the following recommendation in relation to the report titled "HIGGINBOTHAM ROAD, GLADESVILLE Request for No Stopping restrictions" as follows:

That Council approve No Stopping restrictions on both sides along Higginbotham Road, east of Lyndhurst Street for a distance of 20 metres at the bend, including barrier lines for 20 metres.

**Record of Voting:**

For the Motion: Unanimous

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

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (b) That Council adopt the following recommendation in relation to the report titled "MONCRIEFF DRIVE AND ELLIOTT AVENUE, EAST RYDE Request for parking restrictions" as follows:

That Council install 'No Stopping' restrictions in Moncrieff Drive on both sides between property numbers 81 and 95 to reinforce existing statutory regulations of 3m from barrier lines rule (Road Rule 208).



**ITEM 3 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

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

**RECOMMENDATION:** (Moved by Councillors Tagg and Petch)

- (c) That Council defer consideration of the report titled "MCGREGOR STREET, NORTH RYDE – Request for parking restrictions on one side" for further clarification.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as substantive changes were made to the published recommendation.

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (d) That Council adopt the following recommendation in relation to the report titled "BAY DRIVE, MEADOWBANK Request for short term parking" as follows:

That one (1) of the 3P indented 90 degree parking spaces be converted to a P10 minute (8am to 10pm) parking space on Bay Drive to allow community groups to unload goods for events at the community centre.

**Record of Voting:**

For the Motion: Unanimous

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

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (e) That Council adopt the following recommendation in relation to the report titled "LYNDHURST STREET, GLADESVILLE Request for parking restrictions" as follows:

That Council install delineation lines for the driveways which will relieve the need for introducing short term parking restrictions at the present time and no other action be taken.

**Record of Voting:**

For the Motion: Unanimous

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

**ITEM 3 (continued)**

**ATTACHMENT 1**

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (f) That Council adopt the following recommendation in relation to the report titled "CURTIS STREET, RYDE Request for 'Rear to Kerb' Parking" as follows:

That Council approve the installation of 'Rear to Kerb' parking restrictions and wheel stops in the angled parking spaces on Curtis Street, Ryde.

**Record of Voting:**

For the Motion: Unanimous

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

**RECOMMENDATION:** (Moved by Councillors Campbell and Perram)

- (g) That Council adopt the following recommendations in relation to the report titled "VIMIERA ROAD, MARSFIELD Black Spot Program 2011/2012 – Black Length" as follows:

That this matter be referred to members of the Bicycle Advisory Committee (out of session) for comment with an update provided at the Council Meeting on 22 May 2012.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as substantive changes were made to the published recommendation

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (h) That Council adopt the following recommendations in relation to the report titled "QUARRY ROAD, RYDE Black Spot Program 2011/2012 – Black Length" as follows:

In principle, the committee supports the proposed improvements along Quarry Road subject to the standard technical approval and specifically:

- i. In general pedestrian refuges being altered to current standards as far as practicable.
- ii. Remove "keep left" totem poles from central median at the speed hump east of Boyce Street.
- iii. Chevron signs not being attached to guard rails or guard rail supports.
- iv. Review of chevron signboards along the radius bend opposite Niara Street.

**ITEM 3 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

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

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

- (i) That Council adopt the following recommendations in relation to the report titled "ROWE STREET, EASTWOOD Amended Public Domain Upgrade Plan" as follows:
- i. That consideration be given as to how to calm traffic and make pedestrians more aware of traffic at the intersection of Rowe Street and Railway Pde (on Rowe Street) (eg with raised platform - integrated refuge), given the possibility the existing refuge may be removed.
  - ii. That ways be considered to reduce or replace loss of parking spaces. Eg these displaced parking spaces may be able to be recovered with additional spaces in other location/s through VPA, Section 94 or other considerations.
  - iii. That consideration be given to the difficulty of making a left hand turn from Railway Pde into Rowe Street (improved turning radii).
  - iv. That pedestrian sight lines be maintained in relation to any proposed overhead structure.

**Record of Voting:**

For the Motion: Unanimous

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

**RECOMMENDATION:** (Moved by Councillors Campbell and Perram)

- (j) That Council adopt the following recommendation in relation to the report titled "BALACLAVA ROAD AND AGINCOURT ROAD Bus Priority Improvement - Proposed Traffic Signals" as follows:

That the proposal be noted.

**Record of Voting:**

For the Motion: Councillors Campbell, Perram and Petch

Against the Motion: Councillor Tagg

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as dissenting votes were recorded

**ITEM 3 (continued)**

**ATTACHMENT 1**

**RESOLUTION:** (Moved by Councillors Campbell and Tagg)

- (k) That Council adopt the following recommendation in relation to the report titled "SHAFTSBURY ROAD AND GLEN STREET Proposed Pedestrian Refuge and Traffic Islands" as follows:

That a kerbside traffic island be constructed within the parking lane (the north east corner) on Shaftsbury Road.

**Record of Voting:**

For the Motion: Unanimous

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

**RECOMMENDATION:** (Moved by Councillors Petch and Tagg)

- (l) That Council adopt the following recommendations in relation to the report titled "MORRISON ROAD AND CHARLES STREET Proposed Roundabouts – Ryde Rehabilitation Centre Development" as follows:

- i. That ADCO Constructions investigate the potential of converting splitter islands to pedestrian refuges to improve pedestrian access adjacent to roundabouts (considering the likely increase in both density of pedestrian traffic and an ageing population).
- ii. That ADCO Constructions consult the NSW Fire Brigade to seek advice as to the type of service vehicle that may be used in an emergency situation to ensure that accessibility will be maintained.
- iii. That ADCO constructions review the bus / heavy vehicle movements across roundabouts to ensure that compliance with Australian road rules is maintained (50% overlap rule).
- iv. That ADCO Constructions undertake supplementary modelling analysis to confirm if a left in / left out arrangement at the intersection of Morrison Road and Payten Street could be considered in lieu of a roundabout. (This consideration is being given due to the close proximity of the proposed roundabouts as presently proposed. Consideration should also be made to minimise the loss of parking).
- v. That this matter be referred to the next Local Traffic Committee meeting on 24 May 2012 for further consideration.
- vi. That the intersection of Princes Street and Morrison Road be investigated on two fronts:
  - i) Whether or not it is in the developer's scope
  - ii) If not, that Council explore possible traffic interventions at that location and report back to the Works and Community Committee.

**Record of Voting:**

For the Motion: Unanimous

**ITEM 3 (continued)**

**ATTACHMENT 1**

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as substantive changes were made to the published recommendation

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

(m) That Council adopt the following recommendations in relation to the report titled "MARKET STREET, WEST RYDE Temporary Closure on Saturday, 31 March 2012" as follows:

- i. That Council approve, in principle, the proposed closure of Market Street, West Ryde on Saturday, 31 March 2012 for the conduct of the Easter Fair.
- ii. That West Ryde Easter Parade and Fair Committee be requested to provide a copy of the Certificate of Currency to Council before the event to protect City of Ryde against any claim arising from activities on Council land.

**Record of Voting:**

For the Motion: Unanimous

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

**4 CORRECTION - Community Grants Allocation 2011-12**

**RECOMMENDATION:** (Moved by Councillors Campbell and Petch)

That the Committee recommend that Council endorse the correction in the amount of grants allocated to provide a total allocation of:

- i. Ryde Community Hub (Good Beginnings Australia) \$3,000
- ii. The Senior Agenda Inc \$2,000

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **22 MAY 2012** as this is outside the Committee's delegated powers.

The meeting closed at 5.42pm.

CONFIRMED THIS 5TH DAY OF JUNE 2012.

Chairperson

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#### **4 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 7/12 held on 5 June 2012**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 30/04/2012

**File No.:** GRP/12/5/5/5 - BP12/492

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#### **REPORT SUMMARY**

Attached are the Minutes of the Works and Community Committee Meeting 7/12 held on 5 June 2012. The Minutes will be listed for confirmation at the next Works and Community Committee Meeting.

Item 1 was dealt with by the Committee within its delegated powers.

The following Committee recommendations for Items 2, 3 and 4 are submitted to Council for determination in accordance with the delegations set out in Council's Code of Meeting Practice relating to Charters, functions and powers of Committees:

#### **2 TREE MANAGEMENT REVIEW - 5 DARCEY STREET, MARSFIELD**

Report: The Committee inspected the property at 5 Darcey Street, Marsfield.

**RECOMMENDATION:** (Moved by Councillors Maggio and Petch)

That the Committee recommend to Council:

- (a) the removal of one (one *Araucaria heterophylla* (Norfolk Island Pine) and require the replacement planting of suitable species that would attain a minimum height of no less than 13 metre at maturity
- (b) the removal and replacement of the two *Thuja spp.* (Bookleaf Cypress) in accordance with previous correspondence sent to the applicant.

#### **Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

#### **3 REVIEW OF DETERMINATION OF TREE APPLICATION - 2 LESLIE STREET, NORTH RYDE**

Report: The Committee inspected the property at 2 Leslie Street, North Ryde.

**RECOMMENDATION:** (Moved by Councillors Maggio and Petch)

**ITEM 4 (continued)**

That Council approve the removal of the one *Podocarpos macrophyllus* (Fern Tree) and request replacement planting, subject to the following conditions:

- a. One (1) tree (palms, fruit trees and species recognised to have a short life span are not considered a suitable replacement) be planted within the property and in such a manner as to promote growth and long term survival.
- b. At the time of planting that the tree would be no less than 1.5 metres in height.
- c. When mature, the tree would attain a minimum height of not less than 10 metres.
- d. The replacement planting must not be located within three (3) metres of the wall or foundation of a legally constructed building or an approved associated building.
- e. The replacement planting must be completed within twelve (12) months from the date of the consent to remove the subject tree/s unless a written extension is granted by Council.
- f. The replacement planting must be maintained in such a manner as to ensure, as far as practicable, growth to maturity. Any tree that fails to thrive must be replaced with a comparable planting.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**4 WATER BOTTLE REFILL STATIONS IN OPEN SPACE**

**RECOMMENDATION:** (Moved by Councillors Petch and Tagg)

That this matter be deferred pending a further report on alternate systems including those that are not chilled.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**ATTACHMENTS**

1 Minutes - Works and Community Committee - 5 June 2012



**ITEM 4 (continued)**

**ATTACHMENT 1**

**Works and Community Committee  
MINUTES OF MEETING NO. 7/12**

**Meeting Date:** Tuesday 5 June 2012

**Location:** Committee Room 1, Level 5, Civic Centre, 1 Devlin Street, Ryde

**Time:** 4.30pm

**Councillors Present:** Councillors Maggio (Chairperson), Petch and Tagg.

In the absence of Councillor Perram, the Deputy Chairperson – Councillor Maggio chaired the meeting.

**Apologies:** Councillors Campbell and Li.

**Leave of Absence:** Councillor Perram.

**Staff Present:** Group Manager – Community Life, Group Manager – Public Works, Service Unit Manager – Open Space, Tree Management Officer and Executive Assistant to the Mayor and Other Councillors.

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**1 CONFIRMATION OF MINUTES - Meeting held on 15 May 2012**

**RESOLUTION:** (Moved by Councillors Petch and Tagg)

That the Minutes of the Works and Community Committee 6/12, held on Tuesday 15 May 2012, be confirmed.

**Record of Voting:**

For the Motion: Unanimous

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

Note: The Committee considered Item 4 at this point in the meeting.

**4 WATER BOTTLE REFILL STATIONS IN OPEN SPACE**

**RECOMMENDATION:** (Moved by Councillors Petch and Tagg)

That this matter be deferred pending a further report on alternate systems including those that are not chilled.

**ITEM 4 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**2 TREE MANAGEMENT REVIEW - 5 DARCEY STREET, MARSFIELD**

Report: The Committee inspected the property at 5 Darcey Street, Marsfield.

**RECOMMENDATION:** (Moved by Councillors Maggio and Petch)

That the Committee recommend to Council:

- (a) the removal of one (one *Araucaria heterophylla* (Norfolk Island Pine) and require the replacement planting of suitable species that would attain a minimum height of no less than 13 metre at maturity
- (b) the removal and replacement of the two *Thuja spp.* (Bookleaf Cypress) in accordance with previous correspondence sent to the applicant.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**3 REVIEW OF DETERMINATION OF TREE APPLICATION - 2 LESLIE STREET, NORTH RYDE**

Report: The Committee inspected the property at 2 Leslie Street, North Ryde.

**RECOMMENDATION:** (Moved by Councillors Maggio and Petch)

That Council approve the removal of the one *Podocarpos macrophyllus* (Fern Tree) and request replacement planting, subject to the following conditions:

- a. One (1) tree (palms, fruit trees and species recognised to have a short life span are not considered a suitable replacement) be planted within the property and in such a manner as to promote growth and long term survival.
- b. At the time of planting that the tree would be no less than 1.5 metres in height.
- c. When mature, the tree would attain a minimum height of not less than 10 metres.
- d. The replacement planting must not be located within three (3) metres of the wall or foundation of a legally constructed building or an approved associated building.

**ITEM 4 (continued)**

**ATTACHMENT 1**

- e. The replacement planting must be completed within twelve (12) months from the date of the consent to remove the subject tree/s unless a written extension is granted by Council.
- f. The replacement planting must be maintained in such a manner as to ensure, as far as practicable, growth to maturity. Any tree that fails to thrive must be replaced with a comparable planting.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **12 JUNE 2012** as substantive changes were made to the published recommendation.

**4 WATER BOTTLE REFILL STATIONS IN OPEN SPACE**

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

The meeting closed at 5.20pm.

CONFIRMED THIS 19TH DAY OF JUNE 2012.

Chairperson

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**5 REPORT OF THE CIVIC PRECINCT COMMITTEE MEETING 3/12 held on 6 June 2012**

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**Report prepared by:** Meeting Support Coordinator**Report dated:** 21/05/2012**File No.:** GRP/12/5/5/5 - BP12/614

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**REPORT SUMMARY**

The Minutes and Committee recommendations of the Civic Precinct Committee Meeting 3/12 held on 6 June 2012 will be circulated (UNDER SEPARATE COVER).

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**6 DEFERRED REPORT: PUTNEY PARK PLAN OF MANAGEMENT ACTION PLAN UPDATE**

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**Report prepared by:** Open Space Planner**Report dated:** 27 April 2012**File No.:** GRP/09/4/6 - BP12/479

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**This report is deferred from the Council Meetings held on 8 and 22 May 2012.**

**REPORT SUMMARY**

The Putney Park Plan of Management was adopted by Council on 11 October 2011 and guides the future development and management of Putney Park. The Plan of Management recommends a series of actions that support the sustainable management and conservation of Putney Parks' natural, cultural and indigenous resources while promoting public recreation and leisure within the Park. The management actions are aimed at meeting current and future demands on the Park while improving the quality of the Park, responding to the needs of the community, and reinforcing the community values of the Park.

During exhibition and adopting process of the Plan of Management, Council requested a further report to be provided on the high priorities for Putney Park as identified by the community. This report provides further information and financial considerations on these items.

**RECOMMENDATION:**

That Council receive and note the information contained in the body of this report.

**ATTACHMENTS**

- 1 Masterplan and Action Plan for Council

Report Prepared By:

**Fiona Morrison**  
**Open Space Planner**

Report Approved By:

**Tatjana Domazet**  
**Service Unit Manager - Open Space****Danielle Dickson**  
**Group Manager - Community Life**

**ITEM 6 (continued)****Discussion**

At its meeting on 11 October 2011, Council adopted the Putney Park Plan of Management and resolved, in part, the following:

- (b) *That a further report be provided to Council regarding a plan of action addressing the following matters:*
- *to improve the site from Pellisier Road to the punt (relocation of gates);*
  - *the upgrading and remediation of the triangular park;*
  - *the improvement to the sea wall;*
  - *the removal of the Camphor Laurel trees;*
  - *the pruning of trees throughout the park to improve the security;*
  - *the development of the perimeter track; and*
  - *the exploration of provision of accessible equipment in the southern playground.*

The Putney Park Plan of Management includes a Masterplan and an Action Plan that contains actions that respond to the community needs for the Park. These two items are contained in **ATTACHMENT 1**. The report provides information on the timing and financial impact for the implementation of the Plan of Management and Masterplan.

*Recommended Actions*

The Putney Park Plan of Management has been prepared with a series of actions linked to the values of the reserve. Strategies, actions, priorities, responsibilities and performance measurement are outlined in more detail in Section 5 of the Plan (and as attached), and are to be used for projects bidding for future budgets and work programs.

The Plan's Action Plan has been prepared to coordinate the future management of Park. The Plan contains actions needed to:

- Improve the quality of the Park;
- Respond to the needs of the community and Park users;
- Achieve the core objectives of the Local Government Act and the Crown Lands Act; and
- Reinforce the values of the Park.

All actions have been assigned a priority rating of short, medium, long or ongoing. In addition, during the exhibition process, the community has identified a number of high priority actions for Putney Park. All of these actions together with approximate costs are listed in the table below.

**ITEM 6 (continued)**

<b>Priority Ranking</b>	<b>Key Actions</b>	<b>Approx Cost</b>	<b>Notes:</b>
<b>Short Term</b>	• Expand the southern playground	\$200,000	Proposed for 2012/13
	• Prepare a Bush Care Management Strategy	\$15,000	
	• Design and construction of the foreshore path	\$500,000	
	• Bindii weed management	\$80,000	Additional works are required to change grass species
<b>Sub-total for Short Term priorities</b>		<b>\$796,000</b>	
<b>Community High Priority</b>	• Upgrading and remediation of the triangular park;	\$60,000	
	• Improvement to the sea wall;	\$200,000	To scope the extend of the repairs and conduct geotechnical investigations
	• Removal of the Camphor Laurel trees;	\$30,000	Review underway
	• Pruning of trees throughout the park to improve the security;	\$30,000	Works programmed
	• Apply the Ryde River Walk Masterplan to Putney Park that includes development of the perimeter track and implementation of the parkland loop path network;	\$550,000	Project delayed to allow for additional community consultation
	• Improve the site from Pellisier Road to the punt (relocation of gates);	\$230,000	Project not commenced due to lack of funding
	• Provision of accessible equipment in the southern playground.		<i>Note: consideration to the inclusion of accessible equipment will be undertaken during the design process</i>
<b>Sub-total for community high priorities</b>		<b>\$1.103 mil</b>	
<b>Medium Term</b>	• Implement natural and cultural heritage interpretation signage and art works throughout the Park	\$57,500	Estimated at 10 signs located throughout the Park.
	• Construction of a path within the southern triangular area of the	\$20,000	



**ITEM 6 (continued)**

<b>Priority Ranking</b>	<b>Key Actions</b>	<b>Approx Cost</b>	<b>Notes:</b>
	Park		
	<ul style="list-style-type: none"> <li>Installation of additional seating throughout the Park</li> </ul>	\$440,000	
<b>Sub-total for Medium Term priorities</b>		<b>\$517,500</b>	
<b>Long Term</b>	<ul style="list-style-type: none"> <li>Create a connection between the punt ferry and the Park</li> </ul>	\$50,000	
	<ul style="list-style-type: none"> <li>Demolition of southern toilet block and replace with a new facilities closer to the southern playground area</li> </ul>	\$500,000	
	<ul style="list-style-type: none"> <li>Development of an interpretation strategy</li> </ul>	\$30,000	
<b>Sub-total for Long Term Priorities</b>		<b>\$580,000</b>	
<b>TOTAL</b>		<b>\$2,996,500</b>	

*Timeline for implementation*

The implementation of a complex Plan of Management such as Putney Park requires a long term commitment. While the Plan of Management provides direction on the priority of works, a timeframe for the implementation of these priorities is dependent upon the funding available.

**Financial Implications**

The estimated value identified in the Putney Park Plan of Management Action Plan is approximately \$2.9 million.

Council's commitment to the management and maintenance of this park over a long period of time has been significant. The ultimate implementation of all actions identified within the Plan of Management will require a sustained investment over a long period of time.

The majority of actions identified in the Action Plan are capital upgrades of the Park. Resourcing these upgrades will need to be identified through council's long term financial plan and yearly capital works programs within the operational plan. Sources of funding will include general funds, Section 94, grants, sponsorship and partnership contributions.

In the draft 2012/13 budget, \$200,000 has been allocated towards the expansion of the southern playground.

**ITEM 6 (continued)****Conclusion**

Council's adopted Plan of Management for Putney Park including an Action Plan. Some of the high priorities actions that have been identified in the Action Plan are being addressed through the operational plan whilst the expansion of playground has been identified in 2012/13 budget.

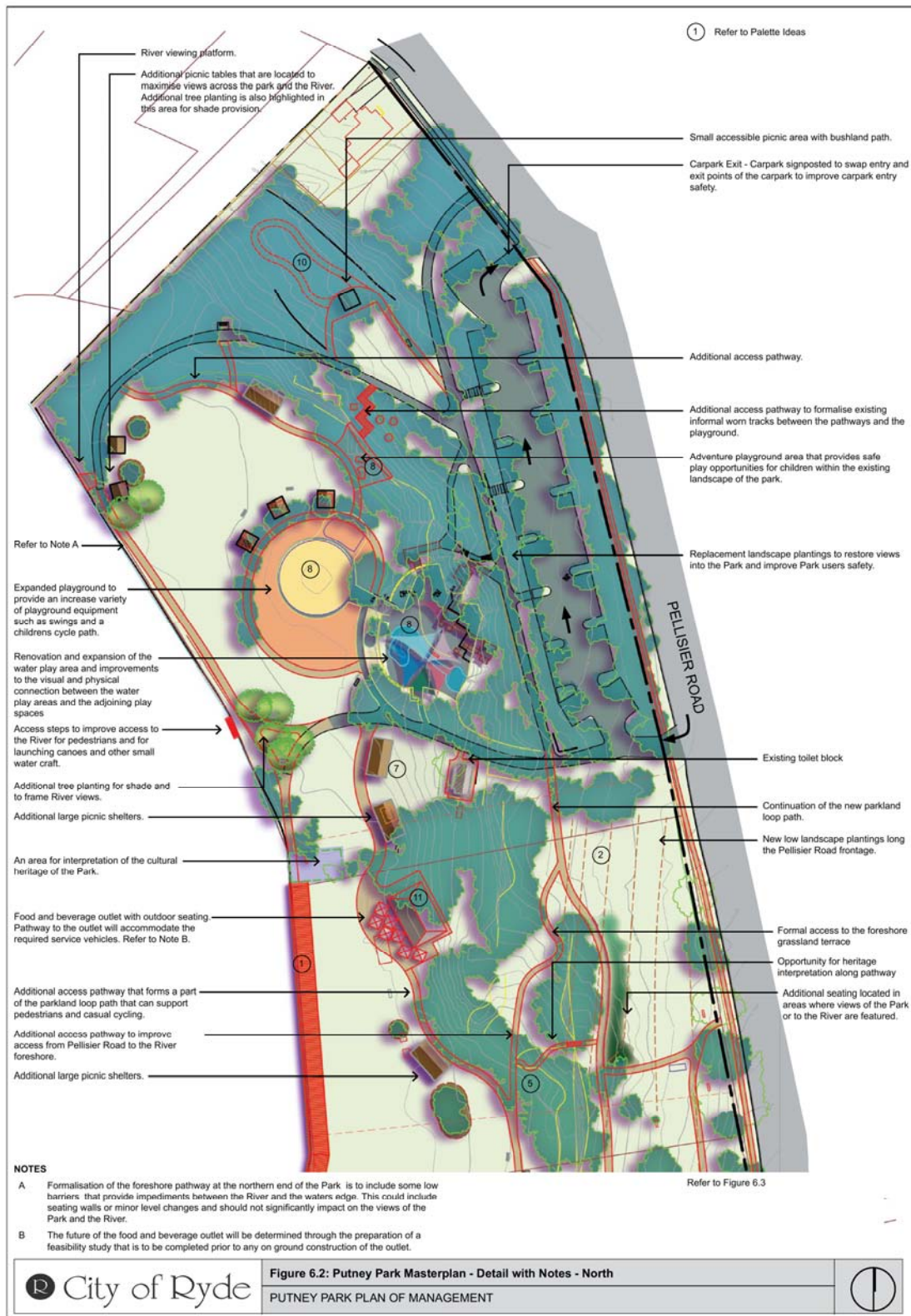
ITEM 6 (continued)

ATTACHMENT 1



ITEM 6 (continued)

ATTACHMENT 1





ITEM 6 (continued)







ATTACHMENT 1





ITEM 6 (continued)

ATTACHMENT 1

<p>IMAGE</p> 	<p>NOTE</p> <p><b>1. Boardwalk along Foreshore:</b> To provide an opportunity for connection with the foreshore and between other park elements, particularly the historic Putney Park baths.</p>	<p>IMAGE</p> 	<p>NOTE</p> <p><b>7. Picnic Shelters:</b> To provide a consistent appearance of picnic shelters, including both large and small sizes. The style propose has been used in other City of Ryde standard shelter.</p>
	<p><b>2. Ornamental Shrubs and Garden:</b> To revive the concept of the "pleasure garden" which was in Putney Park in the 1920's. There is an opportunity to highlight the natural features of the park in this area.</p>		<p><b>8. Playgrounds:</b> North Play Area: The existing playground is expanded to increase play value  The propose play space would build upon the existing use of the sandstone rock shelf being used as a climbing wall. Included in this playground would be "parkour" play items.</p>
	<p><b>3. Heritage Interpretation:</b> To provide an opportunity to celebrate the historic sites in Putney Park such as Lunnhilda / Dunhope House and the Putney Baths through interpretation such as sculptures and ground plan artworks.</p>		<p>South Play Area: This playspace is replaced with a themes playground that is built around the tree canopy and heritage character of the Park. Element in this playspace could include a "ruins trail" with imaginary heritage exploration elements.</p>
	<p><b>4. Heritage Planting and Garden:</b> To enhance the heritage interpretation of the historic Lunnhilda / Dunhope House site and protect the existing plantings that are remnants of the House's original garden.</p>		<p><b>9. New Amenity Block:</b> To provide a safe amenity block located at the southern end of the Park. An adjacent shelter should ne used by nearby playground users.</p>
	<p><b>5. Native Plants and Gardens:</b> To highlight the rich array of landscape elements at Putney Park such as the sandstone rock shelf between the upper level of the Park and the foreshore.</p>		<p><b>10. Bushcare and Interpretation Trial:</b> To provide and opportunity for signage that identifies comes of the native plants species grown in the Park. To provide an opportunity for public art to be incorporated within the bushland areas as another from of environmental education.</p>
	<p><b>6. Viewing Areas:</b> To provide opportunities to enjoy the great views available over the Parramatta River. The viewing areas are purposed where there are natural break in the existing vegetation.</p>		<p><b>11. New Kiosk / Cafe:</b> To provide a food and beverage outlet in Putney Park that takes advantage of the great views.</p>
<p>City of Ryde</p>	<p>Figure 6.4: Putney Park Masterplan - Ideas Palette PUTNEY PARK PLAN OF MANAGEMENT</p>		

ITEM 6 (continued)

ATTACHMENT 1





ITEM 6 (continued)

ATTACHMENT 1



**ITEM 6 (continued)**

**ATTACHMENT 1**

PUTNEY PARK PLAN OF MANAGEMENT

City of Ryde

**7. ACTION PLAN**

The overall management for Putney Park is to preserve it as a regional community resource. This can be achieved by maintaining and strengthening the features of the Park, providing suitable parklands facilities, strengthen the interface between the Park and the foreshore and to maximise opportunities for a wide range of leisure and recreational uses. Building on from the values and roles of the Park, it is important to establish some management principles against which the opportunities for the future management and development of the Park can be assessed against.

The following Action Plan (as listed in the tables and shown on Figure 7.1) has been prepared to coordinate the future management of Park. The Plan contains actions needed to:

- Improve the quality of the Park
- Respond to the needs of the community and Park users
- Achieve the core objectives of the Local Government Act and the Crown Lands Act
- To reinforce the values of the Park.

All actions have been assigned a priority rating.

**Table 71 Priority Rankings**

TERM	ACTIONS
Short Term	<ul style="list-style-type: none"> <li>• Safety Issues</li> <li>• Park functional improvements</li> <li>• Severe environmental rectifications</li> <li>• Management of unauthorised use</li> </ul>
Medium Term	<ul style="list-style-type: none"> <li>• Preventative and remedial maintenance</li> <li>• Resolution of park users conflicts</li> <li>• Moderate environmental rectifications</li> <li>• Improve park user use and enjoyment</li> </ul>
Long Term	<ul style="list-style-type: none"> <li>• Long term quality improvements</li> <li>• Reduction of maintenance costs</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>• Regular actions for the life of the Plan of Management</li> </ul>

Each action is also accompanied by a notation of legislative compliance and the key for this is contained in Table 7.2 below.

**Table 7.2 Legislative Compliance**

LEGISLATION	DETAILS	ACTION PLAN NOTATION
<b>Crown Lands Act</b>		
Section 11	Observe environmental protection principles in relation to the management and administration of Crown land.	1
	Conserve the natural resources of Crown land (including water, soil, flora, fauna, and scenic quality) wherever possible.	2
	Encourage public use and enjoyment of appropriate Crown land.	3
	Encourage multiple use of Crown land, where appropriate.	4
	Use and manage Crown land in such a way that both the land and its resources are sustained in perpetuity, where appropriate	5
	Occupy, use, sell, lease, license, or otherwise deal with Crown land in the best interests of the State, consistent with the above principles.	6

**ITEM 6 (continued)**

**ATTACHMENT 1**

PUTNEY PARK PLAN OF MANAGEMENT

City of Ryde

LEGISLATION	DETAILS	ACTION PLAN NOTATION
<b>Local Government Act</b>		
Section 36E - Natural Areas	To conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area.	36E (a)
	To maintain the land, or that feature or habitat, in its natural state and setting.	36E (b)
	To provide for the restoration and regeneration of the land.	36E (c)
	To provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion.	36E (d)
	To assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the Threatened Species Conservation.	36E (e)
Section 36G - Park	To encourage, promote and facilitate recreational, cultural, social and educational pastimes and activities.	36G (a)
	To provide for passive recreational activities or pastimes and for the casual playing of games.	36G (b)
	To improve the land in such a way as to promote and facilitate its use to achieve the other core objectives for its management.	36G (c)
Section 36J - Bushland	To ensure the ongoing ecological viability of the land by protecting the ecological biodiversity and habitat values of the land, the flora and fauna (including invertebrates, fungi and micro-organisms) of the land and other ecological values of the land.	36J (a)
	To protect the aesthetic, heritage, recreational, educational and scientific values of the land.	36J (b)
	To promote the management of the land in a manner that protects and enhances the values and quality of the land and facilitates public enjoyment of the land, and to implement measures directed to minimising or mitigating any disturbance caused by human intrusion.	36J (c)
	To restore degraded bushland.	36J (d)
	To protect existing landforms such as natural drainage lines, watercourses and foreshores.	36J (e)
	To retain bushland in parcels of a size and configuration that will enable the existing plant and animal communities to survive in the long term.	36J (f)
	To protect bushland as a natural stabiliser of the soil surface.	36J (g)
Section 36N - Foreshore	To maintain the foreshore as a transition area between the aquatic and the terrestrial environment, and to protect and enhance all functions associated with the foreshore's role as a transition area.	36N (a)
	To facilitate the ecologically sustainable use of the foreshore, and to mitigate impact on the foreshore by community use.	36N (b)

**7.1 Implementation of the Plan of Management**

Once the Council and the Lands Minister adopts this Plan of Management, it is incumbent on the Reserve Trust to "carry out and give effect to it" (Section 114 of the Crown Lands Act 1989). The Trust must only allow operations or development that is in accordance with the Plan of Management.

Implementation of the Plan will be monitored annually with the preparation of annual performance standards and capital works programs. Performance standards and works programs for administration, maintenance and upgrading works are revised each year to meet allocated budgets and works priorities determined in Council's Management Plan.

Adopted 11 October 2011

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## ITEM 6 (continued)

## ATTACHMENT 1

### 7.1.1 Review of this Plan of Management

Alteration of the adopted Plan of Management may be undertaken under Section 115 of the *Crown Lands Act*, and may be required after a period of five years to keep abreast of government legislation and policy, Ministerial directions, to cater for the changing expectations and requirements of the community, to recognise completed actions, and to ensure the Plan of Management remains useful and relevant. Review of this Plan of Management should also take into account the outcomes of periodic reviews of Council's strategic and operational plans. The Action Plan tables have a shorter life and therefore require more frequent reviews and updating. The Action Plan tables should be reviewed and revised yearly in accordance with Council's budgets, Capital Works Program and changing priorities.

Funding for management of the Reserve will be sought from a range of Government, Council and community sources.

### 7.1.2 Funding Sources and Opportunities

There are a number of approaches that Council and Crown Reserve Trusts can take in funding the implementation of this Plan of Management. City of Ryde, as Trust Manager and Owner, is likely to fund most of the proposed improvements to the Reserve.

#### *Reserve Trust proceeds*

Under Section 106 of the *Crown Lands Act 1989*, the Minister may direct that proceeds from a sale, lease, easement or licence (including a temporary licence) of a Crown reserve be paid to:

- Another Reserve Trust to be used for care, control and management of the other Trust's reserve.
- The Consolidated Fund or to a Public Reserves Management Fund under the *Public Reserves Management Fund Act 1987*.

The Public Reserves Management Fund provides loans or grants that assist Crown Reserve Trusts in the management, planning and development of Crown reserves. The fund principally relies on levies on coastal caravan parks, and repayments of loan principal and interest. A 15% levy on the proceeds from leases and licenses that can then be applied for the care and maintenance of reserves also contributes to the Public Reserves Management Fund. Funds are distributed on a merit basis to Trusts that apply for grant funds for specific projects.

#### *Council funding*

The implementation of this Plan of Management is achieved through its linkage with Council's Management Plan, Operational Budget, and Capital Works Program. Funding is integral to implementing the Plan.

Funding arrangements for the foreshores need to address recurrent costs of management and maintenance, together with capital costs for new facilities or upgrading works. Council currently funds management and maintenance costs through its annual budget allocation, and uses capital funds and Section 94 funding for capital and non-recurrent works.

Funding for construction of new facilities is generally through the annual budgeting process, but special projects may be partly funded through State government grant allocations, which may involve matching funding from Council.

Staging of works will need to occur because Council cannot meet the cost of every single item of work proposed at one time, due to other financial commitments throughout the City. Actions listed in the Action Plans have been prioritised, which will assist in preparing forward open space work programs and annual budgets. This Plan will therefore provide direction for future works in the foreshore parks.

- Section 94A contributions - Council currently enters into planning agreements, or levies contributions or works in kind from developers towards the cost of upgrading facilities, including parks, to meet the needs of new development.



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- Partnerships - Local residents and corporate groups participate in bushcare activities. There is an opportunity to develop further partnerships with residents and interested people in relation to park improvements and ongoing management.
- Rental income - Income from the Reserve is generated by lease and licence fees, and from applicants for approved functions and events.
- Rationalisation and disposal - Revenue for park projects and improvements may be raised from the sale of assets, such as surplus or inappropriate land.

*Grants*

A number of Commonwealth and State government grants are available to assist with capital works along the foreshore area. While not exhaustive, the following list gives an indication of the range of available grant programs through which improvements to the Reserve consistent with its size, catchment and intended uses could be funded.

**Table 7.3 Grant Funding Opportunities**

GRANT	ORGANISATION	PURPOSE
<b>Commonwealth</b>		
Natural Heritage Trust	Department of Environment and Heritage	Bushcare Program: conserving and restoring habitat for native flora and fauna
Public Art Program	Ministry for the Arts	Grants of up to \$4,000 are available to assist in the commissioning of concept proposals by artists. Matching grants of up to \$20,000 are available for commissioning public art.
Australia Council for the Arts	Australia Council	Community cultural development, visual arts / crafts, theatre, dance, music
<b>State</b>		
Public Reserve Management Fund	Department of Lands	Assists Crown Reserve Trusts in the management, planning and development of Crown reserves.
Metropolitan Greenspace Program	Department of Planning	Planning and improvement of regionally significant open space in Sydney.
Capital Assistance Program	Department of Tourism, Sport and Recreation	Community-oriented sporting and / or recreational facilities.
Regional Sports facilities Program	Department of Tourism, Sport and Recreation	High quality sporting facilities with a regional catchment.
Environmental Trust: Integrated Environmental Program	Department of Environment and Conservation	Environmental restoration and rehabilitation to prevent or reduce pollution, waste or other environmental degradation.
Regional Cycleway Network	Roads and Traffic Authority	The RTA matches Council funding for regional cycleway routes.
Heritage Study and Promotion Projects	NSW Heritage Office	Studies, promotion, interpretation and presentation, histories and other projects for heritage items in NSW.
Sharing Sydney Harbour Access Program	Department of Planning	Improve public access to and enhance the recreational enjoyment of Sydney Harbour and its tributaries for the people of Sydney and visitors to the city. Funding for specific capital works projects such as walking tracks, cycle paths, new public waterfront parks, jetties, pontoons and boat launching facilities.

**7.1.3 Reporting**

Under Section 122 of the *Crown Lands Act* 1989, a Reserve Trust must furnish a report on its activities for the previous financial year. Contents of the report are listed in Clause 32(2) of the *Crown Lands Regulation* 2006.

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7.2 Putney Park Masterplan

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Putney Park Masterplan	To implement the Putney Park Masterplan as a component of the plan of management implementation	Undertake community consultation, design and implementation of the Masterplan in accordance with all relevant Council's policies, legislation and Australian Standards.	Ongoing	Implementation of the Masterplan	Recreation Open Space & Landscape Cultural Environment Access & Linkages	1.2.3.4.5	Sections 36E, 36G, 36J and 36N
		Prepare a business case(s) to obtain funding for the implementation of the Masterplan.	Short	Funds provided via Council, grant or other sources of funding.	Recreation Open Space & Landscape Cultural Environment Access & Linkages	1.2.3.4.5	Sections 36E, 36G, 36J and 36N
		Implement the Masterplan in accordance with Masterplan and Plan of Management priorities.	Ongoing	Implementation of the Masterplan	Recreation Open Space & Landscape Cultural Environment Access & Linkages	1.2.3.4.5	Sections 36E, 36G, 36J and 36N

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7.3 Recreation

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Recreation	That Putney Park is managed as a regional park within the City of Ryde open space network.	Recognise Putney Park as a regionally significant parkland within the strategic planning of open space within the City.	Short	Listing of Putney Park as a regional park within the Integrated Open Space Strategic Plan.	Recreation	3, 5	36G, 36E
		Update all park promotional material to market the Park as a regional park.	Medium	All park marketing material updated.	Recreation	3, 5	36G, 36E
		Revised all service level agreements relating to Putney Park to reflect the regional status of the Park and ensure maintenance expectations are revised accordingly.	Short	Revised service level agreements for park maintenance	Recreation Open Space & Landscape Environment	3	36G, 36E, 36J, 36N
	To provide a range of quality unstructured recreational opportunities based on identified community needs.	Implement the Masterplan which incorporates new and upgraded recreation opportunities for all ages.	Short	Implementation of the Masterplan	Recreation	2, 3	36G, 36E
		Construct additional areas for passive recreation that includes walking paths, playgrounds, picnic areas, viewing areas and complementary landscaping.	Short	Provision of additional passive recreation areas in alignment with the Masterplan	Recreation Open Space & Landscape	3	36G
		Undertake community consultation, design and implementation of the Masterplan in accordance with all relevant Council's policies, legislation and Australian Standards.	Ongoing	Implementation of the Masterplan	Recreation Open Space & Landscape	3	36G, 36E
		Engage with the local community and park users during the design and implementation of the Masterplan.	Ongoing	The community and park users are engaged and informed during the implementation of the Masterplan.	Recreation Open Space & Landscape Cultural Environment Access & Linkages	3, 5	36G, 36E

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
	To limit negative impacts from Park activities on surrounding private residential areas.	Engage with the local community during the design and implementation of the Masterplan to mitigate impacts on local residents.	Ongoing	The local community is engaged and informed of the implementation of the Plan of Management and Masterplan.	Recreation	3	36G, 36E
	To ensure that the quality of the environment and landscape remains the focus of the recreational experience at Putney Park	Ensure the implementation of the Masterplan protects and enhances the opportunities for environmental focused recreation, such as bush walks, bush care and viewing of the River.	Ongoing	The landscape of the Park is enhanced through the implementation of the Masterplan.	Recreation Open Space & Landscape Environment	2,3,5	36G, 36E, 36J, 36N
Children's Playgrounds	To ensure all park playground facilities are safe for use.	Review and audit all Park playgrounds regularly for compliance with the relevant safety standards and issue repairs as necessary.	Ongoing	Playground equipment and surrounds comply with relevant Australian Standards.	Recreation	3	36G
		Prepare suitable service level agreements for the maintenance of the playgrounds as regional playgrounds	Short	Service level agreements for playground maintenance prepared and adhered to.	Recreation	5	36G
		Review the provision of shade sails or trees at the playground areas and install / plant where necessary.	Medium	Adequate provision of shade at all playgrounds.	Recreation	5	36G
		Conduct routine safety audits on all playgrounds where all defects and noncompliance is reported to Councils for action.	Ongoing	Periodic safety audits completed and referred to Council for action.	Recreation	5	36G
		Replace playground equipment as required.	Ongoing	Playground equipment replaced when necessary.	Recreation	5	36G
	To expand the northern play area to provide a additional play opportunities for all ages and amenity for parents and carers.	Expand the footprint and play value of the northern playground in accordance with the Masterplan and community needs.	Short	Playground expanded	Recreation	3	36G
		Provide additional seating areas within the vicinity of the northern playground for park users.	Short	Additional seating installed	Recreation	3	36G

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
		Incorporate into the expansion of the playground and the foreshore path a low informal barrier between the playground and the River, such as a siting wall.	Medium	Informal barrier installed between the playground and the foreshore.	Recreation Open Space & Landscape Access & Linkages	3	36G
	To improve the <b>water play area</b> for users.	To improve safety and reduce risk of user injury, consider the use of softer surface treatments within the water play area, such as soft fall rubber.	Medium	Installation of softer surfaces within the water play area.	Recreation	3.5	36G
		Provide additional seating areas within the vicinity of the water play area for parents and carers. Seating areas must be located to allow clear view lines for parents / carers to the water areas.	Short	Installation of additional seating in accordance with the Masterplan.	Recreation	3	36G
		Improve the physical and visual interface between the water play area and the northern playground and the River.	Long	Sight lines and access between the two play areas are improved in accordance with the Masterplan.	Recreation Open Space & Landscape	3	36G
	To promote the safe use of the <b>water play area</b> .	Instal signs that remind children not to run within the water play area.	Short	Installation of signage.	Recreation	3	36G
	To ensure the <b>water play area</b> is safe for use.	Ensure the water play areas is maintained to meet all relevant water quality control standards.	Ongoing	Water quality complys with relevant Australian Standards.	Recreation	3	36G
		Conduct routine water testing and take action as necessary.	Ongoing	Programmed water quality inspections completed.	Recreation	3.5	36G, 36E, 36J
	To expand the <b>southern play area</b> to provide a additional play opportunities and amenity for parents and carers.	Expand the existing playground to provide a suitable alternative play area for younger children with a high play value and incorporated landscape.	Medium	Expanded playground constructed.	Recreation Open Space & Landscape Environment	3	36G
		Provide additional seating and picnic areas near the playground for park users.	Medium	Additional seating installed.	Recreation	3	36G
		Provide a pathway that connects the southern playground to the play opportunities at the northern end of the Park.	Medium	Pathways constructed.	Recreation Access & Linkages	3	36G

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Dog Walking & Exercising	To provide a safe and accessible park for dog walking.	Install and maintain signage that encourages dog owners to act responsibly keep out of bushland and playground areas, keep their dog under control at all times & to pick up after their dog.	Short	Installation of signs and minimal complaints from Park users and the community.	Recreation Environment	2,3,5	36E, 36G, 36J, 36N
	To minimise the potential conflicts between dog owners and other Park users.	Install dog waste bins and water bowls throughout the park.	Medium	Installation of bins and water bowls	Recreation	3	36G
Ryde River Walk	To apply the Ryde River Walk Masterplan to Putney Park.	Maintain regular and prompt attention by Council Rangers to matters relating to dogs acting contrary to notices at the Park. Design and construct a loop path within the Park that connects to the Ryde River Walk .	Ongoing	Minimal complaints from Park users and the community.	Recreation	3.5	36G
		Install signage at key locations to inform users of the Ryde River Walk of Putney Park and the amenities within the Park.	Short	Construction of a loop path within Putney Park	Recreation Access & Linkages	3	36E, 36G
		Install seating along the path to provide rest areas for Ryde River Walk users.	Short	Installation of signage	Recreation Access & Linkages	3	36E, 36G
		Improve the park entry points and connections to the surrounding street	Medium	Installation of seating	Recreation	3	36G
		Investigate future foreshore connection between Kissing Point Park and Putney Park	Medium	Install Pathways that connect entry points and paths	Access & Linkages	3	36G
Food and Beverage Facility	To improve foreshore connections between Kissing Point Park and Putney Park	Conduct a feasibility study on the provision of a food and beverage outlet within the Park.	Long	Connection between Kissing Point Park and Putney Park made.	Recreation	3	36E, 36G
	To provide a food and beverage outlet within the Park.	Implement the findings of the feasibility study	Medium	Completion of feasibility study.	Recreation	3.6	36G
	To control vehicle access for private service vehicles to ensure the safety of park users	Limit the operation of all coffee carts, ice cream vans and similar to the southern carpark or other designated car park areas.	Medium	Actioning the feasibility study.	Access & Linkages	3.6	36G
			Ongoing	No food selling vehicles driving in the Park.	Recreation Access & Linkages	2.6	36G

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7.4 Park Elements

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Tree Management	To review and implement the recommendations of the Tree Survey (2008) - Appendix C.	Conduct a review of the Tree Survey and identify all tree management actions required.	Short	Actions in the Tree Survey are implemented	Open Space and Landscape	1, 2, 5	36G, 36E, 36J
		Develop and implement a program for tree works as a result of the review of the Tree Survey.	Short	Actions in the Tree Survey are implemented	Open Space and Landscape	1, 2, 5	36G, 36E, 36J
	To manage the tree assets sustainably.	Council arborists are to conduct regular inspections and monitor the health and condition of the trees as a part of regular Park maintenance. Undertake tree surgery, removal and replanting as required.	Ongoing	Ongoing inspections are undertaken and recommendations implemented	Open Space and Landscape	1, 2, 5	36G, 36E, 36J
		Council arborists are to conduct regular inspections as a part of regular Park maintenance and to identify the occurrences of tree vandalism and report to the regulatory officers for action is appropriate.	Ongoing	Ongoing inspections are undertaken and recommendations implemented	Open Space and Landscape	1, 2, 5	36G, 36E, 36J
		Undertake habitat assessment prior to the removal of any tree or limbs.	Ongoing	Habitat inspections completed prior to any tree or limb removal	Open Space and Landscape Environment	1, 2, 5	36G, 36E, 36J
	To protect the significant trees planted within the Park.	Identify all significant trees located within Putney Park and register these trees on the City of Ryde Significant Tree Register.	Short	Significant trees registered and management appropriately	Open Space and Landscape Environment Cultural	1, 2, 5	36G, 36E
	Enhance the landscape character of the Park.	Ensure all replacement tree plantings are consistent with the landscape character of the Park and maintain Park users safety.	Ongoing	Unhealthy trees are removed and replace with appropriate species	Open Space and Landscape Environment	1, 2, 5	36G, 36E, 36J
		Use only high branching tree habits for tree plantings along the Parramatta River foreshore to protect views to the River.	Ongoing	Key view lines in and through park are protected	Open Space and Landscape	1, 2, 5	36G, 36E, 36J, 36N
		Prepare and implement a Succession Planting Plan for <i>Ficus rubiginosa</i> and other significant tree within the Park	Short	Succession planting scheme developed and implemented	Open Space and Landscape Cultural	1, 2, 5	36G, 36E, 36J, 36N

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
		Plant additional trees in those areas identified in the Masterplan.	Ongoing	Masterplan implemented	Open Space and Landscape Environment	1, 2, 5	36G, 36E, 36J, 36N
Vegetation Management	To manage the Park's vegetation so as to complement the recreation role of the Park.	Undertake a programmed bindii weed management program for all turfied areas.	Ongoing	Bindii weed management program and infestation of Bindee weed reduced	Open Space and Landscape Recreation	3, 5	36G
		Review the vegetation planting within the vicinity of the northern carpark and modify to increase sight line into and out of the Park.	Short	Sight lines around north car park are improved	Open Space and Landscape	1, 3, 5	36G, 36E, 36J, 36N
		Provide additional landscape areas to complement picnic areas and rest areas and in accordance with the Masterplan.	Medium	Masterplan implemented	Open Space and Landscape	1, 2, 3, 5	36G, 36E, 36J, 36N
	To improve the landscape and visual access to the park area located to the south of the punt access road.	Conduct a program of vegetation management that focuses on removal of weed species and replanting with appropriate species.	Short	Weeds removed and replaced with suitable plant species	Open Space and Landscape Environment	1, 2, 3, 5	36G, 36E, 36J, 36N
		Improve River viewing areas through the management of vegetation and weed species removal.	Ongoing	Sight lines to the River are improved and or protected	Open Space and Landscape Environment	1, 2, 3, 5	36G, 36E, 36J, 36N
	To ensure all community involvement with bush care within the Park is managed in accordance with Council policies and priorities.	Prepare and implement a Bush Care Management Strategy to define areas and priorities for all bush care activities within the Park.	Short	Bush Care Management Strategy implemented	Open Space and Landscape Environment	1, 2, 3, 4, 5	36G, 36E, 36J, 36N
		Ensure all community members volunteering are inducted as specified in Council's policies and procedures prior to undertaking any works on site.	Ongoing	All bush care volunteers follow Council direction and procedures	Open Space and Landscape Environment	1, 2, 3, 4, 5	36G, 36E, 36J, 36N
	Enhance vegetation corridors along the Parramatta River	As a part of the Bushland Management Strategy, identify areas within the Park for planting to enhance vegetation corridor along the Parramatta River	Short	Bush Care Management Strategy implemented	Open Space and Landscape Environment	1, 2, 3, 4, 5	36G, 36E, 36J, 36N
Park Furniture	To install park furniture that is suitable for a foreshore location and a palette complementary to other parks in Ryde.	To undertake a program of furniture replacement to standardise all furniture within the park.	Ongoing	Older furniture replaced with Council standard furniture range	Open Space and Landscape Recreation	3	36G, 36E, 36J, 36N

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
	To increase the provision of seating, picnic areas, BBQ's and shelters	Provide new picnic and informal areas within the Park in accordance with the Masterplan.	Short	Additional picnic areas provided across the Park	Open Space and Landscape Recreation	3	36G, 36E
		Create larger picnic and BBQ areas that can accommodate larger family and community gatherings. These should be located in alignment with the Masterplan.	Medium	Additional large picnic areas provided across the Park	Open Space and Landscape Recreation	3, 4	36G
		Increase seating and picnic opportunities along the foreshore areas where viewing of the River can be enjoyed.	Short	Additional seating and viewing areas provided across the Park	Open Space and Landscape Recreation	3, 4	36G
Park Lighting	To improve safe evening access to the Park	Complete a lighting plan to along key pathways (as identified in the Masterplan) to increase the availability of the Park for recreation into the evening.	Medium	Preparation and implementation of a lighting plan for the Park	Open Space and Landscape Recreation	3	36G, 36E, 36J, 36N
		Install all lighting in accordance with the relevant Australian Standards	Ongoing	All lighting designed and installed to meet all relevant Australian Standards	Open Space and Landscape Recreation	3, 5	36G, 36E, 36J, 36N
Signage and Public Art	To increase legibility of the foreshore pathways, connection, regional links and connections to public transport.	Prepare a signage plan for the Park then install entry signage and directional signage accordingly.	Short	Preparation and implementation of a signage plan	Open Space and Landscape Recreation	3	36G, 36E, 36J, 36N
		Include references to the Ryde River Walk on all directional signage to promote the Walk within the park and its surrounds.	Ongoing	Ryde River Walk references placed on all relevant signage within the Park	Open Space and Landscape Recreation Access and Linkages	3	36G, 36E, 36J, 36N
		Review all signage in car parking areas and ensure all sign meet all regulatory requirements.	Ongoing	Appropriate regulation signage installed	Open Space and Landscape Access and Linkages	3	36G, 36E, 36J, 36N
	To tell the story of the Parramatta River and the local history of Putney Park.	Develop an interpretation strategy for the Park and its surrounds that is complementary to the Ryde River Walk and the Draft Ryde Foreshore Natural and Cultural Study.	Long	Interpretation strategy developed and implemented	Open Space and Landscape Access and Linkages Cultural	3	36G, 36E, 36J, 36N

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		Create opportunities for public art and community art within the Park.	Ongoing	Public art installed in the Park	Open Space and Landscape Cultural	3	36G, 36E, 36J, 36N
Public Toilets	To provide quality facilities Park users.	Maintain the public toilet facilities to a suitable level.	Ongoing	Customer satisfaction	Open Space and Landscape Recreation	3	36G
		Consider the demolition of the southern toilet facilities and construction of a new facilities within the vicinity of the expanded southern playground	Long	New toilet facilities constructed	Open Space and Landscape Recreation	3	36G, 36E, 36J
	Embrace environmental design principles.	Incorporate environmental design principles in the future development of public toilets within the Park.	Long	New toilet facilities constructed	Open Space and Landscape Recreation Environment	1, 3	36G, 36E, 36J



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7.5 Access and Movement

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Pathway Network	To have a network of pathways that encourage the use and enjoyment of the park for people of all abilities.	Develop a pathway network within the Park that includes a loop path and a networks that enables users to enjoy the variety of landscape settings.	Medium	Pathway network developed in accordance with the Masterplan.	Recreation Access and Linkages Open Space and Landscape	3	36G, 36E
		Create a pathway link between the northern / water play area with the southern playground.	High	Pathway network developed in accordance with the Masterplan.	Recreation Access and Linkages	3	36G, 36E
		Establish a path networks that offers opportunities for cycling within the Park.	Medium	Pathway network developed in accordance with the Masterplan.	Recreation Access and Linkages	3, 4	36G, 36E
		Install signage and seating along pathway network.	Medium	Provision of information and rest areas along the path network.	Recreation Access and Linkages	3	36G, 36E
	To formalise the access between the Punt and the Park and the park area to the south east.	Create a pathway connection between the vehicular ferry and the Park to improve the safety of Park users.	High	Pathway constructed in accordance with the Masterplan.	Access and Linkages	3, 4	36G
		Establish a pathway connection that traverses the southern triangular area of the Park.	Medium	Pathway constructed in accordance with the Masterplan.	Access and Linkages Open Space and Landscape	3, 4	36G, 36E, 36J, 36N
	To provide accessible access into the Park.	Aim to provide suitable grade access throughout the Park.	High	Suitable grade access provided throughout the Park.	Recreation Access and Linkages	3	36G, 36E, 36J, 36N
	To enhance the connection along the River Foreshore.	Develop a foreshore pathway in alignment with the Masterplan, that connects the southern and northern sections of the Park.	High	Foreshore pathway constructed in accordance with the Masterplan.	Recreation Access and Linkages Open Space and Landscape	3	36G, 36E, 36N
		In the design of the pathway, resolve the ongoing tidal inundation issues during king tides events.	High	Tidal inundation across the Park is eliminated.	Environment Open Space and Landscape	1, 2, 3	36G, 36E, 36N

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						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
		Incorporate into the foreshore path a low informal barrier between the northern playground and the River, such as a sitting wall.	Medium	Foreshore pathway constructed in accordance with the Masterplan.	Recreation Open Space and Landscape	1, 3	36G, 36E, 36N
		Investigate opportunities to provide public art or interpretation signage along the foreshore pathway.	Medium	Interpretation opportunities are created along the pathway network	Cultural Access and Linkages Open Space and Landscape	2, 3	36G, 36E, 36N
Entry Points	To promote the Park through carefully considered and formalised park entry points.	Formalise the main entry points within the Park.	Medium	Entry points formalised	Access and Linkages Open Space and Landscape	3	36G
Car Management	To provide adequate on and off street car parking for Park Users.	Any further provision of off street car parking areas must not impact on the recreation values of the Park and should be design to minimise impact local resident amenity.	Long	Additional carparks no not impact on local residential area or on the recreation value of the Park	Recreation Open Space and Landscape Access and Linkages	3	36G
		Install line markings on the existing 90 degree parking area at the southern end of the Park to maximise capacity of the existing car parking area and to provide no parking areas across the Park entry points.	Short	Line markings painted in the southern car park area	Access and Linkages	3	36G
	To improve the safety of park users in car park areas.	Swap the entry and exit points of the northern carpark to improve access and visibility into the main Park carpark.	Short	Entry signs repositioned	Access and Linkages	3	36G
		Install signage to alert drivers of children in the area and directions to additional parking.	Short	Signage installed	Access and Linkages	3	36G
	To upgrade the access between the car park areas and the Park.	Replace existing steps with ramps and resurface existing refuge islands in the northern car park to improve the interface and accessibility between the car park and the park pathway	Medium	Access between carpark and park pathway network improved	Access and Linkages Recreation	3	36G

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ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
	To ensure private vehicles cannot access the Park or encroach onto the Park.	Manage private car encroachment along the section of Pellissier Road south of McGowan Street heading towards the small wharf at the end of the Road. The use of bollards or other landscape elements to prevent cars parking or driving onto the Park areas is required.	Medium	Private vehicles cannot park on parkland	Access and Linkages Open Space and Landscape	3	36G, 36E, 36J, 36N
		Ongoing operational management of all entry gates is needed to ensure private vehicles cannot freely access the Park.	Ongoing	Council staff lock gates at all times	Access and Linkages Open Space and Landscape and Recreation	3	36G, 36E, 36J, 36N
		Due to the Park's role in hosting community events, control vehicular access has been provided for in the Masterplan. There must be strict operational control on the access of vehicles within the Park.	Ongoing	Vehicles within the Parks for events purposes (only) are limited to specific locations at all times	Access and Linkages Open Space and Landscape and Recreation Cultural	3, 4, 6	36G, 36E, 36J, 36N
Mortlake Ferry Punt	To improve the safety of Punt and Park users along the access road to the Ferry.	Create a vehicle turning area located at separation point of Pellissier Road and the two lane access road to the punt ferry. This turning area should also be sign posted to advise drivers of ferry operation times	Medium	Turning area and signage installed	Access and Linkages	3, 4	36G
		Install signage and road markings to provide a safe pedestrian crossing point across the two lane access road to the punt ferry. This should include removal of vegetation to improve sight lines.	Short	Safe crossing area and signage installed	Access and Linkages	3	36G,
		Create a connection between the Park and the Ferry to provide safe pedestrian access of people visiting the Park from the southern foreshore of the Parramatta River.	Short	Safe crossing area and signage installed	Access and Linkages	3	36G

Adopted 11 October 2011

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**ITEM 6 (continued)**

**ATTACHMENT 1**

City of Ryde

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
	To educate the community on the history of the Ferry.	Erect signage that provides information on the history of the Punt as an example of a form of transport once relatively common on New South Wales rivers and harbours prior to the advancement of bridge building technology that enabled the bridging of large or wide waterways.	Long	Signage installed	Cultural	3	36G
	To apply an operational land classification on the access road to the Ferry.	Consider future consideration of reclassifying the punt access road to operational land.	Long	Reclassification of punt road area	Access and Linkages	3, 4, 6	36

PUTNEY PARK PLAN OF MANAGEMENT

Adopted 11 October 2011

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ITEM 6 (continued)

ATTACHMENT 1

City of Ryde

PUTNEY PARK PLAN OF MANAGEMENT

7.6 Foreshore Open Space

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Views and access to the River	To protect the views to the River from within the Park.	Ensure the placement of park buildings, park infrastructure (including playgrounds, picnic shelters etc.) and vegetation does not excessively block or obstruct important views throughout the Park.	Ongoing	River views are protected	Open Space and Landscape Cultural	1, 2, 3	36G, 36N
		Ensure all future improvements within the Park consider future impacts on views and where possible, these improvements should be located and designed to frame and or enhance views towards the River.	Ongoing	River views are protected	Open Space and Landscape Cultural	1, 2, 3	36G, 36N
	To provide safe access to the Parramatta River.	Repair access pathways to the River at the southern end of the Park.	Short	Pathway improved	Recreation Access and Linkages	1, 2, 3	36G, 36N
		Provide access to the River along the western foreshore of the Park as indicated in the Masterplan.	Short	Masterplan implemented	Recreation Access and Linkages	1, 2, 3	36G, 36N
Sea Wall	To ensure the sea wall is in good repair.	Repair the sea wall as required with suitable materials	Ongoing	Implement upgrades to sea walls	Environment	1, 2, 3	36G, 36N
		As a part of the design of the pathway, resolve the ongoing tidal inundation issues during king tides events through modify the existing sea wall where necessary.	High	Tidal inundation across the Park is eliminated.	Recreation Open Space and Landscape Environment	1, 2, 3	36G, 36N
Beaches and Tidal Areas	To manage the use of watercraft within and adjoining the Park.	Remove all authorised dinghy storage within the Park.	Ongoing	Unauthorised dinghies removed	Recreation Environment	1, 2, 3	36G, 36N

Adopted 11 October 2011

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ITEM 6 (continued)

ATTACHMENT 1

City of Ryde

PUTNEY PARK PLAN OF MANAGEMENT

7.7 Natural and Cultural Heritage

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Natural Heritage	To retain and rehabilitated the sandstone scarps as a significant natural feature in the park.	Install signage to provide information on the geology of the Park and the vegetation communities that would have existing in the Park prior to European settlement. Ensure no park furniture to infrastructure is sited on or adjacent to scarps.	Medium	Signage installed	Cultural Environment	1, 2, 3	36G, 36E 36J
		Ensure no planting of additional native or exotic plant species on or adjacent to scarps.	Ongoing	Scarps are protected	Cultural Environment Recreation	1, 2, 3	36G, 36E 36J
Cultural Heritage	To manage and protect the Park's heritage elements	Erect interpretive signage that provides information on the transformation of the Park from its industry history to the Park it is today.	Ongoing	Scarps are protected	Cultural Environment	1, 2, 3	36G, 36E 36J
	To conduct investigations on the history of the Park including Lunnhilda house and the houses associated features.	Research potential through archaeological investigations of Lunnhilda house and the houses associated features.	Medium	Signage installed	Cultural Environment	1, 2, 3	36G, 36E
		Erect interpretive signage and or public art that provides information on the location of the House, the role the House had in the social history of the Ryde Community, colonial house layout and uses, cultural plantings associated with the house and nineteenth century garden design and trends.	Long	Archaeological investigations completed	Cultural Environment	1, 2, 3	36G, 36E
	To represent the site of Siazenger's boat yard, which operated during the Second World War to supply the allied armies with boats and craft for the Park	Erection of interpretive signage and or public art.	Medium	Signage installed	Cultural Environment	1, 2, 3	36G, 36E 36N

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ITEM 6 (continued)

ATTACHMENT 1

City of Ryde

PUTNEY PARK PLAN OF MANAGEMENT

7.8 Event Management

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Event Management	To provide facilities that can accommodate a range of opportunities for social and cultural activities	Park amenities and services to accommodate a range of size gatherings including shelters, food preparation areas	Ongoing	Park can accommodate community events	Recreation Cultural	3, 4, 5, 6	36G
		Develop three distinct event spaces on the lower grass waterfront of the Park that can be hired for suitable private and community events.	Short	Three areas identified and are sign posted	Recreation Cultural	3, 4, 5, 6	36G
		Modify Council Fees and Charges Register in accordance with the creation of designated events areas within the Park.	Short	Fees and charges are modified to reflect the events management in Putney Park.	Recreation	3, 4, 5, 6	36G
	To ensure the event function of the Park has minimal impact local residents	The ongoing assessment, determination and subsequent management of all future events and activities within the Park must be done so as to protect the availability of the Park to the general public and to minimise impacts, such as noise, lighting and access etc. on local residents	Ongoing	Community satisfaction and no complaints to Council	Recreation Cultural	3, 4, 5, 6	36G
	To ensure private events do not impact on the role of the park as a public open space.	Ensure all events are held only within designated areas and adhere to Council's standard conditions of hire.	Ongoing	Community satisfaction and no complaints to Council	Recreation Cultural	3, 4, 5, 6	36G
	To establish a program of events and festivals focused on the use of the Park.	Coordinate existing program of events and develop potential new events with a publicised calendar	Long	Community events calendar formulated	Recreation Cultural	3, 4, 5, 6	36G

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**ITEM 6 (continued)**

**ATTACHMENT 1**

City of Ryde

PUTNEY PARK PLAN OF MANAGEMENT

**7.9 Supplementary Actions**

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE	LEGISLATIVE COMPLIANCE	
						CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Land Zoning	To ensure appropriate environmental protection and recreation zoning are applied to the Putney Park.	Recommended future environmental protection zoning applied to the Park includes E3 (Environmental Management).	Long	Recommendations are incorporated into future reviews of the Ryde Local Environment Plan (LEP)	Environment	5	36E, 36G
		Rezone areas within the Park in accordance with the Review of Environmental Protection Zones Report, January 2011.	Long	Recommendations are incorporated into future reviews of the Ryde (LEP)	Environment	5	36E, 36G
Park Categorisation	To ensure appropriate land categorisation under the Local Government Act 1993 are applied to the Park.	Consider the future re-categorisation of the community land within the Park to compliment the future zoning of the Park.	Long	Changes made to the categorisation of community land within the Park	Environment	5	36E, 36G

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ITEM 6 (continued)

ATTACHMENT 1

City of Ryde

PUTNEY PARK PLAN OF MANAGEMENT

7.10 Park Maintenance

ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE(S)	LEGISLATIVE COMPLIANCE	
						GROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
Park Maintenance	To carry ensure grass cover is adequate and weed free.	Implement mowing program. Undertake turf maintenance as required.	Ongoing	High quality and durable grass cover	Recreation Open Space and Landscape	3, 4, 5	36G, 36E, 36J, 36N
	To ensure healthy and attractive garden beds	Minimum monthly garden bed maintenance. Clean up and mulch garden beds. Undertake horticultural maintenance.	Ongoing	Garden beds are free of weeds and rubbish, well-mulched. Healthy, viable plants	Environmental Open Space and Landscape	3, 4, 5	36G, 36E, 36J, 36N
	To ensure safe surfaces of footpaths and steps	Maintain footpaths and steps. Remove weeds. Barricade dangerous / broken pavement and arrange for repairs	Ongoing	Paths and steps are clear of obstructions and weed free. Path surface are even, free draining and clean.	Recreation Access and Linkages	3, 4, 5	36G, 36E, 36J, 36N
	To ensure maintenance of lighting furniture and fixtures	Check lighting monthly. Repaint damage annually. Replace or repair items within 2 weeks of being notified	Ongoing	All lights are operational and with posts and fittings of good quality	Open Space and Landscape	3, 4, 5	36G, 36E, 36J, 36N
	To provide comfortable and safe, drinking fountains, picnic shelters and seats	Check seating monthly. Replace or repair or clean as required.	Ongoing	Seats are good quality, clean and fixed to ground.	Open Space and Landscape	3, 4, 5	36G, 36E, 36J, 36N
	To ensure signs are functional	Check signage monthly for damage and cleanliness	Ongoing	Signs are clean and undamaged	Open Space and Landscape Access and Linkages	3, 4, 5	36G, 36E, 36J, 36N
	To ensure maintenance, operation and cleanliness of toilets	Check toilets daily for cleanliness, replacement of items and other repairs as required.	Ongoing	Toilet buildings are clean and in good condition, toilet paper and soap available, lights working.	Recreation	3, 4, 5	36G, 36E, 36J, 36N
	To minimise use of water on turf sporting fields.	Investigate opportunities for water harvesting and reuse in the Park.	Ongoing	Develop plan for water management practices to be implemented	Environmental	3, 4, 5	36G, 36E, 36J, 36N

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**ITEM 6 (continued)**

**ATTACHMENT 1**

City of Ryde

PUTNEY PARK PLAN OF MANAGEMENT		LEGISLATIVE COMPLIANCE					
ITEM	SPECIFIC OBJECTIVE	ACTION	PRIORITY	PERFORMANCE MEASURE(S)	PARK VALUE(S)	CROWN LANDS ACT PRINCIPLE	LOCAL GOVT ACT CORE OBJECTIVE
	To discourage encroachments on the open space of the Park.	Identify park boundaries and determine encroachments. Remove encroachments and dumped refuse.	Ongoing	No reports of encroachments.	Open Space and Landscape	3, 4, 5	36G, 36E, 36J, 36N

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**7 DEFERRED REPORT: ACCUMULATED LIBRARY FINES**

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**Report prepared by:** Group Manager - Community Life**Report dated:** 12/04/2012**File No.:** GRP/09/3/2/7 - BP12/405

**This report is deferred from the Council Meetings held on 8 and 22 May 2012. The timeline has been adjusted to align with this.**

**REPORT SUMMARY**

In 2010 Councils Internal Audit section completed a "*Review of the Cash Handling Procedures – Library Services Unit*".

Following commencement of the current Group Manager Community Life it has become clear that not all of the recommendations of the review have been implemented and verified. This is now underway, with the key gap in the implementation of the review being the subject of this report.

This report recommends a short term resolution to improve the management of the outstanding accumulated Library Fines held in Council's Library Management System and in the medium term the development of a Policy and Procedure to assist staff to manage this issue across the organisation.

**RECOMMENDATION:**

- (a) That Council request the General Manager to write off as unrecoverable debts \$521,549.16 of library fines and fees registered in the Library Management System from prior to 2006/7 until the current financial year.
- (b) That Council promote an amnesty period for the month of July 2012, and that the General Manager, or his delegate, is given authority to waive accumulated fines and fees for 'lost' items returned to the library in good condition.
- (c) That Council commence appropriate external debt recovery procedures in August 2012 for all fines and fees accumulated in the current financial year that remain following (b) and exceed \$50 per library member.
- (d) That Council endorse the exclusion of borrowers who are aged under 18 or over 65 from the debt recovery process.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Danielle Dickson****Group Manager - Community Life**

Report Approved By:

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

## ITEM 7 (continued)

### Report

In 2010 Councils Internal Audit section completed a “*Review of the Cash Handling Procedures – Library Services Unit*”. The implementation of this report was accepted by the Management Team in Community Life. Following commencement of the current Group Manager Community Life it became clear that not all of the recommendations of the review had been implemented and verified. This is now underway, with the key gap being the subject of this report.

One of the primary issues identified in the review was the need to resolve the accumulated overdue library fines and fees. The current outstanding debt is made up as follows:

Year	Total outstanding fines and fees <small>(note 1)</small>	Recoverable outstanding fines and fees <small>(note 2)</small>
All years prior to 30/6/2007	\$564,521.40	\$376,491.34
FY2007/08	\$58,396.18	\$36,606.83
FY2008/09	\$58,544.46	\$35,507.91
FY2009/10	\$58,046.16	\$37,134.66
FY2010/11	\$63,423.92	\$35,808.42
FY2011/12	\$57,750.64	\$41,615.74
TOTAL	\$860,682.76	\$563,164.90

There are a number of key items to note in regard to this table:

- The outstanding fines and fees are currently held in the Library Management System and do not appear in Council’s Financial Systems.
- The total debt fluctuates daily. Existing fines are paid and new fines are generated.
- Column (1) shows totals that are not totally recoverable as library processes allow borrowers the choice of:
  - Returning items and paying overdue fines and fees, or
  - Paying lost item and associated fees
 This process leads to the waiving of either the fines or the lost fees
- Column (2) shows the figures that are the recoverable component of the figures contained in Column (1).
- The statute of limitations applies to these charges, meaning that any fines older than three years are unable to be pursued through Debt Recovery.

This amount of un-recovered public funds is a concern that needs to be resolved. This report recommends a two stage approach to the issue and has been developed following analysis of the source of the above figures.

**ITEM 7 (continued)**

The preceding overall total is made up of many small fines. Currently here are 16,723 borrowers with outstanding fines, of these only 3,249 are current active library members and the vast majority of fines are for less than \$300. There are only 457 borrowers who have fines and charges greater than \$300.

Library fines and fees are essentially in place to encourage members to return books on time to allow their access and availability to others. Council's current fine regime and communication with borrowers to recover these charges is as follows:

- Items are generally borrowed for three weeks, excluding DVDs and magazines which are borrowed for one week.
- At the point of borrowing a date due slip is issued that provides item details, due date and contact information if a renewal is required.
- An email notification is sent three days before the due date to remind borrowers that their item is due. This courtesy service was introduced in 2010 and is only available to those borrowers who have provided an email address.
- Once an item is overdue, renewal or further borrowing is not allowed.
- An overdue notice is generated when items are one week overdue. This notice is mailed or emailed to the borrower. The generation of the notice incurs a fee of \$5.
- A weekly fine of \$2.50 per item is added to the borrowers record at the end of the second overdue week, and each subsequent week up until the eighth overdue week. This means that the maximum fine per item is \$17.50.
- At the end of the eighth week, the item is considered to be long overdue and declared 'lost'.
- The fine (of \$17.50 per item plus the \$5 notice fee) is replaced by the purchase price of the lost item plus a processing fee of \$16.20 per item.
- A 'long overdue' notice is mailed to the borrower. This notice is a formal tax invoice and provides the detail, cost and fees associated with each item.
- If the item is found and returned after the eight week overdue period the fine and overdue notice fee is paid, the cost of the item and associated fees are waived.
- In cases where a borrower is able to show genuine hardship or an emergency library procedures provide a process whereby a fine can be waived or reduced. These transactions are documented and reviewed quarterly.

From 1 August 2012 the long overdue fines and charges will be managed through a debt recovery process. As such the amount outstanding in the library management system will be removed, although the borrower will remain barred until confirmation is provided by finance that the debt has been cleared.

**Financial Implications**

Any write off of these fees and fines have no impact on working capital as the income is not recognised in the Financial System until it is received by the Council.

**ITEM 7 (continued)**

The library service generates about \$60,000 income annually from fines and charges. This sum includes library fines, notice and processing charges, lost item charges and sale of replacement cards. Recent benchmarking indicates that our charge regime is high and the process protracted. A review of this process is underway and is expected to inform the development of the coming delivery plan. The aim of this review is to ensure that the process is fair, transparent and consistent with the overall objective of ensuring ongoing access to library materials to the community without discouraging participation in this service.

As an immediate step outstanding debts will be listed for financial recovery and reported monthly to the Group Manager Community Life and the Group Manager Corporate Services.

The approach recommended by this report is expected to recover less than \$15,000 in revenue given the age of the debt and the costs of any external debt recovery.

**Policy Implications**

As a result of the review undertaken into the implementation of this Internal Audit report Council has assembled a working party to address the issue of debt recovery across the organisation. This will include the preparation of a policy and procedure in relation to the management of debts, once implemented this will ensure that debts are not allowed to accumulate and are managed in a timely manner.

**Other Options**

Council could choose to transfer all debts to an external debt recovery agency for action. This not recommended due to the age of many of the amounts and the likelihood that many of the contact details for the members of the public would be outdated. This will affect the potential for recovery of funds. The statute of limitations applies to these charges, meaning that any fines older than three years are unable to be pursued through Debt Recovery.

In the absence of a clear Policy and Procedure on Debt Recovery Management this would represent a significant change in practice and may conflict with Councils encouragement of the community's involvement and support of 2012 as the National Year of Reading. This option is not recommended.

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**8 DEFERRED REPORT: PROPOSED SITE FOR HOUSING COUNCIL STAFF  
AND MOVEMENT OF STAFF TO NEW PREMISES**

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**Report prepared by:** Development Director - Civic Precinct Project**Report dated:** 10/05/2012**File No.:** PM2010/37/007/11 - BP12/552

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**This report is deferred from the Council Meeting held on 22 May 2012.**

**REPORT SUMMARY**

This report responds to a recent Council resolution and outlines the approximate timelines for the provision of Council's new Civic Office accommodation, subject to the appointment of a proponent, and confirms the provision of facilities for Council meetings within the new Office building until the new Civic Centre is provided.

**RECOMMENDATION:**

That Council receives and notes this Report.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Mitch Corn****Development Director - Civic Precinct Project**

Report Approved By:

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

**ITEM 8 (continued)****Discussion**

At its meeting of 24 April 2012 Council resolved:

*That the General Manager report back to the Councillors on the proposed site (Civic Centre) for Council staff to be housed and Council meetings conducted. When the sale goes through and the expected turn around time from the winning tenders announced and the expected movement of staff to new premises.*

The Civic Precinct site, as defined by Ryde LEP 2010 Amendment 2, consists of the triangular site (Site A) on which the existing Civic Centre and Civic Hall are located, Blaxland Road immediately west of that land and the site (Site B) currently used by Council for parking on the corner of Blaxland Road and Parkes Street.

As discussed at Councillor workshops, Civic Precinct Committee meetings, and at Council, the proponents have been advised that Council's preferred position was to move once. This avoids business disruption and reduces costs of the move. As such the preferred location for the new staff accommodation and the Council meeting facilities (accommodating the Council Chamber, Mayoral suite, Councillors' facilities, meeting rooms etc) is that it remain on our site. However in keeping with Councils resolution to keep the redeveloped Civic Precinct in Top Ryde, the Request For Tender (RFT) documents, (previously distributed to Councillors) state that the new Council Office (administration) could be provided either within Site A integrated with the new Civic Centre, as a standalone building on Site B or located on another site (proponent to identify and propose) within a radius of 1 km of the Civic Precinct Site.

Both proponents have now confidentially submitted their proposals in response to the RFT which are being evaluated before a detailed report is brought to Council. This process is in accordance with section 55 of the Local Government Act and the Probity Plan adopted for the Civic Precinct project.

The evaluation of the tenders is not yet complete, and it is not possible to be certain at this time of the dates that the new buildings will be available for Council's use. However, given the detailed design, Development Application processes and construction periods that would be required for both, a potential time line (as previously presented to Council) may be;

Appointment of Proponent	Mid 2012
Provision of new Council Offices	Early to Mid 2015
Provision of new Civic Centre	Mid 2017

Using these guide dates, staff would move in the new Council Office building and demolition of the existing Civic Centre and adjacent Civic Hall occur in Early-Mid 2015.



**ITEM 8 (continued)**

As can be seen from the above timetable, there may be a need for transitional arrangements relating to the Council meeting spaces and the location of the Mayor's office during the construction period. However this may vary in each of the responses from the proponents. Once evaluation of each proponents bid has been completed, Councillors will be provided with a confidential briefing on each proposal, at the Civic Precinct Committee on 6 June. At this time the staging arrangements will be known.

As previously reported to Council, the new staff accommodation has a 15% contingency space allowed to accommodate growth over the next 20 years. To accommodate the transition, the Performance Brief for the new Council office building includes meeting rooms and multifunction spaces. It is planned to design these for utilisation outside business hours to accommodate the various meetings of Council for approximately two years until the new Civic Centre becomes available. It is also planned to provide a temporary Mayoral suite within the Office building for the same period. The Performance brief included in the tender documentation, highlights the need for this temporary integrated use and the proponents have been requested to acknowledge this in their pricing structure.

Upon selection of the most appropriate proponent, further work will take place to define the use of the administration and the integration of temporary Civic functions in the Civic Office building.

**Financial Implications**

The financial aspects of the provision of new Council buildings are integral to each proponent's submission now under evaluation. The financial implications are not yet known but will be reported to the Civic Precinct Committee at its confidential briefing on 6 June.

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**9 DEFERRED REPORT: WEBCASTING OF COUNCIL MEETINGS**

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**Report prepared by:** Manager - Governance**Report dated:** 2/05/2012**File No.:** CLR/07/8/63 - BP12/506

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**This report is deferred from the Council Meeting held on 22 May 2012.**

**REPORT SUMMARY**

Council resolved that a report be provided regarding opportunities to webcast Council and Civic Precinct Meetings.

Webcasting promotes openness, transparency and accountability and aligns with the goals of Council's adopted Community Strategic Plan.

This report recommends that Council pursue webcasting and discusses the financial, risk and policy implications of proceeding.

**RECOMMENDATION:**

- (a) That Council commence webcasting of Council and Civic Precinct Committee Meetings on a trial basis for six months, as soon as practicable after 1 July 2012.
- (b) That Council allocate \$20,000 in the 2012/13 Operational Plan for the webcasting project noting ongoing costs of approximately \$1,000 per year.
- (c) That a report be provided to Council following the conduct of the 2012 Local Government Election outlining the outcomes of the trial and recommending appropriate changes to Council's Code of Meeting Practice.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Shane Sullivan**  
**Manager - Governance**

Report Approved By:

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

**ITEM 9 (continued)****Discussion****History**

At its meeting on 18 July 2008, Council resolved as follows:

*That the General Manager report to Council regarding the possibility of audio recording Council and Committee meetings with copies of the recording being available to the media and any interested member of the community as soon as possible after the meeting.*

As a result, a report was provided to the Council Meeting of 24 February 2009 and Council resolved as follows inter alia:

- (b) That Council undertake audio recording of all meetings of Council and Committee of the Whole on a trial basis, excluding closed and confidential sessions, for a six (6) month period as soon as possible.*
- (c) That all data recorded at these meetings not be made publicly available in the trial period.*
- (e) That a further report be provided back to Council at the conclusion of the trial period.*

Following this trial period, at its meeting of 9 February 2010, Council resolved as follows inter alia:

- (a) That Council continue to undertake audio recording of Council and Committee of the Whole meetings for the purpose of verifying the accuracy of the Minutes, excluding closed and confidential sessions.*

At its meeting held 8 May 2012, Council resolved that a report be provided to Council regarding opportunities to webcast Council and Civic Precinct Committee Meetings.

Council also resolved at its meeting held 14 February 2012, as part of the General Manager's Project Milestones that a proposal to podcast Council meetings to ensure optimum transparency of Council matters be scoped and costed for Council's consideration and determination by May 2012.

**Background**

Since recordings have been made of Council meetings these recordings have been accessed by staff on rare occasions to confirm the accuracy of the minutes. While use of the recordings for this purpose is rare, the importance of having the recordings available is significant.

**ITEM 9 (continued)**

Recordings have more frequently been accessed by Councillors and staff for clarification regarding specific matters, most commonly potential Code of Conduct complaints.

The recording of Council Meetings is currently managed within the existing facilities and equipment with rare instances of failure. The Council Chambers and Committee Room 2, Level 5, Civic Centre currently have the facilities for audio recording of meetings.

**Definitions**

A podcast is an episodic series of audio files to which people can subscribe online or which can be streamed live for online listening.

Webcasting is a media presentation distributed over the internet using streaming media live or an on-demand video.

Streaming media allows the end-user to watch a video before the entire file has been transmitted.

Live streaming delivers live media, over the internet, audio and/or visual.

**Context**

Webcasting of Council meetings would provide a number of benefits to Council and the community. Webcasting allows community members to view meetings live, regardless of their location.

Council's adopted Community Strategic Plan, under the outcome area of Progressive Leadership identifies the following strategies:

- To lead, govern and regulate in an ethical, equitable, transparent and accountatable way.
- To be responsive to the changing needs of our community.
- To make our community aware of things happening in their city that impact on their daily lives.

Webcasting of Council meetings clearly supports the achievement of these goals by increasing transparency, providing information about Council's decision making processes and meeting the expectations of our community to provide online information and opportunities.

## ITEM 9 (continued)

Evidence outlined below suggests that the audience size for webcasts, live or on demand, is small. For this reason, it is recommended that Council progress using the lowest cost options and the fewest staff resources. This will allow Council to provide the access to webcasts of Council and Civic Precinct Committee Meetings without unreasonable cost or resources.

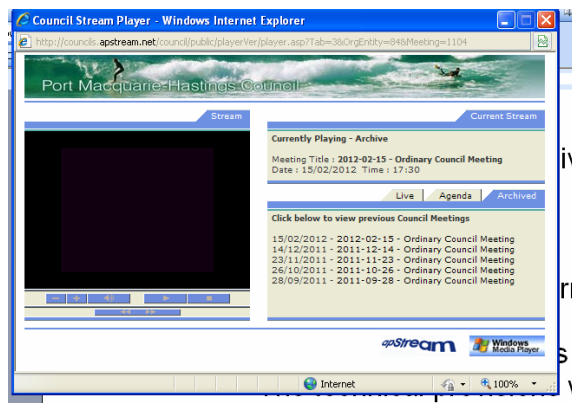
It is also recommended that Council commence webcasting as a trial following the provision of funds in the 2012/13 Operational Plan. The outcomes of the trial period would then be reported to Council following the conduct of the Local Government election as part of consideration of amendments to Council's Code of Meeting Practice.

## Other Councils

Some Councils currently provide webcasts of Council Meetings.

Port Macquarie-Hastings Council has been webcasting monthly meetings since 2008. The technical provisions were set up at a cost of \$34,725. There is an ongoing hosting and set up cost of \$386 per month. A dedicated staff member is present to assist with the webcasting of meetings. Past meetings are provided on the Council's website for a period of four months.

The webcast appears in a 6.5cm screen (screen shot below). There is a camera operator and as required the camera moves to include speakers. The system is able to be operated by one person. The screen is quite small but the sound is clear and the streaming quite fast.



Shellharbour Council has been webcasting meetings since late 2009. All recorded meetings since then are available on their website. The set up costs were estimated at \$15,000 and two staff members are present at meetings to manage the webcast.

The video can be viewed in full screen mode. The camera moves as required for filming of speakers.

### ITEM 9 (continued)

In January 2012, Gold Coast City Council commenced webcasting of Council Meetings. The set up costs for equipment are estimated at \$37,000 with ongoing hosting costs of \$1,800 per month. A staff member is present to manage the webcasting of meetings.

The webcast is shown in a 14cm screen with the option to expand to full screen. The camera operator zooms as required and the feed includes three different shots of the meeting as shown in the screen shot below. The webcast would benefit from the onscreen labelling and identification of Councillors but of the Councils viewed it was the most professional.

#### Full Council Meeting 636 Session 1 of 2



Lane Cove Council has been webcasting meetings since 2010. The set up cost was approximately \$5,000 and ongoing hosting costs are estimated at \$50 per month. No additional staff member has been required to manage the webcasting of meetings. The webcast can be viewed in full screen. The cameras do not move and Councillors are identified as shown in the screen shot below.



**ITEM 9 (continued)**



Staff from City of Ryde have visited Lane Cove Council to discuss their webcasting facilities and better understand the set up required and hosting options. The requirements at the meeting to enable the webcast are not onerous and the installation of the equipment required was considered relatively simple.

**Audience Size**

The viewership rates of webcasting for the above Councils is summarised in the table below:

<b>Council</b>	<b>Population</b>	<b>Viewers (approx) per live meeting</b>	<b>% of population</b>
Port Mac-Hastings	76,323	26	0.034%
Shellharbour	66,900	35	0.052%
Gold Coast	500,000	150	0.030%
Lane Cove	31,000	10	0.032%

The figures above suggest that should Council progress with webcasting that the viewership will not be significant. However, webcasting clearly supports the principles of transparency and equitable access and as such can not be measured by audience size alone.

In addition, should Council determine to archive webcasts and have them available on the website, it will provide the opportunity for the public to revisit and review meetings and decisions of Council as required. Figures obtained from Port Macquaire-Hastings Council suggest that the viewership for archived meetings will at least equal that as for the live webcast.

**ITEM 9 (continued)**

It is recommended that should Council resolve to webcast Council and Civic Precinct Committee Meetings that the video be archived and available through Council's website for a period to be determined by our information technology capacity for storage.

**Risks**

The following risks have been identified and considered with regard to webcasting meetings. Where appropriate, mitigation strategies have been considered and suggested.

*Privacy*

A key premise of the Privacy and Personal Information Protection Act 1998 (PPIPA) is that agencies should only collect information that is reasonably necessary for the purposes of the function of an agency. Currently, the purpose of data collection with regard to audio recordings of Council meetings is to ensure the accuracy of the minutes.

Council has indicated a desire to make audio-visual recordings of meetings available to increase and promote transparency, access and accountability. Such principles support good governance, promote community participation in the democratic process and foster an increased understanding of Council's decision making process. As such, webcasting of Council meetings would be in the public interest and would constitute a necessary purpose of Council.

To mitigate any risk of the inappropriate release of personal information should Council pursue webcasting, signs would be displayed in the relevant meeting rooms and an appropriate statement would be required to be read by the Chair prior to each meeting. Information would also be included on the Agenda, website and any relevant meeting forms. The wording for these signs and statements would be approved by Council's General Counsel.

*Inappropriate or defamatory remarks*

Should Council webcast meetings, there is a risk that inappropriate or defamatory remarks may be broadcast. It should be noted that as Council meetings are public meetings this is a current risk, the escalation as a result of webcasting relates to audience size.

To date, there have been no instances of defamatory comments being made in Council meeting which have resulted in any legal action. This likelihood of inappropriate or defamatory remarks being broadcast is considered low.

**ITEM 9 (continued)**

The following actions would limit Council's exposure should inappropriate or defamatory comments be broadcast:

- Members of the public addressing Council would continue to be required to sign a form confirming they have read and understood the provisions regarding addressing Council. This would be expanded to specifically address webcasting.
- Prior to viewing any webcast, there would be an indemnity statement advising that Council accepts no liability for any defamatory remarks made during the course of the webcast. Again, this would be wording provided by Council's General Counsel.
- Should staff become aware of any inappropriate comments or behaviour during a meeting, they may be able to halt the webcast. Similarly, should staff become aware of inappropriate comments following the meeting the webcast or offending material could be removed from the website.

*Confidential matters*

There is a risk that confidential matters or the closed session of Council could be broadcast in error. Staff would, as they do currently, endeavour on all occasions to ensure that the closed parts of meetings are not recorded.

When Council is in closed session there would be a slide in the webcast advising that the meeting was closed in accordance with the provisions of the Local Government Act.

It is proposed that there be an 'on air' light or signal to remind those in attendance when the meeting is being broadcast. This will reduce the possibility of confidential sessions being broadcast. It is also very likely that the webcasting set up will require a staff member to monitor the live webcast and this will enable them to monitor what is being broadcast at any time.

*Quality of webcast*

The quality of the webcast as seen by the community will depend upon an individual's PC memory and the internet connection bandwidth. In selecting a streaming platform, consideration would be given to the bandwidth, the platform required balanced against the screen size and resolution.

It would be appropriate that a disclaimer be included with the webcast stating that the quality of the image and audio will depend on the individual's system capability. Where required the disclaimer would also direct the viewer to any software they may need to view the webcast.

**ITEM 9 (continued)**

Given the size of the webcasts it is recommended that they be hosted externally. This will minimise the potential impacts on Council's existing website capability.

Any specific determination with regard to hosting and access platforms would be made in consultation with Council's Information technology staff to minimise any impact upon the current functionality of Council's website and server capacity.

**Opportunities**

The following opportunities exist should Council pursue webcasting. It is considered that the benefits presented through these opportunities outweigh the risks set out above, many of which can be significantly mitigated.

*Openness, transparency and accountability*

Webcasting Council and Civic Precinct Committee Meetings demonstrates and manifests City of Ryde's commitment to open and transparent decision making. It also makes those at Council meetings accountable for their actions, behaviour and comments. These principles are the cornerstones of good governance.

It also supports the strategies in Council's adopted Community Strategic Plan.

*Factual information*

Providing access to webcasts, both live and archived, ensures members of the public and Councillors will have access to watch and see the actual events at a Council Meeting. This may reduce or mitigate the spread of incorrect information.

In today's communication landscape, residents can access comments made during and after Council meetings on line (through twitter feeds, facebook comments, blogs etc). They may also read about the meetings in the local press.

They cannot access the meeting itself. They are following or reading an individual's interpretation of events which, while valid, is an opinion on a meeting and not the meeting itself.

Webcasting allows people to access the source material when required.

*Community expectations*

While there is no specific research for City of Ryde residents, it is clear from the continuing increased use of platforms such as twitter, facebook and you tube that our community expects the City of Ryde to be accessible on-line. Webcasting will go some way towards meeting these expectations.

**ITEM 9 (continued)***Accessibility*

Webcasting meetings allows people to access meetings without needing to be physically present. Creating greater capacity for our community to understand the decision making process supports the goals of our Community Strategic Plan and can increase public confidence in Council, its policies and processes.

**Policy Implications**

Any decision to webcast Council meetings would need to be reflected in Council's Code of Meeting Practice.

Currently the Code provides for the audio recording of Council meetings for the purpose of assisting in the preparation and verification of minutes. This provision would need to be extended to provide for the audio-visual recording and webcasting of Council meetings to promote openness, accountability and transparency.

Part 12 of the Code of Meeting Practice sets out provisions regarding the amendment of the Code and states that if a Council changes its Code it should be publicly exhibited and public comment sought unless Council is of the opinion that the amendments are not substantial. It is considered that any decision to webcast Council meetings would be substantial and would require public exhibition of a revised Code of Meeting Practice.

Council could determine to webcast meetings for a trial period prior to and during the public exhibition of a draft Code of Meeting Practice.

Giving consideration to Council's resolutions with regard to this issue, it is recommended that any decision to webcast Council meetings would be extended to Civic Precinct Committee Meetings.

**Financial Implications**

Should Council resolve to undertake this project it will result in a financial impact of up to \$20,000 for the set up. The costing would include one or two static cameras similar to the Lane Cove model and would take the audio feed from the room volume, although three cameras may be required due to the current Council Chamber configuration.

Given the anticipated audience size, it is recommended that at this stage the cheaper option be pursued, noting that should there be sufficient demand that the system could be improved or embellished. In addition, it is expected that any future upgrade of Council's meeting facilities would include an integrated webcasting solution.

There is an ongoing hosting cost and given the unknown demand for the webcasts and bandwidth required, it is recommended that Council use external hosting services.

**ITEM 9 (continued)**

Having viewed a number of webcasts for Council meetings, those of Gold Coast City Council and Port Macquarie-Hastings Council ran the fastest with the highest resolution. Gold Coast City Council's was particularly fast and clear. It is anticipated that hosting costs of this type would be approximately \$21,600 per year.

Lane Cove has sourced a hosting option at \$50 per month which could be explored, however based on viewing archived webcasts it was slower than those of Gold Coast City Council and Port Macquarie-Hastings Council. Again, given the potential audience size it is recommended that the less expensive option be used at this time.

As stated within this report, many Councils provide additional resources to manage the webcast camera and audio. It is recommended that, like Lane Cove Council, we endeavour to set up static cameras which would only require the system to be turned on and off. This would not require the presence of an additional staff member at Council meetings.

Should Council wish to incorporate camera movements, or the broadcast of the live minutes or voting in the future, this may require provisions for an additional staff resource at Council meetings.

There are no provisions within the current budget for the webcasting of Council meetings. Should Council resolve to undertake webcasting of Council and Civic Precinct Committee meetings, Council would need to allocate the amount of \$21,000 in the 2012/13 Operational Plan.

**Timing**

Changing the Code of Meeting Practice would require a report to Council followed by a 28 day public exhibition period. The Local Government Act also requires that a period of not less than 42 days be provided during which submissions may be made regarding the draft Code. A subsequent report would then be provided to Council.

A report providing the results of the public exhibition period would then be provided on 14 August 2012. This would fall within the anticipated caretaker period leading up to the 2012 Local Government Election and as a result, Council may determine to consider an alternative option.

It is suggested that Council conduct a trial period of webcasting for six months, following which a further report would be presented to Council including any recommended changes to the Code of Meeting Practice.

**Options**

Council could resolve not to webcast Council meetings but to make audio recordings available on the website following the meeting. Meetings are currently recorded and this would provide some degree of openness and transparency with no additional cost.



**ITEM 9 (continued)**

Council could resolve to provide a live podcast (audio) only of Council meetings.

Council could resolve to defer consideration of this matter. The matter could then be determined by the newly elected Council, following the 2012 Local Government Election.

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**10 DEFERRED REPORT: SUMMARY OF EXPENSES RELATING TO THE  
GENERAL MANAGER AND SENIOR STAFF**

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**Report prepared by:** Councillor Support Coordinator**Report dated:** 26 April 2012**File No.:** CLR/07/8/42 - BP12/475

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**This report is deferred from the Council Meeting held on 22 May 2012.**

**REPORT SUMMARY**

Council adopted the Expenses Relating to the General Manager and Senior Staff Policy on 11 October 2011. Council resolved that a report be provided every six months summarising expenses claimed.

This report provides a summary of expenses claimed by the General Manager and Senior Staff from November 2011 to April 2012. Reimbursements on expenses claimed during this period have been made in accordance with the provisions of the Policy.

It is recommended that the summary of expenses for this period be received and noted.

**RECOMMENDATION:**

That Council note the summary of expenses claimed by the General Manager and Senior Staff for the period between November 2011 and April 2012.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Sheron Chand**  
**Councillor Support Coordinator**

Report Approved By:

**Shane Sullivan**  
**Manager - Governance**

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

## ITEM 10 (continued)

### Discussion

The Expenses Relating to the General Manager and Senior Staff Policy sets out the circumstance and process for reimbursement of out-of-pocket expenses incurred by the General Manager and Senior Staff. The Policy ensures there is consistency and transparency in the application of the process.

The Policy aligns with the NSW Government Expenses Policy and the provisions of the Payment of Expenses and Provision of Facilities for the Mayor and Other Councillors Policy.

Claims lodged by the General Manager are authorised by the Mayor and claims lodged by Senior Staff are authorised by the General Manager for reimbursement.

At its meeting on 11 October 2011, Council endorsed the Policy with an additional requirement that expenses claimed under the Policy be reported to Council on a six monthly basis. Below is a summary outlining expenses claimed by the General Manager and Senior Staff from November 2011 to April 2012.

Claimant	Date of Claim	Amount \$	Category	Description
John Neish	7/11/2011	266.90	1	Food and beverages with Councillors - LGA Conference, Nowra
John Neish	7/11/2011	50.70	3	Meeting on 15 September 2011 with John Burgess – General Manager, Auburn City Council
John Neish	7/11/2011	100.90	5	Telstra Home Phone and BigPond
Terry Dodds	22/11/2011	192.00	3	Stationary, meal with Councillors Butterworth and Tagg at ICTC Conference and taxi, minus accommodation in Hobart
Terry Dodds	22/11/2011	32.00	1	Parking fee at St. Andrews Carpark for attendance at CitySwitch Progress Report and Awards
John Neish	22/11/2011	46.92	1 and 3	Parking fee for meeting with Ron Myor and John Farrara and attendance to Department of Planning Seminar

**ITEM 10 (continued)**

<b>Claimant</b>	<b>Date of Claim</b>	<b>Amount \$</b>	<b>Category</b>	<b>Description</b>
John Neish	28/11/2011	101.90	5	Telstra Home Phone and BigPond
Roy Newsome	30/11/2011	60.18	1	Parking fees for LGMA Mentoring Program
Roy Newsome	2/12/2011	144.00	1	Parking fees: <ul style="list-style-type: none"> <li>• 3/11/11 – Attendance at Federal Court: Local Government Financial Services</li> <li>• 4/11/11 – Attendance at Federal Court: Local Government Financial Services</li> <li>• 11/11/11 – Meeting with the Industrial Relations Commission</li> </ul>
John Neish	21/12/2011	19.30	3	Food and beverage expenses for travel to the Social Impacts of Migration Workshop at the Australian National University, Canberra
John Neish	21/12/2011	14.00	3	Parking fees – Attendance to the Social Impacts of Migration Workshop at the Australian National University, Canberra
John Neish	21/12/2011	101.90	5	Telstra Home Phone and BigPond
Dominic Johnson	3/01/2012	43.64	1	Parking fees - Department of Planning - North Ryde Station Precinct Working Group
Terry Dodds	18/01/2012	68.00	1	Parking for Court Hearing
John Neish	23/01/2012	101.90	5	Telstra Home Phone and BigPond
Terry Dodds	24/01/2012	47.00	1	Parking fees for presentation to City of Sydney
Dominic Johnson	7/02/2012	60.00	1	Parking fees - Governor Macquarie Tower, Farrer Place Sydney with the Minister for Planning and Infrastructure, Mayor and General Manager

**ITEM 10 (continued)**

<b>Claimant</b>	<b>Date of Claim</b>	<b>Amount \$</b>	<b>Category</b>	<b>Description</b>
Dominic Johnson	21/02/2012	22.73	1	Travel Expenses - Ministerial Planning Forum - Planning System Review
John Neish	6/03/2012	93.86	5	Telstra Home Phone and BigPond
Dominic Johnson	7/03/2012	12.45	1	Taxi Fare - Property Council of Australia
Terry Dodds	13/03/2012	437.69	1	Qantas Flight Expense - Sydney to Canberra for presentation to Transport Branch of Engineers Australia
Danielle Dickson	23/03/2012	49.95	4	Audio tape on communication techniques
John Neish	29/03/2012	11.00	1	Food and beverage - Meeting with Councillor Campbell on 25 January 2012
John Neish	29/03/2012	101.90	5	Telstra Home Phone and BigPond
Dominic Johnson	10/04/2012	28.36	1	Taxi Fare - Governor Macquarie Tower - meeting with the Minister for Finance and Service with the Mayor
Dominic Johnson	10/04/2012	25.45	1	Parking fees - Department of Planning - Macquarie Park Steering Group
Dominic Johnson	23/04/2012	41.18	1	Parking fees - Planning Assessment Commission
John Neish	27/04/2012	101.90	5	Telstra Home Phone and BigPond
Dominic Johnson	24/11/2012	43.64	1	Parking fees - Department of Planning with the General Manager

The sum of all claims processed from November 2011 to April 2012 is \$2,421.35.

Expenses claimed are categorised on the following basis:

1. Performance of Official Duties
2. Recognition of staff performance (e.g. departing staff)
3. Establishing partnerships of importance to Council
4. Professional development and associated costs
5. Employment Contract Provisions



**ITEM 10 (continued)****Financial Implications**

Adoption of the recommendation will have no financial impact as all reimbursements made were within the approved budget.

## 11 DEFERRED REPORT: REPORTS DUE TO COUNCIL

**Report prepared by:** Meeting Support Coordinator

**Report dated:** 26 April 2012

**File No.:** GRP/12/5/5/5 - BP12/477

**This report is deferred from the Council Meeting held on 22 May 2012.**

### REPORT

This Report is submitted to Council to review the status of outstanding reports and confirm the date reports are due to be provided to Council as at 15 May 2012.

Below is a status table showing the number of reports listed, the number completed since the last update, the number added since the last update and the percentage of those reports that were completed within the stated timeframe.

Report date	Volume			Current reports		Completed reports			Performance	
	Number of reports listed	Number of reports added (since last report)	Number of reports COMPLETED (to be removed following this report)	Number of reports overdue	Number of reports due and on track/in time	Number of reports COMPLETED and in time	Number of reports COMPLETED overdue	% of reports COMPLETED	% of reports overdue (completed and pending)	% of reports in time (completed and pending)
14/02/11	33		7	2	24	6	1	21%	9%	91%
15/03/11	31	5	8	3	20	7	2	29%	16%	87%
2/05/11	32	9	9	5	16	9	1	31%	19%	78%
6/06/11	31	8	5	5	21	4	1	16%	19%	81%
19/07/11	33	7	10	6	17	2	8	30%	42%	58%
16/08/11	35	12	8	6	21	4	4	23%	29%	71%
20/09/11	36	9	7	7	21	3	5	22%	33%	67%
15/11/11	40	11	20	6	14	9	11	50%	43%	58%
28/02/12	37	17	11	0	26	7	4	30%	11%	89%
27/03/12	29	3	9	1	19	9	0	31%	3%	97%
24/04/12	28	8	3	3	22	2	1	11%	14%	86%
22/05/12	32	7	3	5	24	2	1	9%	19%	81%

**ITEM 11 (continued)**

**ATTACHED** is a graph showing the volume of outstanding reports and the number of completed reports over the period 14 February 2011 to present.

There are currently 32 reports listed. Following consideration of this report there will be five overdue reports due to Council.

**RECOMMENDATION:**

That the report on Outstanding Council Reports be endorsed.

**ATTACHMENTS**

- 1 Performance Data - Report to Council 22 May 2012
- 2 Outstanding Council Reports as at 15 May 2012

Report Prepared By:

**Amanda Janvrin**  
**Meeting Support Coordinator**

Report Approved By:

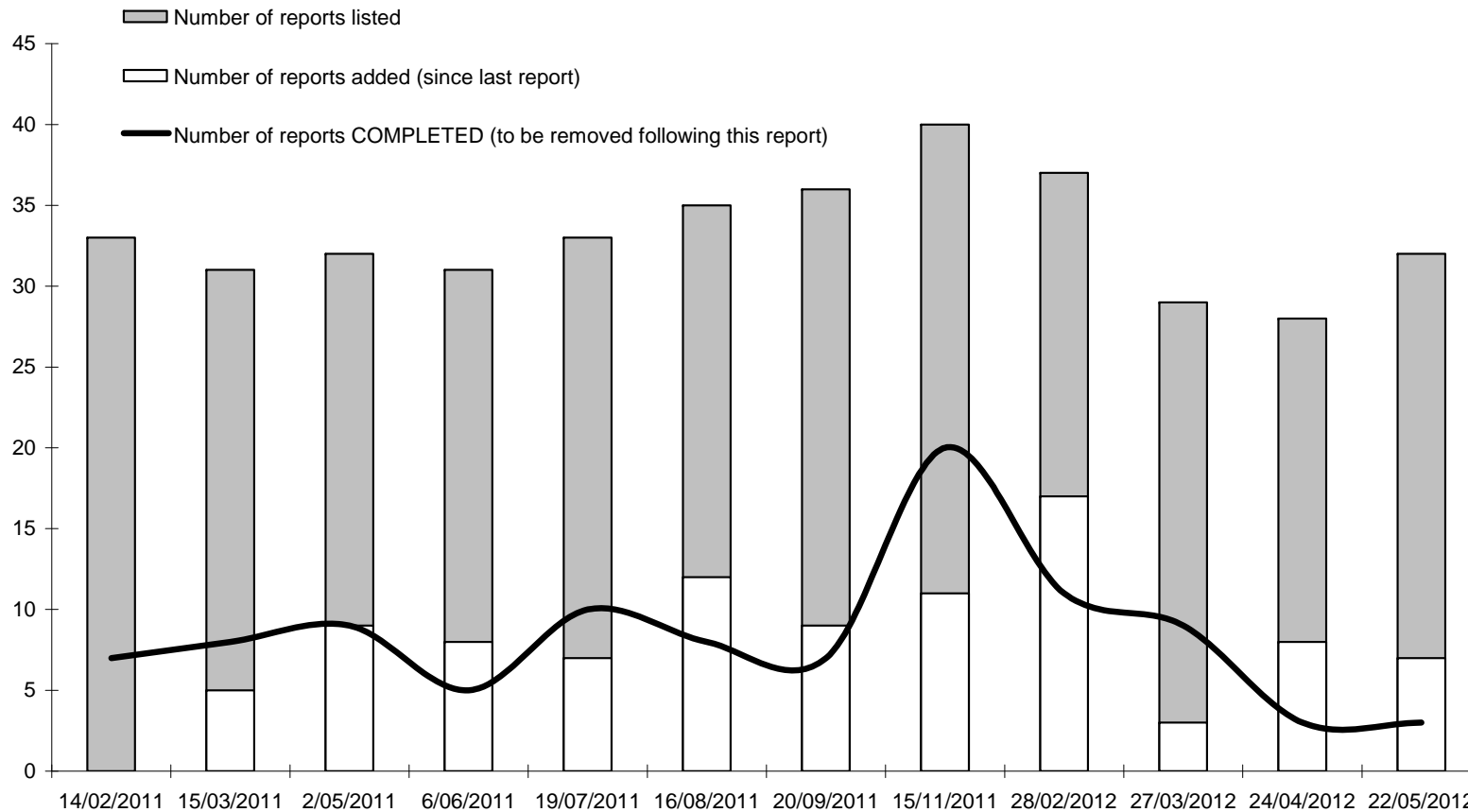
**Shane Sullivan**  
**Manager - Governance**

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

ITEM 11 (continued)

ATTACHMENT 1

Outstanding Reports to Council  
Volume of outstanding reports



**ITEM 11 (continued)**

**ATTACHMENT 2**

**Outstanding Reports**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>REVIEW OF PART 3.3 DWELLINGS HOUSES AND DUAL OCCUPANCY OF DEVELOPMENT CONTROL PLAN 2010</b>	10/04/2012	Councillor Workshop scheduled for 20 March 2012
<b>Meeting Date</b> 14/06/2011	(a) That a review of Part 3.3 Dwelling Houses and Dual Occupancy of City of Ryde's Development Control Plan 2010 and associated process be undertaken to address the issues raised in this report.  (b) That a further report be provided to Council once the review process is completed.	<b>Anticipated date</b> 24/07/2012	Officer drafting DCP delayed by work on the Transport Coordination Authority development. DCP expected to be delayed to June 2012.
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	As there is no meeting on 10 July, it is expected the report will go to the Council Meeting of 24 July 2012.



**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>PUBLIC DOMAIN UPGRADES</b>	30/06/2012	<i>Part (d) will be reported when the development is undertaken.</i>
<b>Meeting Date</b> 2/08/2011	(d) That a detailed costing be provided to Council on the replacement of the two poles with two smart poles in front of the proposed second hotel in Eastwood, at the same time that the development is undertaken.	<b>Anticipated date</b> 19/06/2012	<i>Part (e) will be reported to the Works and Community Committee on 19 June 2012.</i>
<b>Group</b> Environment and Planning	(e) That a further report be provided to Council on this matter after consultation with shop owners in Church Street.	<b>Officer</b> Meryl Bishop	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council  <b>Meeting Date</b> 23/08/2011	<b>78 HERMITAGE ROAD, WEST RYDE.</b> <b>IDA2011/0022.</b>	17/04/2012	a) <i>Additional Information request sent to applicant on 29 August 2011.</i>
<b>Group</b> Environment and Planning	(a) That this application be deferred for the applicant to submit further information to Council in support of their application addressing the reasons for refusal presented in the report to the Planning and Environment Committee on 16 August 2011, including the reduction of signage on the site and the storage of chemicals in compliance with WorkCover requirements.  (b) That upon receipt of this information, a further report be presented to the Planning and Environment Committee within a three month period.	<b>Anticipated date</b> 17/07/2012  <b>Officer</b> Liz Coad	b) <i>Report to Planning and Environment Committee at date TBA (within three months of receipt of additional information from the applicant).</i>  <i>Applicant advised Council on 13 November 2011 that additional information would be submitted shortly and that the premises now complies with WorkCover.</i>  <i>Applicant advised Council additional information would be submitted in mid December 2011 - no information was received.</i>  <i>Additional information finally submitted to Council on 20 January 2012.</i>  <i>Information to be renotified and</i>

15-May-12

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**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>ESTABLISHMENT OF A LOCAL PLANNING PANEL</b>	<b>Anticipated date</b>	Report to Council date TBA
<b>Meeting Date</b> 23/08/2011	(b) That a report be provided to Council regarding the composition of the Joint Regional Planning Panel.	<b>Officer</b>	<p><i>Note: The review details have not been released by the Department of Planning. When the composition of the Sydney East Joint Regional Planning Panel is up for renewal, a report will be brought to Council.</i></p>
<b>Group</b> Environment and Planning		Liz Coad	

*assessed by Council staff, if sufficient a report is expected to go to the Planning and Environment Committee late April 2012.*

*Following assessment further amendments were required.*

*Application to be renotified and report anticipated to go to the Planning and Environment Committee 17 July 2012.*

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
<b>Works and Community</b>  <b>Meeting Date</b> 11/10/2011	<b>ADOPTION OF THE PUTNEY PARK PLAN OF MANAGEMENT - COMPLETED</b>  (b) That a further report be provided to Council regarding a plan of action addressing the following matters: <ul style="list-style-type: none"> <li>• to improve the site from Pellissier Road to the punt (relocation of gates);</li> <li>• the upgrading and remediation of the triangular park;</li> <li>• the improvement to the sea wall;</li> <li>• the removal of the Camphor Laurel trees;</li> <li>• the pruning of trees throughout the park to improve the security;</li> <li>• the development of the perimeter track; and</li> <li>• the exploration of provision of accessible equipment in the southern playground.</li> </ul>	<b>Anticipated date</b> 8/05/2012	<i>Report provided to Council Meeting of 8 May 2012.</i>  <i>Working with Public Works to cost and scope implementation of masterplan.</i>
<b>Group</b> Community Life		<b>Officer</b> Fiona Morrison	<i>COMPLETED (To be removed following Council Meeting to be held 22 May 2012).</i>

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community			
<b>Meeting Date</b>			
1/11/2011	TRAFFIC & PARKING MATTERS PRESENTED TO RYDE LOCAL TRAFFIC COMMITTEE MEETING held on 29 September 2011 - BELMORE STREET, MEADOWBANK - Request for parking restrictions	17/07/2012	Report to Ryde Local Traffic Committee Meeting to be held on 24 May 2012, following which a report will be prepared for the Works and Community Committee Meeting to be held on 17 July 2012.
<b>Group</b>		<b>Anticipated date</b>	
Public Works	That Council install Statutory 'No Parking', 'Mon - Fri' restrictions for the length of 5 metres on approach side and 2 metres on departure side of two (2) access driveways of the block of units located at No. 84-102 Belmore Street and that this be trialled for 6 months with a further report provided to the Committee.	17/07/2012	
		<b>Officer</b>	
		Ramesh Desai	



**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community			
<b>Meeting Date</b>	<b>TRAFFIC &amp; PARKING MATTERS PRESENTED TO RYDE LOCAL TRAFFIC COMMITTEE MEETING held on 29 September 2011 - POTTS STREET, RYDE - Review of parking restrictions</b>	17/07/2012	<i>Report to Ryde Local Traffic Committee Meeting to be held on 24 May 2012, following which a report will be prepared for the Works and Community Committee Meeting to be held on 17 July 2012.</i>
1/11/2011	(f) Proposal be trialled for a period of six months with a further report provided to the Committee.	<b>Anticipated date</b> 17/07/2012	
<b>Group</b> Public Works		<b>Officer</b> Ramesh Desai	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council  <b>Meeting Date</b> 22/11/2011	<b>MAYORAL MINUTE 15/11 - CUDAL RESERVE PUTNEY AND SMALLS ROAD RYDE</b>  (a) That the Mayor and General Manager pursue meetings with the relevant State Government Ministers with the purpose of:  (1) ensuring that both sites remain in public ownership;  (2) ensuring that the zoning of both sites reflects public ownership;  (3) obtaining the dedication of Cudal Reserve as a park under the care, control and management of the City of Ryde in perpetuity at no cost to Council;  (4) obtaining the dedication of the ovals within the former school site at Smalls Road as a park under the care, control and management of the City of Ryde in perpetuity at no cost to Council.	8/05/2012  <b>Anticipated date</b> 26/06/2012	Consultation with Department of Planning and Infrastructure and Relevant State Ministers undertaken.  Report to Council Meeting on 26 June 2012.
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	
<hr/> (b) That this matter be reported back to Council.			

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council  <b>Meeting Date</b> 22/11/2011  <b>Group</b> Environment and Planning	<b>NOTICE OF MOTION - SHORTFALL OF OPEN SPACE IN PARTS OF NORTH RYDE</b>  (a) That in accordance with the draft IOSP which identifies a shortfall of open space in parts of North Ryde, Council facilitate a meeting with the Transport Coordination Authority development team to request that as part of the developers contribution through either Section 94 or a VPA, to provide in the identified areas for open space to include sportsgrounds and/or multi use sports facility (including the possibility of synthetic surfaces) to benefit the community of Ryde.  (b) That the meeting include all key stakeholders, such as Ryde City Hockey Club with the outcomes being reported to Council.	1/06/2012  <b>Anticipated date</b>  Adrian Melo  <b>Officer</b>	Council continues to meet with the Transport Coordination Authority (TCA) regarding the future development of the site and has made repeated representations requesting that a multi-purpose sporting facility be provided. It is likely to be some time before clarity regarding what will be delivered on the site is achieved.  TCA to release revised concept design, report to Council following receipt of revisions. Report to Council TBA.

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>252 QUARRY ROAD, RYDE. LOT 2 DP 701738. Local Development Application for demolition and erection of an attached dual occupancy. LDA 2010/439</b>	14/08/2012	Report to Council following mediation meeting - meeting is scheduled for 24 January 2012 - Submitter cancelled.
22/11/2011	That this matter be deferred to allow the Group Manager, Environment and Planning to undertake mediation to address the issues of overshadowing, privacy and unacceptable non compliances and that a further report be provided to Council following the conduct of this mediation.	27/07/2012	Re-scheduled for 22 February 2012 - Submitter cancelled.
<b>Group</b> Environment and Planning		<b>Officer</b> Liz Coad	Re-scheduled for 5 March 2012 - Applicant failed to attend.
			Re-scheduled for Wednesday 21 March 2012.
			Mediation held 21 March 2012.
			Amended Plans and renotification required. If amendments are received in May, a report could be forwarded to Council in July.

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b> Council	<b>Resolution</b> <b>POTENTIAL DEVELOPMENT PARTNERSHIP ARRANGEMENT FOR COULTER STREET CAR PARK</b>	<b>Due Date of Report</b> 26/06/2012	<b>Comments/Update</b> <i>Negotiations with the Gladsville RSL have been extended due to their need to remodel a proposal which complies with our DCP and LEP.</i>
<b>Meeting Date</b> 22/11/2011	(b) On completion of the highest and best use study a full report be brought to Council for its consideration.	<b>Anticipated date</b> 27/11/2012	
<b>Group</b> General Manager		<b>Officer</b> John Neish	
<b>Meeting Type</b> Council	<b>Resolution</b> <b>TENDER FOR SURVEYING AND ASSESSMENT OF CITY OF RYDE'S CUSTOMER SERVICES</b>	<b>Due Date of Report</b> 22/05/2012	<b>Comments/Update</b> <i>To allow further feedback to be received, report will be provided to Council on 12 June 2012.</i>
<b>Meeting Date</b> 13/12/2011	(b) That Council be provided with a further report exploring online and other options with costs that are available in the market place.	<b>Anticipated date</b> 12/06/2012	
<b>Group</b> Corporate Services		<b>Officer</b> Angela Jones-Blayney	

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**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	SKATEBOARD CLINICS FOR ALL AGES AND ABILITIES IN THE CITY OF RYDE	28/02/2013	<i>Report to be provided in 2013.</i>
<b>Meeting Date</b>		<b>Anticipated date</b>	
13/12/2011	(e) That a further report be presented to Council in February 2013 at the conclusion of the series of skate clinics.	28/02/2013	
<b>Group</b>		<b>Officer</b>	
Community Life		Fiona Morrison	



**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	Traffic and Parking Matters presented to Ryde Local Traffic Committee Meeting held on 24 November 2011 - (h) LANCASTER AVENUE AND COBHAM AVENUE, MELROSE PARK - Bypassing Traffic	17/07/2012	An Item will be prepared for the Ryde Traffic Committee at its meeting to be held in May 2012, following which a Report will be prepared for the Works and Community Committee at its meeting to be held on 17 July 2012, containing the Minutes of the Meeting of the RTC May meeting.
7/02/2012	(ii) That a further review be undertaken in 6 months with a report to the Committee detailing the results.	17/07/2012	
<b>Group</b>		<b>Officer</b>	
Public Works		Ramesh Desai	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community			
<b>Meeting Date</b>			
7/02/2012	<b>Traffic and Parking Matters presented to Ryde Local Traffic Committee Meeting held on 24 November 2011 - (m) SIGNAGE ON COXS ROAD AND LANE COVE ROAD</b>	17/07/2012	An Item will be prepared for the Ryde Traffic Committee at its meeting to be held in May 2012, following which a Report will be prepared for the Works and Community Committee at its meeting to be held on 17 July 2012, containing the Minutes of the Meeting of the RTC May meeting.
<b>Group</b>		<b>Anticipated date</b>	
Public Works	(i) That a working party comprising Council, RMS, NSW Police and State Transit representatives review the concerns raised by the NPRS School President in relation to the Lane Cove Road, Kent Road and Cox's Road intersection and that a further report be brought back to the Committee in due course.	17/07/2012	
		<b>Officer</b>	
		Ramesh Desai	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	NOTICE OF MOTION - EMPLOYMENT OPPORTUNITIES FOR PEOPLE WITH A DISABILITY	26/06/2012	This will be included in the Workforce Plan, which is currently being developed.
<b>Meeting Date</b> 14/02/2012	That the General Manager report to Council on ways to improve the employment opportunities for people with a disability within the organisation.	<b>Anticipated date</b> 26/06/2012	Report to Council Meeting on 26 June 2012.
<b>Group</b> General Manager		<b>Officer</b> Beki Boulet	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	64 PELLISIER ROAD, PUTNEY. LOT 102 DP 866280. Local Development Application for Alterations and additions to the existing dwelling including an additional new storey and new cabana in the rear yard. LDA2011/493	15/05/2012	Mediation meeting scheduled for 15 March 2012.
Meeting Date			Further report outlining possible solutions to this matter will be provided to the Planning and Environment Committee at its meeting of 15 May 2012.
14/02/2012		Anticipated date	
	That the Group Manager Environment and Planning undertake a mediation session with the applicant and objectors to determine a possible solution to this matter and then be reported back to the Planning and Environment Committee for consideration within two months.	17/07/2012	Amended Plans submitted 16 April 2012. These will be assessed and notified and a report is expected to be provided to the Planning and Environment Committee at its meeting of 17 July 2012.
Group		Officer	
Environment and Planning		Liz Coad	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>SHAFTSBURY ROAD AND GLEN STREET, EASTWOOD - Proposed Traffic Facilities (Black Spot Remediation Site - UPDATE)</b>	5/06/2012	An Item will be prepared for the Ryde Traffic Committee at its meeting to be held in May 2012, following which a Report will be prepared for the Works and Community Committee at its meeting to be held on 17 July 2012, containing the Minutes of the Meeting of the RTC May meeting.
6/03/2012	That a further report be provided to the Committee on the future provision of angled parking in Glen Street, adjacent to the Sydney Water stormwater drain.	17/07/2012	
<b>Group</b>		<b>Officer</b>	
Public Works		Harry Muker	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>DEEBLE STREET - Submissions on Public Notification of Proposed Lease</b>	1/05/2012	<i>Council staff are negotiating with the property owner. The report will not be finalised until if or when satisfactory agreement is reached. If Council is unable to reach a satisfactory agreement the report may be delayed.</i>
<b>Meeting Date</b> 27/03/2012	That this matter be deferred for one month to allow staff to liaise with the legal representative of the property owners and for a further report for the Committee's consideration.	<b>Anticipated date</b> 17/07/2012	
<b>Group</b> Public Works		<b>Officer</b> Russell Nash	<i>Remains on-going - no updated information yet available.</i>



**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>TRAFFIC &amp; PARKING MATTERS PRESENTED TO RYDE LOCAL TRAFFIC COMMITTEE MEETING held on 2 February 2012</b>	24/05/2012	An Item will be prepared for the Ryde Traffic Committee at its meeting to be held in May 2012, following which a Report will be prepared for the Works and Community Committee at its meeting to be held on 17 July 2012, containing the Minutes of the Meeting of the RTC May meeting.
27/03/2012	(m) That the Group Manager – Public Works conduct an audit of parking on Buffalo Road (between Cressy Road and Monash Road) and that this be reported to the next Ryde Local Traffic Committee and the Works and Community Committee.	17/07/2012	
<b>Group</b>		<b>Officer</b>	
Public Works		Harry Muker	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>INTEGRATED OPEN SPACE PLAN</b>	26/06/2012	(d) <b>COMPLETED</b> and reported to the Works and Community Committee.
<b>Meeting Date</b> 27/03/2012	(b) Following the public exhibition process, a further report be submitted to Council on the feedback received during the process and any proposed changes to the Integrated Open Space Plan.	<b>Anticipated date</b> 26/06/2012	(b) To be reported on 26 June 2012.
<b>Group</b> Community Life	(d) That action to remove safe and functioning playground equipment from parks without immediate replacement in the same park be suspended until the matter has been reported to the Works and Community Committee for consideration.	<b>Officer</b> Tatjana Domazet	

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**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>BEST VALUE REVIEW - SPORTSGROUND ALLOCATION AND MANAGEMENT</b>	23/10/2012	<i>To be reported on 23 October 2012 following review and consultation.</i>
<b>Meeting Date</b> 27/03/2012	That Council fund and support the recommendations for the implementation of the Best Value Review, subject to a comprehensive review of the season charges being undertaken in consultation with the sport clubs and associations with costed options for consideration and that all results of the review be brought back to Council. The options to include:-  (i) No increase; (ii) 7% increase for 3 years; (iii) Any other options.	<b>Anticipated date</b> 23/10/2012	
<b>Group</b> Community Life		<b>Officer</b> Tajjana Domazet	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community			
<b>Meeting Date</b> 10/04/2012	<b>TRAINING FACILITIES FOR WOMEN'S NETBALL IN THE CITY OF RYDE</b>	17/07/2012	<i>To be reported to the Works and Community Committee on 17 July 2012.</i>
<b>Group</b> Community Life	That the General Manager investigate the feasibility of providing additional training facilities for women's netball in the City of Ryde. This investigation is to include discussions with local clubs (eg: Ravens Netball) and local schools. The resultant report should also include possible funding implications associated with improved and additional facilities.	<b>Anticipated date</b> 17/07/2012 <b>Officer</b> Tajjana Domazet	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>WATER BOTTLE REFILL STATIONS</b>	19/06/2012	<i>To be reported to the Works and Community Committee on 19 June 2012.</i>
<b>Meeting Date</b> 10/04/2012	That Council investigate and report on the installation of water bottle refill stations in our major parks and/or centres	<b>Anticipated date</b> 19/06/2012	
<b>Group</b> Community Life		<b>Officer</b> Tajjana Domazet	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>FEASIBILITY STUDY ON MULTIPURPOSE SYNTHETIC (ARTIFICIAL) FIELDS</b>	7/08/2012	<i>To be reported to the Works and Community Committee on 7 August 2012.</i>
<b>Meeting Date</b> 10/04/2012	1. That the General Manager prepare a feasibility study on multipurpose synthetic (artificial) fields to be installed in the City of Ryde. This study should outline a comprehensive consultation process, projected financial impacts, construction cost estimates and a funding and grants program with all sports facility users and stakeholders in the LGA.	<b>Anticipated date</b> 7/08/2012	
<b>Group</b> Community Life	2. A report detailing possible sports funding grants through the State and Federal Governments in the next financial year to assist in this project should also be undertaken.  3. A feasibility study cost be funded through the 2012/13 First Quarter Budget review.	<b>Officer</b> Tatjana Domazet	



**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	COX'S ROAD MASTERPLAN	24/07/2012	<i>Master Plans are on exhibition from 9 May 2012 to 20 June 2012. The report on the outcomes from the exhibition are anticipated to be reported to Council on 24 July 2012.</i>
<b>Meeting Date</b> 24/04/2012	(b) That a further report be provided to Council following the public exhibition period.	<b>Anticipated date</b> 24/07/2012	
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council  <b>Meeting Date</b> 24/04/2012  <b>Group</b> Public Works	<b>NOTICE OF MOTION - PUBLIC DOMAIN AREAS - WEST RYDE</b>  That the General Manager report to the Works and Community Committee on the intended usability and presentation of the public domain areas on and around the new West Ryde (Coles) development site at the following stages of the project:  (a) following opening of the Council underground carpark; (b) following opening the retail (Coles) development; and (c) for the duration of the construction of the residential units.  For the purposes of this report, the public domain includes the market place, footpaths, roads, traffic facilities, lighting, public art, furniture, street trees, signage and any other feature intended to be installed on public land as part of the complete development.	<b>Anticipated date</b>  <b>Officer</b> Peter Nguyen	Update unavailable as at 14 May 2012 - revised programme dependant upon outcome of May 2012 PCC Meeting. Matter has been escalated to Group Manager / General Manager. Date of proposed report is currently pending.

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>NOTICE OF MOTION - PROPOSED SITE FOR HOUSING COUNCIL STAFF AND MOVEMENT OF STAFF TO NEW PREMISES - COMPLETED</b>	22/05/2012	<i>This report is listed on the Council Agenda for 22 May 2012.</i>
<b>Meeting Date</b> 24/04/2012		<b>Anticipated date</b> 22/05/2012	<i>COMPLETED (To be removed following the Council Meeting on 22 May 2012).</i>
<b>Group</b> General Manager	That the General Manager report back to the Councilors on the proposed site (Civic Centre) for Council staff to be housed and Council meetings conducted. When the sale goes through and the expected turn around time from the winning tenders announced and the expected movement of staff to new premises.	<b>Officer</b> John Neish	

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**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b> Council	<b>Resolution</b> FLOODING AT FIRST AVENUE, EASTWOOD	<b>Due Date of Report</b> 24/07/2012	<b>Comments/Update</b> <i>Report anticipated on 24 July 2012.</i>
<b>Meeting Date</b> 24/04/2012	That the General Manager investigate the issue of flooding on the southern side of First Avenue, Eastwood and provide a report to Council within three months outlining options for consideration.	<b>Anticipated date</b> 24/07/2012	
<b>Group</b> Public Works		<b>Officer</b> Anthony Ogle	
<b>Meeting Type</b> Council	<b>Resolution</b> DRAFT FOUR YEAR DELIVERY PLAN 2012/2016 INCLUDING ONE YEAR OPERATIONAL PLAN 2012/2013	<b>Due Date of Report</b> 26/06/2012	<b>Comments/Update</b> <i>Report to be provided to Council on 26 June 2012.</i>
<b>Meeting Date</b> 8/05/2012	(d) That following the public exhibition period detailed in part (c), Council consider all public submissions at its meeting to be held on Tuesday 26 June 2012 prior to formally adopting its Four-Year Delivery Plan 2012/2016 including the One-Year Operational Plan 2012/2013.	<b>Anticipated date</b> 26/06/2012	
<b>Group</b> Corporate Services		<b>Officer</b> John Todd	

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**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	AUDIO RECORDING OF CIVIC PRECINCT COMMITTEE MEETING - 1 May 2012 - COMPLETED	22/05/2012	COMPLETED (To be removed following Council Meeting to be held 22 May 2012).
<b>Meeting Date</b> 8/05/2012	(c) That a report be provided to Council regarding opportunities to webcast Council and Civic Precinct Committee Meetings.	<b>Anticipated date</b> 22/05/2012	
<b>Group</b> Corporate Services		<b>Officer</b> Shane Sullivan	

**ITEM 11 (continued)**

**ATTACHMENT 2**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>THE CITY OF RYDE PRECINCT REDEVELOPMENT STAGE 3- STATUS REPORT</b>	30/11/2012	
<b>Meeting Date</b> 8/05/2012	(b) That a detailed report which recommends the most appropriate course of action for the redevelopment of the Argyle Centre site be prepared for Council by November 2012, which examines how Council can utilise a shared equity scheme, the National Rental Affordability Scheme and a partnership with a social housing company. The report to specifically include :-	<b>Anticipated date</b> 27/11/2012	
<b>Group</b> General Manager	(i) A detailed financial and cash flow model (including an option for Council to borrow funds) for developing each of options 2 and 3 for the redevelopment of the Argyle Centre as outlined in this report. The model be designed to deliver 10 to 15 affordable / key worker housing units and provides Council with the best sustainable revenue stream possible considering Council's appetite for risk.  (ii) The most appropriate governance, procurement and management model required to manage redevelopment risk, oversee the redevelopment of the Argyle Centre site and	<b>Officer</b> Mitch Corn	

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**ITEM 11 (continued)**

**ATTACHMENT 2**

manage any housing stock which Council may retain in its ownership for each of options 2 and 3 as outlined in this report.

(iii) An open space concept plan relating to the future development of the Ryde City Bowling Club and the Argyle Centre site.

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## 12 BRUSH FARM HOUSE - Future Use

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**Report prepared by:** Acting Senior Community Planner

**Report dated:** 12/04/2012

**File No.:** GRP/09/4/6 - BP12/402

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### REPORT SUMMARY

The **ATTACHED** report was considered by Council on 22 May 2012. Councillors raised a number of questions which are responded to in this brief report.

The key value to Council is adopting this recommendation is that Macquarie Community College (MCC) is able to utilize the facility at times that it would otherwise be under utilized and the additional income assists Council with funding the operational costs of the facility. Brush Farm House (BFH) is a significant facility in the City and the funds utilized in 2007 to restore the house have made it an important community facility. Given this in the negotiations with MCC staff have ensured access remains to BFH for the community, Council and the existing stakeholders.

### RECOMMENDATION:

That Council execute a five-year licence agreement with Macquarie Community College to use Brush Farm House as community education facility with the following parameters:

- (a) Payment to Council of an annual license fee of \$9,216 plus a 5% increase in that fee per annum;
- (b) Payment to Council of 50% of any venue hire fees received;
- (c) Undertaking of all non structural maintenance, acceptance of responsibility for all operational costs and maintenance of lawns and gardens;
- (d) Agreement to six monthly inspections by Council staff to ensure presentation and asset condition is maintained to Councils satisfaction.

### ATTACHMENTS

1 Deferred Report: Brush Farm House - Future Use

Report Prepared By:

**Chris Hellmundt**  
**Acting Senior Community Planner**

Report Approved By:

**Danielle Dickson**  
**Group Manager - Community Life**

**ITEM 12 (continued)****Context:**

Council resolved in June last year to not manage BFH directly due to the high costs associated with this option. Council officers were asked to investigate alternate, cost effective options for BFH.

Council's options for licensing the BFH are limited because of several significant restrictions. These restrictions, listed below, make BFH less attractive to straight commercial ventures.

The proposed arrangement negotiated with MCC is a very cost effective option for Council in managing BFH and includes additional income for Council through:

- 1) An annual license fee;
- 2) Significant savings in maintenance; costs
- 3) Savings in hall hire administration; and
- 4) Sharing of revenue from hall hire.

In addition, the proposed arrangement retains community access to the House, valuing Council's significant investment in restoring BFH in 2007.

**Restrictions that limit the use of Brush Farm House:**

1. Long term arrangements with current tenants:
  - o Brush Farm Historical Society – who enjoy exclusive use of one room indefinitely, regular meetings and four public tours per year on the weekend.
  - o Corrective Services NSW – who enjoy exclusive use of four rooms until 2017.
2. Community expectation that the House would continue to be a place for arts, culture, history and learning including maintaining a Gallery and maintaining the gardens.
3. Large maintenance and capital costs – Brush Farm House is the most expensive community property maintained by Council, with \$58,852 spent in 2011/12.
4. Development Consent Conditions and the Brush Farm House Conservation Management Plan act to limit the types of activity and use, recognizing the historic value of BFH and its location.
5. Very limited car parking (12 places).
6. Number, type and size of rooms, including very limited access for people with restricted mobility.
7. Kitchen which does not have an extraction fan and can not be used for commercial cooking.

**Clarification on questions raised by Council:**Venue Hire

Between 1 July 2011 and 31 May 2012, Brush Farm House was utilised at 13% of capacity year to date, less if MCC's current bookings are removed. The arrangement proposed with MCC will absorb this un booked time, rather than acting to displace existing uses.

**ITEM 12 (continued)**

MCC will invest in an on-site manager for Brush Farm House who will take bookings and have capacity to open BFH to potential hirers. An on-site manager is likely to increase use, both by community groups and community celebrations (such as weddings).

There is no capacity within Councils current budgets to have an onsite Venue Manager to increase bookings. The 50% of venue hire profits that have been allocated to MCC will contribute to costs borne by MCC in taking this role. By having MCC on site the utilization of the community facility will increase getting better value for the investment Council made in restoring the House.

Honoring Existing Bookings

MCC has guaranteed that all existing bookings will be honored at the community rates approved by Council each year.

Support of MCC Board

The CEO of MCC has confirmed on 31 May 2012 that the MCC Board fully supports this agreement and the opportunities it provides for their organisation.

Licence Fee

The licence fee was determined by the Market Analysis, in consultation with MCC, and is based on the number of student expected to study at the House and a consideration of the significant maintenance costs. The 5% increase each year includes the expected 3% increase in CPI and with the additional 2% increase for the expected rise in students.

Council engaged a independent commercial negotiator to arrive at these terms to ensure they represented the best value for the City of Ryde.

Licence Term

A five year licence has been offered as five years is Council's standard term for licences.

**Content of the Proposed Agreement with Macquarie Community College**

The proposed agreement with MCC is a more sustainable outcome for BFH, the community and Council considering the number of restrictions discussed above. In summary, the agreement ensures:

- Community expectations are met and access to the gallery is maintained.
- All restrictions (mentioned above) are met and appeased.
- Councils' Financial Sustainability for the House, with MCC contributing:
  - A License Fee of \$9,216 plus a 5% increase in that fee per annum;
  - A 50/50 split of venue-hire profit without requirements for additional Council resources;
  - Most maintenance costs, saving Council \$46,230 per year (on 2011/12 figures).

**ITEM 12 (continued)**

The surplus to Council is \$2,063 (forecast estimate 2012/13). This figure does not include depreciation.

The agreement is supported by current tenants, Brush Farm Historical Society and Corrective Services NSW.

**Other option for use of Brush Farm House**

Council could choose to continue the use of Brush Farm House as venue hire only. Based on current management approaches this option generates a yearly loss to Council of approximately \$60,000 (from 2012/13) + CPI each year.

**Conclusion**

The proposed agreement between Council, Macquarie Community College, Corrective Services NSW and the Brush Farm Historical Society allows Council to meet the community expectations, maintains a Council-run exhibition space, manages all restrictions and helps ensure Councils' financial sustainability for the House.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**13 BRUSH FARM HOUSE - Future Use**

**Report prepared by:** Acting Senior Community Planner

**Report dated:** 12 April 2012

**File No.:** GRP/09/4/6 - BP12/402

**REPORT SUMMARY**

This report presents the findings of the market analysis of potential uses for Brush Farm House.

All nominated options for the future use of BFH were assessed against:

- Financial sustainability;
- Ability to continue existing Brush Farm Historical Society arrangements;
- Ability to continue existing Department of Corrective Services arrangements;
- Ability to continue access to exhibition space and public venue hire;
- Compatibility with the Conservation Management Plan (CMP);
- Conditions of the development approval (DA);
- Compatibility with current zoning classification.

The analysis determined that the best option for the use of BFH according to all criteria is as a community based education/training facility.

During consultations for this analysis Council staff were approached by Macquarie Community College (MCC) with a proposal to enter into a formal license agreement to use BFH as base for their education programs. Detailed negotiation through a Heads of Agreement process determined that a MCC tenancy at BFH would have major benefits for Council and the community, featuring:

- A significant reduction in Council's operational costs;
- An income that could be dedicated to continued conservation;
- No change to the current License Agreement arrangements between Brush Farm Historical Society and Council;
- No change the current Licence Agreement between Council and the Department of Corrective Services;
- Continued access for local artists and community groups to exhibit in the gallery;
- Continued community access for hall and kitchen hire;
- A valuable education resource for the community.

This report recommends that the City of Ryde license BFH to MCC for five years.

**RECOMMENDATION:**

That Council execute a five-year licence agreement with Macquarie Community

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Council, dated 4 June 2012, submitted on 12 June 2012.



**ITEM 12 (continued)**

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**ITEM 13 (continued)**

College to use Brush Farm House as community education facility with the following parameters:

- (a) Payment of an annual license fee of \$9,216 plus a 5% increase in that fee per annum;
- (b) Payment of 50% of the venue hire fees received;
- (c) Undertaking of all non structural maintenance, accept responsibility for all operational costs and maintenance of lawns and gardens;
- (d) Agreement to six monthly inspections by Council staff to ensure presentation and asset condition is maintained.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Chris Hellmundt**  
**Acting Senior Community Planner**

Report Approved By:

**Baharak Sahebekhtiari**  
**Manager - Community & Culture**

**Danielle Dickson**  
**Group Manager - Community Life**

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

**Background**

On 8 June 2010 a report to Council recommended a market analysis of potential uses of BFH be conducted to ensure a best value for money solution to the community. At the meeting Council resolved:

- (a) That a market analysis of potential uses for Brush Farm House be undertaken to identify potential options for the future use of the property.*
- (b) That no further capital expenditure be incurred until the market analysis has been further considered.*
- (c) That the Economic Development Advisory Committee be consulted once the market analysis has been completed.*

**History**

In April 2007 Council completed restoration work at BFH and opened its doors to the public. Cost of the restoration was \$4,449,550.00, with the major contribution from Council, followed by an \$800,000.00 one off payment by the Department of Corrective Services for the use of a number of rooms in BFH post restoration, plus a number of government grants.

Leading to the completion of the restoration works no clear use was identified for BFH beyond its use as a community facility. A number of studies prior and post restoration considered options, however challenges inherent to BFH restricted feasible solutions.

The following provides a brief history of initiatives undertaken to find a use for BFH. This history is intended to provide a context for Councillors to assist in their consideration of the report's recommendation.

June 2005 – Brush Farm House Business Case Study

In 2005 Council undertook a Business Case Study to determine possible uses for BFH. The business case identified three options:

- Education/training facility and associated offices
- Function/conference Centre
- Restaurant

In summary, the 2005 business case found the use of BFH as a function centre and restaurant was a higher risk in regard to sourcing potential occupants than an education/training facility.

According to the business case there was a higher likelihood of not being able to source a potential occupant to run BFH as function centre or restaurant, and if sourced this type of business was more likely to fail. These conclusions were

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

informed by its suburban nature, as well as its location next to the Department of Corrective Services Training Academy, and the size and configuration of BFH. This business type may also have a negative impact on the building's fabric which could compromise the Conservation Management Plan objectives.

The education/training facility option was deemed lower risk, and was considered the most feasible option.

In financial return terms, the business case determined the rental from the use of BFH as an education/training facility was unlikely to cover costs associated with the capital works. According to the business case, income earned could conceivably cover costs of ongoing maintenance, plus contribute to a fund that could be applied to the ongoing conservation of BFH.

Importantly, the business case was conducted prior to three rooms in BFH being licensed to Department of Corrective Services, and two rooms dedicated to Brush Farm Historical Society. This reduction in available space has further compromised BFH's potential to attract any licensee, including an education/training provider.

July 2005 – Brush Farm House Expression of Interest

The City of Ryde initiated an expression of interest (EoI) process. The EoI did not specify a use and did not follow the business case recommendation. The EoI did not attract any interest from the market or service providers.

May 2007 – Report to Council: Brush Farm House as a cultural facility

On 15 May 2007, Council endorsed a recommendation to establish BFH as a cultural and heritage facility. This followed a Councillor workshop in April 2007 presenting the idea that, with no clear use identified, BFH could be used as an arts and cultural facility.

From 2007 – 2010 Council hosted a number of exhibitions showcasing the works of a number of local artists and community groups. The exhibitions were well received, manifesting in high demand for the space, a large number of enquiries requesting information on upcoming shows and available opportunities for viewing BFH.

July 2009 – Report to Council: Brush Farm House Business Plan

On 21 July 2009, the 'Brush Farm House Business Plan: Creativity in the Arts, Food and Wine' was reported to the Works and Community Committee. The Business Plan detailed an ambitious schedule of activities supported by a budget of \$415,000 per annum for staffing and programming costs. Projections identified that approximately half this cost would be mitigated through revenue raising activities.

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

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**ITEM 13 (continued)**

At the meeting the Committee resolved:

- (a) *That the report of the Acting Senior Community Planner, dated 12 April 2012 on BRUSH FARM HOUSE - Future Use, be received and noted.*
- (b) *That the business plan, 'Brush Farm House: Creativity in the Arts, Food and Wine', be endorsed and implemented.*
- (c) *That the 2010/2011 operating expenditure and revenue identified in Brush Farm House business plan be considered in the development of Council's 2010/2011 budget.*

Following the resolution of Council, staff proceeded to prepare the budget for the Management Plan workshops.

June 2010 – Report to Council: Brush Farm House Market Analysis

At the 2010/2014 draft Management Plan workshop on 23 March 2010, the significant cost of implementing the BFH Business Plan was raised. Of particular concern was the projected financial incomes were not sufficient to meet the annual operating expenditure. Implementing the Business Plan would require considerable financial contribution required in future budgets.

In recognition of the significant ongoing financial contribution required to run BFH as an arts and cultural centre, and the need to allocate Council's resources in the most responsible and strategic manner, it was agreed at the draft Management Plan workshop on 23 March 2010 that Council would review an alternate model of operation for BFH.

The report to Council prepared for the 8 June 2010 and the resolutions identified under the background in this report lead to staff undertaking this market analysis.

**The market analysis: establishing the parameters**

Under an expression of interest process property economist Lisa Marquette Advisory was contracted to conduct the analysis.

The first stage in the analysis process was to establish the parameters of the study. This required a review of existing conditions with the potential to impact on any future use of BFH. To review the existing conditions, the following steps were undertaken:

- Community consultations, including;
  - Brush Farm Historical Society
  - Artists and community groups
  - Current hirers
  - Department of Corrective Services
- A review of previous recommendations by Council;
- A review of relevant planning instruments;
- A review of current license agreements;

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

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- A review of previous studies.

As a result of the existing conditions review a number of non negotiable decision making criteria were established. These decision making criteria were applied as an assessment tool against which proposed future uses were considered. The criteria are presented below and include a rationale for their use as an assessment tool.

Criteria	Rationale
Financial sustainability	Standard consideration in determining any use of Council facility
Continuation of Brush Farm Historical Society License Agreement	Brush Farm Historical Society has two rooms in the House, holds 11 meetings in the hall and conducts four tours p.a.
Continuation of the Department of Corrective Services Licence Agreement	Department of Corrective Services have three rooms in the House. The license expires in 2017, with a five year option
Continued accessibility to community exhibition space and as a venue for hire	The success of BFH as a gallery has resulted in a high level of community demand. A number of community groups identified BFH as an ideal hire venue for one off activities and events
Compatibility with the conditions established in the Conservation Management Plan	The Conservation Management Plan outlines broad care conditions for BFH
Conditions of the development approval (DA)	Relevant consent conditions relate to the number of people permitted in the premises at one time
Compatibility with current land zoning	Zoning is 'Special Uses School'

**Options considered in the analysis**

A number of options for future use of BFH were assessed against the criteria to determine the feasibility of each. These potential options were compiled from a combination of previous studies and past activities undertaken in BFH, as well as possible new initiatives. Options considered for future use included:

- Conference centre/restaurant
- Arts and Cultural Centre
- Market site
- Community facility/Venue for Hire
- Education/training facility

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

**Discussion: Main points resulting from the analysis**

Following are the main points arising from the assessment of each option.

Conference centre/restaurant option

First considered in the 2005 business case, it was found that:

- There was a high risk of this option failing as a business venture, and therefore impacting on the occupant's ability to pay a financial return;
- Possible issues with development consent due to the potential of this business type to compromise the Conservation Management Plan objectives;
- The location and BFH layout, and car parking were also identified as significant restrictive factors.

In the current analysis additional factors were also considered:

- Council currently licenses two rooms to Brush Farm House Historical Society and three rooms to Department of Corrective Services. The result is that available floor space is limited for use as a conference centre/restaurant, making any commercial venture unlikely;
- Development consent conditions restrict the number of people in any one area of BFH at any one time. Even in a scenario where all rooms are available for a commercial tenant, it is unlikely the space would be financially feasible considering restrictions on the number of people permitted;
- Car parking is an increasingly complex issue. As part of its license agreement with the Department of Corrective Services Council has some use of their car park, but this only applies after hours and on weekends;
- Any commercial arrangement of the kind that would license a conference/restaurant would be likely to exclude any non profit based community access.

Considered against all decision making criteria, the conference centre/ restaurant did not present as a feasible future option for BFH.

Arts and Cultural Centre option

As presented in the BFH Business Plan, this option requires significant financial input from Council and therefore is not considered financially sustainable.

There is potential to 'water down' the scope of the Business Plan to lessen Council's financial commitment i.e. dropping some activities and only continuing the gallery. The gallery program requires little financial input, but neither would it provide any income or reduce Council's significant operation costs.

This option is considered unfeasible because it significantly under performs on the financial sustainability criteria, leaving a greater unfunded operational burden for Council.

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Council, dated 4 June 2012, submitted on 12 June 2012.



**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

Market site

BFH would accommodate up to 60 stalls inside the building and on its verandas, and up to 30 on the paved area at the rear of the building. Careful use of the front lawn for stalls is also possible.

There are market operators interested in a market at BFH on a one Sunday per month basis. Council would need to play a hands-on roll in the first year of establishment to ensure quality, consistency and the protection of BFH. Council would also need to provide a representative, such as an ordinance officer or its own market manager for to ensure the protection of the building and grounds.

Based on information provided, Council could expect income between \$40 and \$50 per stall. If it was prepared to directly manage the market, Council could expect a maximum income of \$33,000 per year, but would require the employment of a market manager. Were it to out-source to a manager, revenue would be in the order of \$4,000 to \$7,000 per year and may still require a staff member to be on site for up to 8-hours on a Sunday.

The anticipated income is offset by additional maintenance expenses and need for a Council employee/contractor to be on site during markets as a manager. It is determined therefore that the market option is not financially sustainable.

A market may be an option a licensee could offer at BFH. Any costs incurred as a result of the market would be met by the licensee.

Development consent conditions would need to be considered for this use.

Community facility/venue for Hire

The 2005 business case identified that overall, the use of BFH as a community hall/meeting facility was not considered the most financially beneficial outcome.

The current market analysis assessed this option (table below) based on estimates of 2010 venue hire income, and an average hourly rental rate based on Council's venue hire fees and charges. The fees were estimated by room and then an average used to determine a likely income (there is an assumption that use will grow moderately over the next 4 years). Council operational costs were based on 2010/11 operational costs, with a 3% increase p.a. period allowing for CPI, and an additional 2% p.a. to account for maintenance issues associated with the heritage building.

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

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**ITEM 13 (continued)**

	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>
Total operational costs	\$72,614.00	\$76,244.00	\$80,056.00	\$84,084.00
Est. Venue hire revenue	\$17,897.00	\$20,826.00	\$21,063.00	\$23,856.00
Retained operation costs for Council	\$54,717.00	\$55,418.00	\$58,993.00	\$60,228.00

This option significantly under performs according to the financial sustainability criteria. There is some income generation, but substantial costs associated with the operations of BFH are retained by Council.

Education/training facility option

First considered in the 2005 business case and assessed as the most feasible.

In the current analysis a community education/training facility was considered to have potential to be compatible with all the decision making criteria. The following points were highlighted through the assessment:

- As per the 2005 business case, it is unlikely that rental return from licensing BFH to an education/training provider would cover previous or future capital works costs. The legitimacy of this 2005 finding is more relevant in the current analysis given the additional restrictions on space resulting from the license agreements with Brush Farm Historical Society and Department of Corrective Services;
- A commercial education/training facility, or one that warranted a full-time daily student load, was considered unlikely to be suitable because of the limitations on available space;
- A community education provider could conceivably operate within the parameters of the criteria, and within these confines still make a financial contribution that significantly reduces Council's ongoing operational costs;
- The nature of community education/training providers means there is a potential for agreements so local artists and groups could make use of the gallery space in semester, mid year and Christmas breaks;
- The nature of community education/training providers means that usually courses are run in the evenings, so there is still potential for groups to have access to BFH as a venue for hire;
- The activities of Brush Farm Historical Society and Department of Corrective Services need not be impacted by the addition of a community education/training provider in BFH. Partnership opportunities between an education/ training provider and Brush Farm Historical Society could be possible.

Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

**Result of the analysis**

The future use of BFH as a community education/training facility is the most likely option to meet the criteria. This option could potentially continue current community access arrangements, create a valuable local education asset, significantly reduce Council's operational costs and provide an income.

**Discussion of potential option: Macquarie Community College**

During the course of consultations with current hirers, Macquarie Community College (MCC) approached Council staff with an interest in using BFH on a full time basis to provide a comprehensive community education program.

MCC is the local community based adult education provider for the City of Ryde. For 60 years, MCC has provided affordable, quality adult education. The College currently has over 600 courses in over 70 venues throughout the northern and north western suburbs of Sydney. According to its last available annual report, in 2010 MCC achieved a profit of \$622,387, a 17% increase from 2009. MCC is enjoying considerable growth and is expected to experience increasing demand for its education services in the region.

MCC has an existing, positive relationship with Council. MCC currently license two City of Ryde facilities, the Parsonage and Westward Cottage, and hire two City of Ryde halls regularly, including BFH. MCC has a proven experience in managing and maintaining historical buildings (within the responsibilities assigned to them), such as the Parsonage and Westward Cottage.

MCC propose to use BFH for community education programs, and maintain an office space with full time staff.

Initial discussions on a number of key issues were undertaken to test whether MCC could meet the criteria established for the use of BFH. MCC agreed in principle to these criteria and expressed interest in entering into a formal license agreement. To establish a framework around these arrangements, Council and MCC worked together to develop a Heads of Agreement.

**The Heads of Agreement**

To ensure its use of BFH was feasible, MCC agreed to develop a Heads of Agreement as a precursor to a License Agreement. The Heads of Agreement sets out the parameters of how the arrangement would work, with particular focus on ensuring MCC is committed to meeting the identified criteria. A summary of the main points in the Heads of Agreement is provided below.

**Financial sustainability**

Financial sustainability is achieved through two mechanisms: a) MCC taking a major share of the operational costs; and b) Payment of licence and venue hire fees.

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

The following calculations have been based on the 2010/11 financial year and demonstrate, as a typical year, the proposed sharing of operational costs between Council and MCC, and the income arrangements.

a) MCC taking a major share of the operational costs

Operations	Council costs 2010/11	MCC Share	Retained Council Share
Statutory outgoings	\$270.00		\$270.00
Insurance	\$6,990.00		\$6,990.00
Cleaning	\$15,620.00	\$12,020.00	\$3,600.00
Air Conditioning	\$4,880.00	\$4,880.00	
Electrical	\$1,250.00	\$1,250.00	
Repairs/Maintenance	\$3,900.00	\$3,900.00	
Security	\$17,304.00	\$15,480.00	\$1,824.00
Electricity	\$6,900.00	\$6,900.00	
Fire Protection	\$2,200.00	\$1,800.00	\$300.00
Pest Control	\$1,200.00		
Totals	\$60,514.00		\$14,184.00
<b>Total operational cost savings to Council</b>		<b>\$46,230.00</b>	

b) Payment of licence and venue hire fees

License fee to Council from MCC	\$8,294.00
Venue hire fees to Council from MCC	\$8,053.00
<b>Total fees paid</b>	<b>\$16,347.00</b>

As a result of the above arrangements, the dollar value to Council derived from MCC taking a share of operations costs, and paying fees, is calculated as:

Operational costs saved resulting from MCC share	\$46,230.00
Total income from fees	\$16,347.00
<b>Total dollar value to Council</b>	<b>\$62,577.00</b>

The total financial surplus is calculated as:

Total dollar value to Council derived from MCC	\$62,577.00 -
Council BFH operational costs 2010/11	\$60,514.00
<b>Total surplus</b>	<b>\$2,063.00</b>

Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

Explanatory notes:

- Income from the license fee was calculated on the number of students enrolled in the first year. This is used as a baseline with an increase in fees payable by 5% p.a. based on anticipated growth in student numbers;
- MCC will be responsible for the management of all venue hire bookings. MCC will retain 50% of booking fees, with the other 50% payable to Council;
- The operational costs for BFH have not included depreciation.

The financial sustainability of this option is achieved through a substantial reduction in Council's operating costs, on the basis that MCC takes on a significant share. In addition, MCC pay a license fee, and 50% of venue hire fees which further offset costs to Council. Testing in a typical year resulted in a small overall dollar value saving to Council.

Continuation of Brush Farm Historical Society arrangements

There is no change to the current arrangement between Council and Brush Farm Historical Society. The Society will continue to have access to two rooms in BFH, and the availability of the hall for monthly meetings on 11 occasions per year, at no cost. The Society will also continue BFH tours on four occasions per year.

Continuation of Department of Corrective Services (DCS) agreement.

There are arrangements between MCC and DCS to facilitate the effective use of rooms currently licensed to DCS. DCS will collaborate with MCC to provide additional space where required and to assist MCC maintain BFH. There is no change to the current License between Council and DCS, however an annexure will be inserted regarding the new arrangement with MCC, subject to Council approval.

Continued accessibility to community exhibition space and as a venue for hire

BFH gallery will be available for the community to use for exhibitions up to five fortnights per a year.

To supplement the loss of exhibition space at BFH, staff have negotiated for local communities to use Meadowbank TAFE gallery for up to three, two week periods per year, and the gallery at Macquarie Hospital for eight, two week periods per year. These have been negotiated on a user pays cost recovery basis.

The hall and large kitchen will continue to be available for hire, and be administered by MCC. MCC will be responsible for taking bookings, and retain 50% of hire fees.

Compatibility with the conditions established in the Conservation Management Plan

BFH is subject to several statutory and non statutory heritage listings. The Conservation Management Plan establishes policies under which BFH should be managed to comply with the conditions imposed by those heritage listings.

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Council, dated 4 June 2012, submitted on 12 June 2012.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**ITEM 13 (continued)**

According to policies articulated in the Conservation Management Plan, no activities proposed by MCC are deemed to be detrimental to BFH.

Development approval conditions

The relevant conditions of consent relate to the number of people allowed in any one area of BFH at any one time. These conditions are informed by policies identified in the Conservation Management Plan i.e. managing numbers of people to reduce impacts, and fire safety requirements. Conditions of consent with regard to numbers are:

Part of the building	Maximum numbers of occupants
Single story hall (east wing)	70
Basement	2
Ground floor (main building)	73
First floor	50

MCC have agreed they can comply with these conditions of consent while still accommodating significant growth in student numbers over the long term.

Compatibility with current zoning

BFH is located on land zoned 'Special Uses School'. The proposed use by MCC is consistent with acceptable uses under that zoning.

**Consultation**

Consultation was undertaken with all relevant stakeholders, in particular Brush Farm Historical Society, Department of Correctives Services and Macquarie Community College. Discussions first determined the full range of issues on which each were concerned, and then focused on solving any issues and collaboration opportunities.

All groups have been consulted and support the Heads of Agreement.

At the time of writing this report Council staff are scheduled to meet with the Economic Development Advisory Committee on Thursday 17 May 2012. Further consultation will be conducted at a later time.

**Other Options**

Council could resolve not to enter into a license agreement with Macquarie Community College, and instead go out for expressions of interest to determine whether other community education service providers are attracted to BFH as a venue.

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Council, dated 4 June 2012, submitted on 12 June 2012.



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**13 2012 LOCAL GOVERNMENT ELECTION - CARETAKER PROVISIONS AND MEETING SCHEDULE**

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**Report prepared by:** Meeting Support Coordinator**Report dated:** 30/04/2012**File No.:** GRP/12/5/5/5 - BP12/489

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**REPORT SUMMARY**

This report outlines information regarding caretaker provisions prior to the 2012 Local Government Election.

This report seeks Council's determination with regard to the last Council Meeting prior to the 2012 Local Government Election and provides options for additional meetings.

It is recommended that Council endorse 28 August 2012 as the last Council Meeting prior to the 2012 Local Government Election. Council may also wish to consider additional meetings prior to the commencement of caretaker provisions.

**RECOMMENDATION:**

- (a) That Council note the caretaker provisions as set out in the Local Government Amendment Bill 2012.
- (b) That Council endorse 28 August 2012 as the last Council Meeting prior to the 2012 Local Government Elections, noting that caretaker provisions commence from 10 August 2012.
- (c) That notification of Council's remaining 2012 meeting schedule be placed on Council's website, in CityView and local newspapers.

**ATTACHMENTS**

- 1 DLG Circular - Amendments to the Local Government Act 1993

Report Prepared By:

**Amanda Janvrin**  
**Meeting Support Coordinator**

Report Approved By:

**Shane Sullivan**  
**Manager - Governance****Roy Newsome**  
**Group Manager - Corporate Services**

## ITEM 13 (continued)

### Discussion

### Background

At its meeting on 13 September 2011, Council adopted a meeting schedule where Planning and Environment Committee and Works and Community Committee Meetings are held on the first and third Tuesday of every month and Council Meetings are held on the second and fourth Tuesday of every month.

At its meeting on 13 December 2012, Council adopted a revised meeting schedule which includes Civic Precinct Committee Meetings to be held every two months.

The 2012 Local Government Election is being held on Saturday, 8 September 2012. Council is required to consider its meeting schedule in accordance with the caretaker provisions leading up to the election.

### Caretaker Provisions

The Local Government Amendment Bill 2012 was assented on 4 April 2012 and outlines that caretaker provisions will commence four weeks preceding an ordinary election.

Schedule 6 Regulations outlined in the Local Government Amendment Bill 2012 quotes the caretaker provisions as follows:-

**14A** *The exercise of functions by a Council in the 4 weeks preceding an ordinary election.*

**Examples.** *Limitation on determination of controversial or significant development applications.*

*The new or permanent appointment of General Managers.*

*Entering into significant contracts or undertakings.*

**ATTACHED** is Circular No. 12-12 dated 7 May 2012 issued by the Division of Local Government, Department of Premier and Cabinet advising of Amendments to the Local Government Act 1993 (Attachment 1). These amendments were made by three separate amending Acts, one being the Local Government Amendment (Elections) Act 2012, which commenced on 11 April 2012.

The Circular specifies that the changes include the following:-

- Providing a regulation making power limiting the exercise of functions by Councils in the four weeks preceding ordinary elections. Councils will be separately advised of the arrangements to apply during the upcoming 'caretaker' period once the Regulation is made.

**ITEM 13 (continued)**

At the time of preparing this report the Regulation had not yet been made. Additionally, the formal guidelines outlining the activities prescribed during the caretaker period had not been issued by the Division of Local Government.

However, it is recommended that the City of Ryde work towards establishing caretaker provisions from 10 August 2012, which meets the four week period set out in the legislation.

**2008 Local Government Election**

The 2008 Local Government Election was held on 13 September 2008. The Division of Local Government issued a Circular to all Councils on 19 June 2008 (Circular No. 08-37) regarding Council Decision Making Prior to Ordinary Elections.

The Circular stated that the caretaker period would commence from the date of the close of rolls (40 days before election day) being 4 August 2008 and end on the day the election was declared.

The Circular outlined that during caretaker periods, Councils should exercise due caution in making major policy decisions that would bind an incoming Council. In summary, Councils should avoid:

- Determining controversial or significant development applications,
- New or potentially controversial permanent appointments of general managers, and
- Entering major contracts or undertakings.

The Circular advised that routine business should proceed as usual but Councils should also avoid active distribution of material during this period if it promoted the current elected Council's policies or emphasised the achievements of an elected member or group.

The last Committee Meetings prior to the 2008 election were held on 5 August (five weeks prior to the election) and Committee Meetings recommenced on 14 October (five weeks after the election).

The last Council Meeting held prior to the 2008 election was on 26 August (two weeks prior to the election) and Council Meetings recommenced on 30 September (three weeks after the election).

**2012 Local Government Election**

As the Local Government Amendment Bill 2012 outlines that caretaker provisions will commence four weeks preceding the election, it is recommended that Council establish caretaker provisions from 10 August 2012 which meets the four week period set out in the legislation and review its meeting schedule accordingly.

## ITEM 13 (continued)

### Meeting Schedule

Council is required to review its meeting schedule and determine the date for the last Council Meeting prior to the 2012 Local Government Elections. Although caretaker provisions commence on 10 August 2012, Council is still able to hold meetings after the commencement of the caretaker period in order to conduct Council business.

#### Recommendation

*It is recommended that Council endorse 28 August 2012 as the last Council Meeting prior to the 2012 Local Government Elections, noting that the caretaker provisions commence from 10 August 2012.*

### Additional Meetings

Council may resolve to include additional meeting dates to the current meeting schedule in order to conduct Council business. Below are options for additional meeting dates, noting that these dates are prior to the caretaker period:

- Add two meeting dates by removing the mid-year recess in July. The first additional meeting date (3 July 2012) to hold Committee Meetings and the second additional date (10 July 2012) to hold a Council Meeting;
- Add a Council Meeting on the fifth Tuesday in July (31 July 2012).
- Add a Council Meeting on 7 August 2012 at 7.30pm in lieu of a Civic Precinct Committee meeting.

### Critical Dates

The following deadlines are required to be met:

- The 2012 Local Government Election is being held on 8 September 2012.
- Caretaker provisions are to be observed from 10 August 2012 (four weeks prior to the election), subject to further advice being received from the Division of Local Government.

### Financial Implications

Adoption of the recommendation will have no financial impact.

**ITEM 13 (continued)**

**ATTACHMENT 1**



**Circular to Councils**

Circular No. 12-12  
Date 7 May 2012  
Doc ID. A280682

Contact Council Governance Team  
02 4428 4100  
dlg@dlg.nsw.gov.au

**AMENDMENTS TO THE LOCAL GOVERNMENT ACT 1993**

**Purpose**

The purpose of this circular is to advise councils and other stakeholders of recent changes to the *Local Government Act 1993*. The amendments were made by three separate amending Acts being:

- the Local Government Amendment Act 2012, the majority of which commenced on 4 April 2012. Clause 9 of Schedule 1 which will commence separately by proclamation and the making of a Regulation;
- the Local Government Amendment (Elections) Act 2012, which commenced on 11 April 2012; and
- the Local Government Amendment (Members of Parliament) Act 2012), which commenced on 11 April 2012.

**The changes**

The changes include the following:

- allowing a council to grant a lease or licence over community land for a period of up to 30 years subject to the consent of the Minister;
- providing that the voting system in a contested election is to be optional preferential if only one councillor is to be elected, or proportional if 2 or more councillors are to be elected;
- providing an exemption from compliance with requirements of the pecuniary interest provisions at meetings in relation to the adoption of principal local environmental plans (yet to commence);
- allowing eligible persons to enrol as residential electors for local government elections and cast a provisional vote at an election on polling day, provided the person can produce a NSW drivers licence or Photo Card;
- making other miscellaneous amendments to improve the conduct of local government elections;
- precluding members of the NSW Parliament from also holding office as a councillor or Mayor;
- Providing a regulation making power limiting the exercise of functions by councils in the 4 weeks preceding ordinary elections. Councils will be separately advised of the arrangements to apply during the upcoming 'caretaker' period once the Regulation is made.

Division of Local Government  
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**ITEM 13 (continued)**

**ATTACHMENT 1**

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**Where to get further information**

The amendment Acts can be viewed on the Parliamentary Counsel's website  
[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

Alternatively, you may contact the Division's Council Governance Team at the above number.



**Ross Woodward**  
Chief Executive, Local Government  
A Division of the Department of Premier and Cabinet



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**14 POLICY FOR THE INTERFACE AND DAY TO DAY OVERSIGHT OF THE  
GENERAL MANAGER BY THE MAYOR**

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**Report prepared by:** Meeting Support Coordinator**Report dated:** 28 May 2012**File No.:** GRP/12/5/5/5 - BP12/635

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**REPORT SUMMARY**

This report provides Council with a Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor.

This Policy has been developed in accordance with the Director General's Guidelines for the Appointment and Oversight of General Managers, issued pursuant to Section 23A of the Local Government Act 1993 and in accordance with Council's resolution of 8 November 2011 relating to the General Manager's Performance Objectives for 2011/2012.

This report seeks Council's endorsement of the Policy.

**RECOMMENDATION:**

That Council endorse the Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor as **ATTACHED** to this report.

**ATTACHMENTS**

- 1 Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor

Report Prepared By:

**Amanda Janvrin**  
**Meeting Support Coordinator**

Report Approved By:

**Shane Sullivan**  
**Manager - Governance****John Neish**  
**General Manager**

**ITEM 14 (continued)****Discussion**

The relationship between the General Manager and the Mayor of the City of Ryde is a critical interface required to ensure that the Mayor's role in day to day management of the General Manager is transparent and appropriately delegated by Council.

**General Manager's Performance Objectives**

At its meeting on 8 November 2011, Council adopted the General Manager's Performance Objectives 2011/12 including the following:

Objective 12 – Interface between Councillors and the General Manager

To continue to address the recommendations from the Department of Local Governments Better Practice Review relating to the relationships between Councillors, General Manager and Executive Team.

As part of this objective, the General Manager is required to develop a policy for the constructive interface between the Mayor and the General Manager (in accordance with the Local Government Act) and previously established conventions, so that each can assist the other in fulfilling their respective roles positively in a way which is understood by all Councillors.

**ATTACHED** is a Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor.

This Policy has been drafted to address Objective 12 of the General Manager's Performance Objectives.

**Key Items in the Policy**

The aim of the Policy is to strengthen the executive management of the Council by detailing the relationship, the appropriate interface and day to day oversight by the Mayor of the City of Ryde of the General Manager and covers the following key items:

- The General Manager's Appointment;
- Management of the General Manager's performance;
- Audit of the General Manager's Accountabilities;
- The General Manager's Leave Applications;
- The General Manager's Expense Claims;
- Gifts and Benefits;
- Presiding at Council Meetings;
- Conducting Meetings with Ministers and Members of Parliament;
- Conducting Meetings with constituents and those wishing to make representations to the Mayor;
- Public Relations Management;

**ITEM 14 (continued)**

- Civic events, ceremonies and forums;
- Managing Complaints;
- Training and Development;
- Updating relevant information.

**Financial Implications**

Adoption of the recommendation will have no financial impact.

**Policy Implications**

The adopted Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor will be placed on Council's website.

The Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor guides the appropriate interface between the Mayor of the City of Ryde and the General Manager and is in keeping with the Director General's Guidelines for the Appointment and Oversight of the General Manager and other related policies and guidelines.

**ITEM 14 (continued)**

**ATTACHMENT 1**

## **Policy For the Interface and Day to Day Oversight of the General Manager by the Mayor**

### **Scope**

This policy governs the appropriate interface between the Mayor of the City of Ryde and the General Manager in keeping with the Director General's Guidelines for the Appointment and Oversight of the General Manager and other related policies and guidelines.

The relationship between the General Manager and the Mayor of the City of Ryde is a critical interface required to ensure that the Mayor's role in day to day management of the General Manager is transparent and appropriately delegated by Council. Constructive professional relationships between the Mayor and the General Manager are essential to enable the effective executive management of the Council.

### **Purpose**

The aim of the policy is to strengthen the executive management of the Council by detailing the relationship, the appropriate interface and the day to day oversight by the Mayor of the City of Ryde of the General Manager relating to:-

1. The General Manager's Appointment
2. Management of the General Manager's performance
3. Audit of the General Manager's Accountabilities
4. The General Manager's Leave Applications
5. The General Manager's Expense Claims
6. Gifts and Benefits
7. Presiding at Council Meetings
8. Conducting Meetings with Ministers and Members of Parliament
9. Conducting Meetings with constituents and those wishing to make representations to the Mayor
10. Public Relations Management
11. Civic events, ceremonies and forums
12. Managing Complaints
13. Training and Development
14. Updating relevant information

This policy aims to ensure that there is a clear understanding between the General Manager and the Mayor of the day. It will ensure that expectations and transparency of the interface between the Mayor and General Manager is consistently applied to strengthen and maintain a positive working relationship between both parties.

### **Guidelines / Procedures**

This policy is drafted to ensure compliance with appropriate legislative requirements, existing Council policies and is supported by the attached Guidelines.

<b>City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor</b>		
Owner: Governance Unit	Accountability: Mayor and Councillor Support Service	
Trim Reference: D12/34947	Review date: Every four years following the election	Endorsed: Council

**ITEM 14 (continued)**

**ATTACHMENT 1**

**References - Legislation**

- The Local Government Act 1993
- Division of Local Government – Guidelines for the Appointment and Oversight of General Managers
- City of Ryde Code of Conduct
- City of Ryde Code of Meeting Practice
- City of Ryde Media Policy
- City of Ryde Expenses Relating to The General Manager and Senior Staff
- City of Ryde Corporate Credit Card Policy
- City of Ryde Gifts and Benefits Policy
- Anti Corruption Safeguards and the NSW Planning System – ICAC 2012
- Public Interest Disclosures Act 1994
- City of Ryde Public Interest Disclosures Internal Reporting Policy
- Council’s Policy on Ethical Lobbying

This policy is supported by the Guidelines attached below

**Review Process and Endorsement**

This Policy should be reviewed each term of Council and endorsed by the Council.

<b>City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor</b>		
Owner: Governance Unit	Accountability: Mayor and Councillor Support Service	
Trim Reference: D12/34947	Review date: Every four years following the election	Endorsed: Council

**ITEM 14 (continued)**

**ATTACHMENT 1**

**Guidelines For the Interface and Day to Day Oversight of the General Manager by the Mayor**

**1. *The General Manager's Appointment***

The Mayor will establish and chair a selection panel for the purpose of selecting the General Manager in accordance with the Guidelines for the Appointment and Oversight of General Managers.

**2. *Management of the General Manager's Performance***

The General Manager's performance management process will be conducted annually in accordance with the Guidelines for the Appointment and Oversight of General Managers.

The Mayor will chair the Performance Review Panel and oversee the appointment of an external facilitator to assist with the process of performance appraisal and the development of performance plans.

**3. *Audit of the General Manager's Accountabilities***

As a member of the City of Ryde Audit Committee, the Mayor will participate in setting the priorities and the program of the audit of Council's operations, to ensure independent oversight of the risk and compliance environment of the General Manager's accountabilities.

The Mayor will also be briefed annually by Council's external auditors to ensure robust financial reporting is in place.

**4. *The General Manager's Leave Applications***

The Mayor will be the approval authority for all leave applications made by the General Manager in accordance with Council's leave policies.

**5. *The General Manager's Expense Claims***

The Mayor will be the approval authority for all expense claims relating to the General Manager's out of pocket expenses and use of Council's Corporate Credit Card in keeping with the General Manager's Terms of Engagement, Council's Policy on Expenses Relating to the General Manager and Senior Staff and Councils Corporate Credit Card Policy.

<b>City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor</b>		
Owner: Governance Unit	Accountability: Mayor and Councillor Support Service	
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## ITEM 14 (continued)

## ATTACHMENT 1

### 6. *Gifts and Benefits*

The Mayor or Council's Manager, Risk and Audit will be the acknowledging authority for all Gifts and Benefits Disclosure Forms completed by the General Manager in keeping with the General Manager's Terms of Engagement and Council's Gifts and Benefits Policy.

### 7. *Presiding at Council Meetings*

#### ▪ *Setting the Agenda for Council or Committee Meetings*

Under Section 266 of the Local Government Act, the Mayor presides at meetings of the Council. Clause 240 of the Local Government (General ) Regulation 2005 stipulates that the General Manger must cause the agenda for a meeting of Council or a Committee of the Council to be prepared as soon as practicable before the meeting.

Once the agenda has been set, the General Manager or his/her nominee will meet with the Mayor to discuss the matters on the agenda of either a Council or Committee meeting prior to the meeting being convened. To ensure that the independence of advice to the Council is maintained, the Mayor cannot direct the General Manager or his/her staff to either prepare or remove reports set on an existing or future agenda.

#### ▪ *Calling Extraordinary or Special Meetings*

In accordance with Council's Code of Meeting Practice, the Mayor or General Manager may call an extraordinary or special meeting of the Council on any matter or matters considered necessary. The Mayor, in consultation with the General Manager, shall determine the time and place of an extraordinary or special meeting in accordance with Council's Code of Meeting Practice.

### 8. *Conducting Meetings with Ministers and Members of Parliament*

The Mayor will from time to time have reason to meet with Ministers and Members of Parliament to discuss issues of importance to the City of Ryde and the implementation of its Community Strategic Plan and Council resolutions.

As per Council's resolution of 22 November 2011, the General Manager and/or his/her nominee will accompany the Mayor to any meeting with a State Minister or Member of Parliament at which Council business will be discussed. This will ensure appropriate briefings can be given relating to Council's policies, operational matters or strategic impacts relating to the discussions and to ensure that the follow up of agreed actions at the meeting will take place.

<b>City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor</b>		
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**ITEM 14 (continued)**

**ATTACHMENT 1**

**9. Conducting Meetings with Constituents and those wishing to make representations to the Mayor**

It is acknowledged that the Mayor will meet with constituents relating to a range of matters and may request the presence of the General Manager.

▪ *General Matters*

From time to time the Mayor will request that the General Manager attend meetings with constituents or other parties. Adequate notice (where practicable, no less than three working days) and background information will be given to the General Manager to ensure that the General Manager is able to prepare for the meeting in advance. Meetings will be held in the Mayoral suite during business hours and secretarial support will be provided for meetings that occur to ensure that records are kept detailing the agenda and minutes of the meeting.

▪ *Matters relating to Complaints*

The Mayor may receive complaints about the level of service provided by the Council's staff. These complaints will be referred to the General Manager prior to any meeting between the complainant, the Mayor and the General Manager taking place. This will ensure that appropriate preparations can be made and will be dealt with in accordance with the Council's Complaints and Compliments Management Policy. Meetings will be convened as outlined above in General Matters.

Should the complaint relate to a development matter the same procedure will be followed as outlined below.

▪ *Matters relating to Proposed Development Matters (either Planning Proposals or proposed major Development Applications).*

No meetings will take place with any developer or their representative unless a detailed agenda item is prepared prior to the meeting. Council's Ethical Lobbying Policy will apply to meetings attended by those lobbying on behalf of their client. At such meetings the Group Manager Environment and Planning (or his/her nominee) will also be in attendance at the meetings. Meetings will be convened as outlined above in General Matters and will be minuted by the Mayor's secretary or an appropriate planning staff member.

It is inappropriate for the Mayor to attempt to influence the independent advice of planning staff on any planning proposal or development assessment report. No meetings will be held on matters where a development application assessment process is already underway, to ensure there can be no perception of inappropriate influence.

**10. Public Relations Management**

The General Manager will ensure that the Mayor is provided with adequate resources to meet his/her requirements for public relations management. Public relations management relates to the provision of advice and preparation of:-

City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor		
Owner: Governance Unit	Accountability: Mayor and Councillor Support Service	
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## ITEM 14 (continued)

## ATTACHMENT 1

- press releases
- issues management
- speeches
- Council publications
- opinion pieces for journals etc

In accordance with Council's Media Policy, both the Mayor and the General Manager can make comments to the media on policy matters. When doing so, the Mayor and General Manager will communicate with members of the press through Council's media advisor to ensure consistency of message. All articles and speeches etc relating to or quoting the Mayor, will be approved by the Mayor prior to their release.

The General Manager will comment on administrative issues in accordance with the Media Policy.

The General Manager will ensure that Council staff provides necessary public relations support for all non political issues relating to Council's operations and the adopted resolutions of Council. Should the Mayor wish to make commentary that in the opinion of the General Manager is of a political nature and not relating to matters of Council policy, business or resolution etc, Council's media staff will not be used to draft or place such statements.

### **11. Civic events, Ceremonies Conferences and Forums**

It is acknowledged that both the Mayor and the General Manager will represent Council at Civic Events, Ceremonies and professional forums etc. When both the Mayor and General Manager are speaking at an event the Mayor will always speak first. Media staff will coordinate the content of each speech to ensure consistency of message and avoid duplication.

When the General Manager is speaking at a forum or conference, he/she will advise the Mayor of the topic of address. The Mayor will respect the independence of the content and the format of the presentation to enable the General Manager to provide his/her professional views. The General Manager must make it clear when doing so if they are not the views of Council or its policies.

When speaking about the City of Ryde Council, Council's policies and views will always be clearly stated by the Mayor and General Manager.

### **12. Managing Complaints**

All complaints about the General Manager's conduct will be referred to the Mayor and will be managed in accordance with Council's Complaints Management Policy, Council's Code of Conduct and if necessary, the Public Interest Disclosures Act 1994 and Council's Public Interest Disclosures Internal Reporting Policy. The Mayor may seek the independent assistance of the Internal Auditor, external experts and Council's General Counsel should she/he so require, undertaking investigations or seeking advice. The procurement of external experts will be managed by Council's Internal Auditor.

<b>City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor</b>		
Owner: Governance Unit	Accountability: Mayor and Councillor Support Service	
Trim Reference: D12/34947	Review date: Every four years following the election	Endorsed: Council

**ITEM 14 (continued)**

**ATTACHMENT 1**

All Code of Conduct complaints about the Mayor will be referred to the General Manager and will be managed in accordance with the Council's Code of Conduct and if necessary the Public Interest Disclosures Act 1994 and Council's Public Interest Disclosures Internal Reporting Policy.

All Code of Conduct complaints relating to Councillors made by the General Manager will be made to the Mayor and in accordance with Council's Code of Conduct and any relevant industrial relations legislation. The Mayor may seek the assistance of Council's Internal Auditor, external experts, Council's General Counsel should he/she so require, to undertake investigations or seek advice. The procurement of external experts will be managed by Council's Internal Auditor.

**13. Training and Development**

It is recognised that the General Manager is required to keep abreast of local government issues industry best practice and to keep his/her knowledge and skills relevant. To this end, the General Manager will attend industry seminars conferences and forums such as those provided by the Local Government Managers' Association, the Chief Officers' Group of Australasia, the Local Government and Shires Association conference and the National General Assembly of Local Government.

When deemed that attendance of an industry forum/conference is appropriate, the General Manager will seek the Mayor's approval to attend.

Should the General Manager seek to attend formal training relating to advancing his/her knowledge and skills and in accordance with Council's policy on Tertiary Education etc, the General Manager will seek the Mayor's approval to do so.

**14. Updating Relevant Information**

Both the Mayor and General Manager will use their best endeavours to keep each other apprised of relevant issues relating to Council's operations and the local government industry. Whilst this should take place on an 'as needs' basis, a more formal regular update meeting may take place between the Mayor and the General Manager and his/her executive team as agreed by both parties.

<b>City of Ryde Policy for the Interface and Day to Day Oversight of the General Manager by the Mayor</b>		
Owner: Governance Unit	Accountability: Mayor and Councillor Support Service	
Trim Reference: D12/34947	Review date: Every four years following the election	Endorsed: Council

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**15 DRAFT DCP 2011 - PART 3.4 MULTI DWELLING HOUSING**

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**Report prepared by:** Team Leader - Design and Development**Report dated:** 16/05/2012**File No.:** PM2010/116 - BP12/599

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**REPORT SUMMARY**

Part 3.4 – Multi Dwelling Housing of Ryde DCP 2011 provides objectives and controls for villa development within the City of Ryde. The Local Planning Study which was adopted by Council in December 2010 recommended that the DCP controls for villas be reviewed with a particular emphasis on streetscape compatibility. In accordance with this recommendation, a comprehensive review of Part 3.4 – Multi Dwelling Housing has been undertaken, which has resulted in the updating and/or deletion of some of the existing controls and the introduction of new controls.

This report recommends that draft Development Control Plan (DCP) 2011 – Part 3.4 Multi Dwelling Housing be placed on public exhibition.

**RECOMMENDATION:**

- (a) That draft Development Control Plan (DCP) 2011 – Part 3.4 Multi Dwelling Housing be placed on public exhibition in accordance with the requirements of the Environmental Planning and Assessment Act 1979.
- (b) That a report be prepared for Council's consideration following the exhibition period of draft DCP 2011 - Part 3.4 Multi Dwelling Housing.

**ATTACHMENTS**

- 1 Draft Part 3.4 Multi Dwelling Housing DCP

Report Prepared By:

**Margaret Fasan**  
**Team Leader - Design and Development**

Report Approved By:

**Meryl Bishop**  
**Manager - Urban Planning****Dominic Johnson**  
**Group Manager - Environment & Planning**

## ITEM 15 (continued)

### Background

The Local Planning Study which was adopted by Council in December 2010 recommended numerous amendments to Ryde LEP and DCP 2010. On 14 February 2011 Council resolved:

*That Council authorise that a Development Control Plan (DCP) to be known as DCP 2011 be prepared in line with the Council report of 27 September 2011.*

Specific amendments that were identified in the report of 27 September 2011 have been incorporated into Draft Ryde LEP and DCP 2011, both of which are on public exhibition from 30 May until 13 July 2012.

Part 3.4 – Multi Dwelling Housing of the draft DCP provides objectives and controls for villa development within the City. In relation to Part 3.4, the exhibited draft DCP 2011:

- Deletes the linear separation requirements for multi dwelling housing. The linear separation controls require that only one property in every three can be multi dwelling housing.

The exhibited draft LEP 2011:

- Increases the minimum lot size for multi dwelling housing from 600sqm to 900sqm.
- Includes a control that the maximum height of any building without a street frontage is 5 metres and
- Permits a two storey dwelling at the street frontage.

The Local Planning Study also recommended that the DCP controls for villas be reviewed with a particular emphasis on streetscape compatibility. In accordance with this recommendation, a comprehensive review of Part 3.4 – Multi Dwelling Housing has been undertaken, which has resulted in the updating and/or deletion of some of the existing controls and the introduction of new controls.

### Review of Part 3.4 Multi Dwelling Housing

The approach applied to reviewing Part 3.4 involved:

- Removing controls covered elsewhere in DCP 2010.
- Deleting controls that can be addressed in conditions of consent - e.g. lighting
- Amending or deleting controls no longer considered relevant – e.g. non preferred locations
- Introducing new controls to improve design outcomes



**ITEM 15 (continued)**

The key controls deleted or introduced are outlined below:

**Deleted controls****2.3 Non-preferred locations**

Section 2.3 of Part 3.4 currently includes a control that only allows multi dwelling housing in suitable locations. Schedule 2 lists those areas that are unsuitable for multi dwelling housing and includes six maps. The unsuitable areas are either on busy roads, waterfront land, bushland or heritage or character precincts.

The draft Plan deletes Control 2.3a and Schedule 2 because this provision creates a “sub zone” in a DCP which is not compliant with the Department’s directions. It is considered that the control may be difficult to defend in court as multi dwelling housing is a permissible use in all residential zoned land. Further, merit assessment would address any issues relating to traffic and the environment. New controls have been added to the draft Plan to ensure the significance of heritage conservation areas and character areas is retained.

**2.5 Retention of existing buildings**

Part 3.4 currently includes the following control:

- 2.5(a) *Retention of an existing dwelling as part of a new Multi dwelling housing (attached) development will not be approved. Exception to this may occur if the site contains a heritage significant building or a building identified as a contributing item.*

The draft Plan deletes control 2.5a because it discourages the adaptive reuse of existing buildings and could cause the demolition of a character building. It is noted that there are numerous contributory buildings throughout the Ryde LGA that have not been heritage listed and their retention as part of a multi dwelling housing development would be of benefit to local character.

**3.1 Slope of site**

Part 3.4 currently includes the following controls at Section 3.1

- a. *Dwellings must have presentation to the street. The front entrance of at least one dwelling must be clearly seen from the street.*
- b. *Sites with a down slope of more than 1:6 will not be acceptable.*
- c. *Sites that slope up from the street with a slope of more than 1:6 will not be acceptable.*
- d. *Sites with a cross fall of more than 1:14 will not be acceptable.*

The draft Plan deletes controls 3.1(b), (c) and (d) because these controls are superfluous as other controls throughout the DCP deal with resulting impacts of slope on streetscape or the neighbouring property. Careful site planning can accommodate slope and access.

**ITEM 15 (continued)****3.3.1 Storey and height controls**

Part 3.4 currently includes the following controls at Section 3.3.1 a.

- a. *Multi dwelling housing (attached) development must be contained within a single storey building. However, a dwelling with frontage to the street can be two storeys provided:
  - I. The two storey dwelling is not attached to any other two storey dwelling; and
  - II. Council is satisfied that a two storey dwelling is suitable in terms of the surrounding streetscape*

Height controls in draft LEP 2011 allow for a maximum height of 9.5 metres (two storeys) and 5 metres (one storey) for any dwelling without a street frontage. The standard template LEP definition of multi dwelling housing allows for both detached and attached dwellings within a multi dwelling housing development. This means that two storey townhouse developments facing the street are permissible under draft LEP 2011. Hence, the draft Plan deletes control 3.3.1a to ensure the DCP is consistent with draft Ryde LEP 2011.

**4.3 Roof scape and roof materials and 4.4 Building Materials**

Part 3.4 currently includes highly prescriptive controls for roofs and building materials. Controls in Section 4.3 nominate roof pitch, eave length, mandatory inclusion of gables at the street frontage and suitable materials. Controls in Section 4.4 require that traditional materials only are to be used and define the proportions of windows and openings. These controls would not permit many contemporary design solutions including an environmental design response.

It is not necessary for Council to be so prescriptive in this area. By removing the control will enable greater design flexibility and will allow for contemporary design, the draft Plan deletes these controls.

**New controls****Streetscape and Safer by Design**

Section 5.1 of the draft Plan strengthens the streetscape controls and introduces controls that respond to crime prevention through environmental design principles. For example there is the requirement that dwellings adjacent to the street must address the street by having the front door and/or living room or kitchen window addressing the street. The frontage of buildings and their entries are to be readily apparent from the street. The controls assist in maintaining the rhythm of the street.

**Side setback control**

Part 3.4 currently requires a minimum side setback of 4.5m and up to 50% of the side wall of any dwelling to be a minimum of 3.5m. The draft Plan introduces a new control to allow a minimum side setback of 1.5m where a dwelling has a street frontage and no private open space along the side boundary for that dwelling only. The justification for this new control is that the 1.5m side setback is the same as for the Dwelling Houses and Dual Occupancy DCP and it will assist in maintaining the

**ITEM 15 (continued)**

typical side setbacks and development patterns that characterise the residential areas.

Prohibition of dormer windows

The current DCP is silent on dormer windows. The draft Plan prohibits dormer windows in roof forms, the reason being that dwellings with dormer windows, especially at the rear of the development can cause issues associated with visual privacy.

Heritage controls

Section 3.1 of the draft Plan provides new controls to ensure multi dwelling housing development does not have an adverse impact upon the heritage significance of heritage items, Heritage Conservation Areas or Character Areas.

A copy of the draft DCP – Draft Part 3.4 Multi Dwelling Housing is **ATTACHED**.

**Consultation**Internal consultation

For the preparation of the draft controls, consultation occurred with staff from the Assessment Unit who had undertaken a detailed review of Part 3.4 – Multi Dwelling Housing (Attached) as part of their Best Practice Review process. Recommendations from the Best Practice Review have been incorporated into the draft DCP.

External consultation

Public consultation will occur during the exhibition of the draft DCP.

As required under the Regulations to the Environmental Planning and Assessment Act the draft Plan will be required to be exhibited for a period of not less than 28 days, by notice in the local newspaper.

It is noted that draft controls for Part 3.3 Dwelling Houses and Dual Occupancy, Part 3.6 Boarding Houses and Part 7.1 Energy Smart, Water Wise of Ryde DCP 2011 will be reported to Council over the next two months with a recommendation that the draft Plans be placed on public exhibition. It is recommended that the draft Plans be exhibited concurrently and that the exhibition period commence in September/October 2012 at which time the public exhibition and adoption of Draft Ryde LEP and DCP 2011 are likely to be finalised.

As part of the formal exhibition process the following will occur:

- Notification in the Northern District Times
- Hard copies of the draft DCP available for viewing at Customer Service Centre, Ryde Planning and Business Centre and all Council Libraries.
- Letters to relevant State authorities and Local Members of State and Federal Government.
- Website – material on the draft DCP.
- Workshop with the local industry, real estate agents and small scale developers.

**ITEM 15 (continued)****Financial Implications**

The recommendation to endorse the draft DCP – Part 3.4 Multi Dwelling Housing for exhibition will not have a financial impact. The exhibition process is funded through the operational budget of the Urban Planning Unit.

**ITEM 15 (continued)**

**ATTACHMENT 1**

**Part: 3.4**  
**Multi Dwelling Housing**

**ITEM 15 (continued)**

**ATTACHMENT 1**

**Translation**

**ENGLISH**

If you do not understand this document please come to Ryde Civic Centre, 1 Devlin Street, Ryde Monday to Friday 8.30am to 4.30pm or telephone the Telephone and Interpreting Service on 131 450 and ask an interpreter to contact the City of Ryde for you on 9952 8222.

**ARABIC**

إذا تعذر عليك فهم محتويات هذه الوثيقة، نرجو للحضور إلى مركز بلدية وايد Ryde Civic Centre على العنوان: 1 Devlin Street, Ryde من الاثنين إلى الجمعة بين الساعة 8.30 صباحاً والساعة 4.30 بعد الظهر، أو الاتصال بمكتب خدمات الترجمة على الرقم 131 450 لكي نطلب من أحد المترجمين الاتصال بمجلس مدينة وايد، على الرقم 9952 8222، نيابة عنك.

**ARMENIAN**

Եթե այս գրությունը չէք հասկանալ, խնդրեմ եկե՛ք՝ Րայդ Կիվիկ Սենտրը, 1 Տեվլին փողոց, Րայդ, (Ryde Civic Centre, 1 Devlin Street, Ryde) Երկուշաբթի՛ն Ուրբաթ կա. ժամը 8.30 – կա. ժամը 4.30, կամ հեռաձայնեցե՛ք հեռաձայնի եւ Թարգմանության Ապրաստիություն՝ 131 450, եւ խնդրեցե՛ք որ թարգմանիչ մը Րայդ Բաղադրասանրանին հետ կապ հասարար: ձեզի համար, հեռաձայնելով՝ 9952 8222 թիվին:

**CHINESE**

如果您看不懂本文，請在週一至週五上午 8 時 30 分至下午 4 時 30 分前往 Ryde 市政中心詢問 (Ryde Civic Centre, 地址: 1 Devlin Street, Ryde)。你也可以打電話至電話傳譯服務中心，電話號碼是: 131 450。接過後你可以要求一位傳譯員為你打如下電話和 Ryde 市政廳聯繫，電話是: 9952 8222。

**FARSI**

اگر این مدرک یا تمه فہمید لطفاً از 8.30 صبح تا 4.30 بعد از ظهر دوشنبه تا جمعہ به مرکز شہرداری وايد، Ryde Civic Centre, 1 Devlin Street, Ryde میاچعه کنید یا به سرویس مترجم تلفنی شماره 131 450 تلفن برزید و از یک مترجم بخواھید کہ از طرف شما با شہرداری وايد شماره 9952 8222 تلفن برزد.

**ITALIAN**

Se non capite il presente documento, siete pregati di rivolgervi al Ryde Civic Centre al n. 1 di Devlin Street, Ryde, dalle 8.30 alle 16.30, dal lunedì al venerdì; oppure potete chiamare il Telephone Translating and Interpreting Service al 131 450 e chiedere all'interprete di contattare a vostro nome il Municipio di Ryde presso il 9952 8222.

**KOREAN**

이 문서가 무슨 의미인지 모르실 경우에는 1 Devlin Street, Ryde 에 있는 Ryde Civic Centre 로 오시거나 (월 – 금, 오전 8:30 – 오후 4:30), 전화 131 450 번으로 전화 통역 서비스에 연락하셔서 통역사에게 여러번 대신 Ryde 시청에 전화 9952 8222 번으로 연락을 부탁하십시오.

Amend. No.	Date approved	Effective date	Subject of amendment



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# 1.0 INTRODUCTION

## 1.1 Background

Multi dwelling housing developments assist in meeting the housing needs of present and future residents within the City of Ryde, including young families, single person households and older couples. Multi dwelling housing is typically a form of infill development that allows increased residential densities within existing suburban areas. Multi dwelling housing in the City of Ryde is generally provided as single storey villa development. However, two storey villas can also be provided for dwellings that have a street frontage.

Multi dwelling housing is desirable because it:

- Is cost effective to build
- Does not need major site amalgamation
- Can deliver a greater mix of affordable housing
- Can fit into existing streets and neighbourhoods
- Suits a wide range of demographic groups

This Part sets out objectives and controls for multi dwelling housing development within the City of Ryde.

## 1.2 Objectives

The objectives of this Part are:

1. To ensure multi dwelling housing developments complement existing development and the streetscape;
2. To ensure the dispersal of multi dwelling housing developments occurs within neighbourhoods throughout the City of Ryde;
3. To provide a high level of residential amenity for the occupants of multi dwelling housing developments;
4. To meet the needs of all households;
5. To promote design that achieves the security and safety of residents and the public domain;
6. To ensure that the amenity of occupants of adjoining land is not adversely affected by any multi dwelling housing development;
7. To retain heritage significant buildings.

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### 2.0 SITE ANALYSIS

A site analysis is necessary to ensure that the development is of high quality, sensitive to its environment and positively contributes to its context. A thorough site analysis will ensure that site layout and building design addresses existing and possible future opportunities and constraints of both the site and its surrounds.

An analysis of the site and context is a fundamental stage of the design process, and should support many key design decisions relating to the proposal. The site analysis is to assist in minimising issues relating to noise, overshadowing, safety, access views and privacy.

The applicant must demonstrate to Council that the site analysis has been used in preparing the design for the site and for the dwellings. The analysis may then be used to critically assess the success of the proposal in its response to the features of the site and its context.

A site analysis drawing must be based on a survey drawing produced by a qualified surveyor and contain a reference number and date. The drawing is to be drawn to a scale of either 1:100 or 1:200 and must include the following information.

#### **With regard to the site:**

- Site dimensions, site area and north point;
- Street trees, identified by size, botanical and common names (if relevant);
- Topography, showing spot levels and contours 0.5 metre intervals for the site, adjoining streets and land adjoining the site;
- Views to and from the site;
- Prevailing winds;
- Geotechnical characteristics of the site and suitability of development;
- Pedestrian and vehicular access points; existing and proposed;
- Location of utility services, including electricity poles, stormwater drainage lines, natural drainage, kerb crossings and easements;
- Overland stormwater flow;
- Site drainage

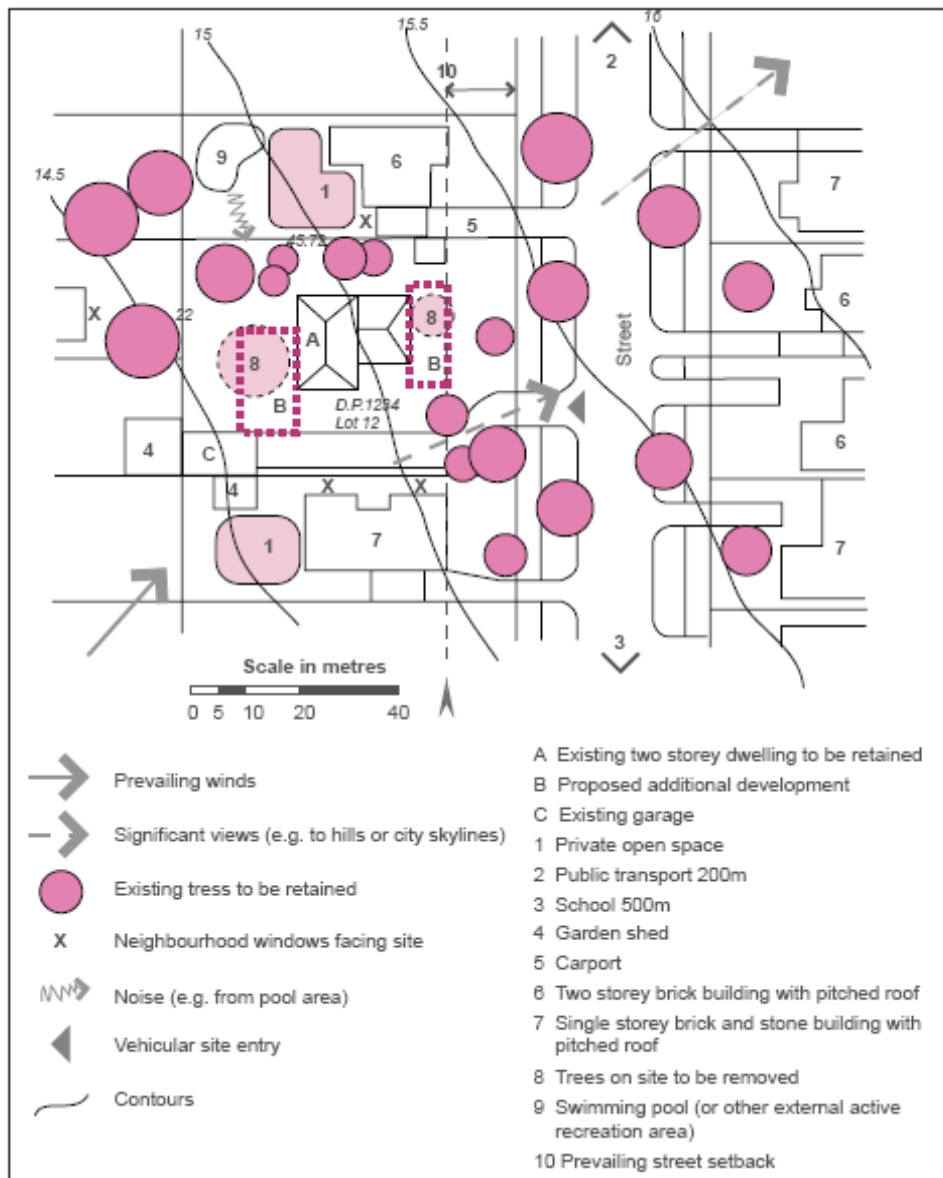
#### **With regard to the land surrounding the site:**

- Form and character of adjacent and opposite buildings in the streetscape and adjacent sites; architectural character, front fencing, garden styles;
- Neighbouring properties (those both at the sides of the allotment and to the rear); location, use and overall height (in storeys and metres), important parapet/datum lines, location of key features such as windows.
- Privacy; adjoining private open space, living room windows overlooking the site,
- Location of any facing doors, windows and external living areas;
- Walls built to the site's boundary; location, height, materials;
- Difference in ground levels between the site and adjacent properties;
- Views enjoyed by neighbouring properties;
- Views enjoyed from public areas;

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- Solar access enjoyed by neighbouring properties;
- Major trees on adjacent properties, within 9 metres of the subject site;
- Street frontage features; poles, trees, kerb crossovers, bus stops, other services;
- Heritage features of the surrounding locality and landscape, (if relevant);
- Public open space, (if relevant);
- Adjoining bushland or environmentally sensitive land;
- Sources of nuisance; flight paths, noisy roads or other significant noise sources, polluting operations (if relevant).



**Figure 3.4.1 Example of Site Analysis Plan**

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## 3.0 GENERAL PROVISIONS

### 3.1 Heritage Significant Buildings

#### Objectives

1. To ensure new development does not have an adverse impact upon the heritage significance of heritage items

#### Controls

- a) A heritage impact statement prepared by a suitably qualified heritage consultant must be submitted with the lodgement of a development application that seeks consent for development of a heritage item or a site adjacent to a heritage item. The heritage impact statement must address the following:
  - impact of the proposed development on the significance of the item
  - measures to mitigate negative impact
  - Why alternate uses are not viable
  - Cartilage issues and measures to protect the item
  - Conservation and restoration schedule
- b) The proposed development must conserve the setting of the heritage item and the significant views to and from the heritage item
- c) Development of a heritage item must ensure that the scale, form, materials, finishes and fenestration of the new work does not have an adverse impact upon the heritage significance of the item.
- d) Additions to a built heritage item must be located at the rear. Additions or alterations to the front are not permitted unless for the purpose of restoration or reconstruction. Second storey additions to the principal building form are not permitted; however rooms in the roof with rear facing dormer windows appropriate to the building style may be acceptable.
- e) Original face brick work or stone must not be rendered or painted.
- f) Original finishes and materials must be retained. Some examples of original materials are: tessellated tiles on paths and verandahs; gable ends decorated with timber battens and shingles.
- g) Development of a heritage item must conserve original landscape features of significance such as original fences, sandstone retaining walls and sandstone walls. The original level of front yards must not be raised to the same height as the front verandah.
- h) Where off street car parking is required elsewhere in this plan it may not be a requirement if the property is a heritage item and the provision of parking would have a detrimental impact upon the significance of the item.
- i) New garages are to be located behind the rear building line of the principal building form.

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- j) Where new development is proposed adjacent to a heritage item in a street of buildings similar to the heritage item or in a Heritage Conservation Area or in a Character Area, then the new development must maintain the historic streetscape pattern
- k) Development in a Heritage Conservation Area or Character Area must pay particular attention to the design elements that are characteristic of the area including style and pitch of roofs, parapet walls, proportions of window and door openings and external materials and windows.

### 3.2 Dwelling Mix

#### Objectives

1. To ensure multi dwelling developments contain a mix of dwelling sizes to meet the needs of different household groups.

#### Controls

- a. In developments containing 4 or more dwellings not more than 75% of dwellings should have the same number of bedrooms. Where 75% is not a whole number, the number should be rounded down.

Note: For example in a 6 dwelling development 4 dwellings can have 3 bedrooms and two dwellings can have 2 bedrooms.

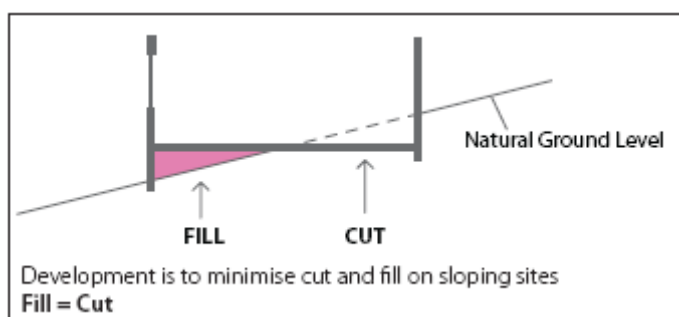
### 3.3 Altering the Levels of the Site

#### Objectives

1. To limit site excavation and minimise disturbance to natural landform
2. To ensure that building form relates to topography
3. To protect the amenity of adjoining properties

#### Controls

- a. The building footprint is designed to minimise cut and fill allowing the building mass to step in accordance with the slope of the land.



**Figure 3.4.2 Development on Sloping Sites**

- b. Fill is not allowed in areas of overland flow.
- c. The levels of the site should not be altered by more than 300mm. This relates to all areas of the site not covered by the building floor envelope eg driveways, courtyards, setback areas, landscaped areas.



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### 3.4 Accessibility

#### Objectives

1. To ensure that multi dwelling housing developments meet the needs of all households including older persons and people with disabilities.

#### Controls

- a. Pedestrian access should be provided throughout the development using a continuous accessible path of travel to all dwellings where the level of the land permits. Such access where practicable should be separate from vehicle access.
- b. Developments of 6 or more dwellings must be designed so that not less than 35% of the dwellings provide access to all indoor areas and outdoor living areas for people with disabilities in accordance with the Australian Standards for Adaptable Housing AS4299.
- c. Developments of 6 or more dwellings will be required to provide an access audit that has been conducted by a qualified and accredited access auditor.

### 3.5 Number of Dwellings

#### Objectives

1. To ensure that multi dwelling housing developments are not the dominant form of development in an open area and do not dramatically change the character of the location.

#### Controls

- a. No development shall contain more than 12 dwellings

### 3.6 Hatchet shaped allotments

#### Objectives

To ensure adequate visual and acoustic privacy for the occupants of the development and nearby residents

#### Controls

- a. Hatchet-shaped allotments are not suitable for multi dwelling development

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**4.0 BUILDING SIZE AND LOCATION**

Numeric controls for building size and location are contained in Ryde LEP 2011 and this DCP. The Ryde LEP 2011 provides controls for density and maximum height in metres.

This section contains the following elements:

- maximum building height in storeys
- front, side and rear setback controls; and
- site coverage

Applicants may choose where to locate the building footprint, provided that it occurs within the front, side and rear setback controls and provided that it satisfies all other relevant controls that apply to the land. Important considerations that relate to the building's scale and location are the protection of privacy, access to sunlight and views, the protection of existing trees and the establishment of future plantings.

**Controls**

Developments for multi dwelling housing are to comply with the following controls:

Provision	Controls
Density	Refer to Clause 4.5A of Ryde LEP 2011 for minimum site area requirements for multi dwelling housing development in Zone R2 Low Density Residential.  In other zones where multi dwelling housing is permissible Ryde LEP 2011 provides maximum floor space ratio requirements.
Site coverage	Maximum 40% of the site
Site frontage	Minimum 20 metres, including each street frontage on a corner site
Maximum height in storeys	Maximum height is shown on the Ryde LEP 2011 Height of Building Map.  In the R2 Zone - Low Density Residential a maximum height of two storeys is permissible for buildings with a street frontage. All other buildings must be single storey with a maximum height of 5 metres.
Maximum wall plate height	7.5 metres or 8 metres for a roof which has a continuous parapet
Front setback	The same distance as one of the buildings on an adjoining allotment, if the difference between the setbacks of the building on the adjoining allotments is not more than 2m, <b>or</b>  If the difference between the setbacks of the adjoining buildings is more than 2m, the development must be set back the average of the average of the front setbacks of the two adjoining dwellings.

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Secondary street setback	Minimum 4.5m
Side setbacks	<p>Minimum 4.5m. To promote articulation, Council may allow up to 50% of the side wall of any multi dwelling housing to be not less than 3m from the side boundary. Note: The maximum 50% requirement is calculated unit-by-unit and is not for the whole development.</p> <p>Minimum 1.5m where a dwelling has a street frontage and no private open space along the side boundary.</p> <p>Minimum 6m where setback includes a driveway</p>
Rear setback	Minimum 4.5m
Building separation	Minimum 9m separation should be provided between the windows of habitable rooms of facing dwellings within the development
Deep soil zone	Minimum 35% of site area. Note: Deep soil zone means that area of a site with no above ground, ground level or subterranean development. Paved surfaces, driveways or pathways do not constitute deep soil landscape area.

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## 5.0 BUILDING DESIGN

### 5.1 Streetscape

#### Objectives

1. To ensure development achieves a cohesive streetscape that responds to the predominant qualities of the street
2. To ensure a safe environment by promoting crime prevention through environmental design

#### Controls

- a. The building design and use of materials, roof pitch and architectural features and styles must have regard to those of surrounding buildings.
- b. Buildings on corner sites are to be articulated to address each street frontage and are to define prominent corners.
- c. Dwellings adjacent to the street must address the street by having the front door and/or living room or kitchen window addressing the street. The frontage of buildings and their entries are to be readily apparent from the street.



**Figure 3.4.3 Villa development with good street address**

- d. Buildings are designed to overlook streets and other public areas to provide casual surveillance. Buildings adjacent to a public area must have at least one habitable room window with an outlook to this area.
- e. Attention must be given to the roof as an important architectural element in the street which can provide continuity and character
- f. Dwellings that face the street must have individual and direct pedestrian access off the street (separate to the driveway where possible).
- g. Clotheslines are not permitted within the front setback area.

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**Figure 3.4.4 Terrace housing with direct pedestrian access off the street**

**5.2 Ceiling Height**

**Objectives**

1. To ensure dwellings have sufficient light, space and ventilation to all rooms.

**Controls**

- a. The floor to ceiling height of any habitable room must not be less than 2.7m.

**5.3 Solar Access**

**Objectives**

1. To ensure buildings are sited and designed to maximise access to daylight to habitable rooms;
2. To ensure daylight to habitable rooms in adjacent dwellings is not significantly reduced; and
3. To maximise winter sunlight to courtyards within the development and the open space areas of neighbouring dwellings.

**Controls**

- a. Building form, separation and plan layout facilitates good solar access to internal and external living spaces
- b. Habitable room windows should face a courtyard or other outdoor space open to the sky. Habitable room windows should be no closer than 1.5 m (horizontal distance) from the wall of a building.
- c. Sunlight to at least 50% of each courtyard within the development and the principal area of ground level private open space of adjacent properties must not be reduced to less than two hours between 9am and 3pm on June 21.
- d. Where existing overshadowing by buildings and fences is greater than 50% on adjoining properties, sunlight must not be further reduced by more than 20%.
- e. Shadow diagrams are to be submitted to Council indicating solar access within the development and to adjoining properties. Fences and existing vegetation may be required to be shown on the shadow diagram where Council considers it necessary.

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**5.4 Visual and Acoustic Privacy**

**Objectives**

1. To site and design buildings to ensure acoustic and visual privacy for occupants and neighbours

**Controls**

- a. The windows of a habitable room with a direct sightline to the windows of a habitable room of an adjacent dwelling and located within 9.0m:
  - i. are sufficiently off-set to preclude views into the windows of the adjacent building; or
  - ii. have sill heights of 1.7m above floor level; or
  - iii. have fixed obscure glazing in any part of the window below 1.7m above floor level
- b. Balconies, terraces and the like should be located to minimise overlooking of an adjoining property's open space or windows. Techniques such as recessing, screens or landscaping may be used to prevent direct views into habitable rooms or private open space of adjacent dwellings.

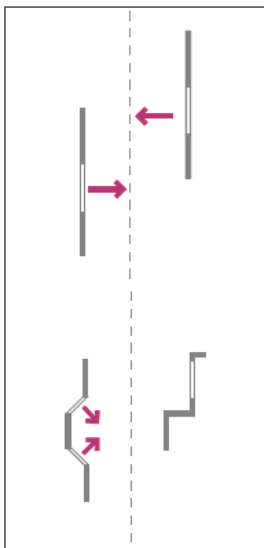


Figure 3.4.6 Privacy Sensitive Zone

- c. Dormer windows are not permitted on roof forms and the use of roof space for habitable purposes is prohibited. Roof space is to be used for storage only
- d. Site layout and building design should protect the internal living and sleeping areas from high levels of external noise. Building design and layout should minimise transmission of structural-borne sound.
- e. The operating noise level of air conditioners, swimming pool pumps and other mechanical services must not exceed the background noise level by more than 5dB(A).



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## 6.0 Landscape Design

### 6.1 Private Outdoor Space

Private outdoor space is an important component of any residential development. Sydney's climate allows for outdoor living areas to be utilised for much of the year, making it essential that private outdoor spaces are functional and relate to the activity areas of the dwelling.

#### Objectives

1. That private outdoor spaces are functional and relate to the activity areas of the dwelling;
  - i. That all courtyards gain satisfactory access to sunlight.

#### Controls

- a. Each dwelling at ground level is to provide the following minimum private open space requirements:
  - i. 30m<sup>2</sup> for 1 and 2 bedroom dwelling
  - ii. 35m<sup>2</sup> for 3 or more bedroom dwelling
- b. All private outdoor space must have a minimum dimension of 4.5 metres and be contiguous with the ground floor of the unit
- c. Private open space areas are to act as extensions of indoor living areas and are not to be covered;
- d. Private open space is to be located to maximise solar access
- e. Access other than through the dwelling must be provided to each private outdoor space for maintenance purposes. This access must not be less than 1m wide and may be provided through the garage.

### 6.2 Landscape Design

#### Objectives

1. To ensure the landscaping of the site within the multi dwelling housing development complements or enhances the desired future neighbourhood character by:
  - I. Providing sufficient open space for planting trees and shrubs;
  - II. Retaining, protecting, or replacing, existing vegetation where possible;
  - III. Protecting neighbouring trees from damage to their root systems.
  - IV. Landscaping designs must seek to:
  - V. Enhance the urban forest and promote a scale and density of planting that is appropriate to the surrounding built form;
  - VI. Provide privacy and enhance environmental amenity;
  - VII. Be easily maintained;
  - VIII. Use native plant material, particularly material indigenous to the area; and

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- IX. Provide for sufficient depth of soil to support the long term viability of the landscaping.

### Controls

#### Landscape plans

- a. The development site must be landscaped to the Council's satisfaction. A Landscape Concept Plan must be submitted with the Development Application. A final Landscape plan is to be submitted and approved prior to the issue of the Construction Certificate. The potential size of a proposed or existing tree is to be provided to Council as a separate schedule on the Landscape Plan.

#### Protection and Retention of Trees

- b. The development should be designed so that existing substantial trees are retained and preferably located within common areas. The design of the development should provide adequate separation between such trees and the building.



Figure 3.4.5 Development has been sited to retain significant trees

- c. An arboriculture assessment will be required with any application where significant trees are affected.

#### Planting Design

- d. Planting design is to:
- I. provide shaded areas in summer, especially to west facing windows
  - II. provide screening for visually obtrusive land uses or building elements
  - III. provide visual privacy between buildings
  - IV. not cause overshadowing of solar collectors on rooftops
  - V. incorporate plant species in locations and in densities appropriate for their expected size at maturity
  - VI. ensure vegetation and tree selection is appropriate to the scale of development at maturity

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- VII. rely primarily on plants that have a low water demand and nil or low fertilizer requirements
- VIII. use appropriate indigenous plant species wherever possible.
- e. At least 20% of the front setback area is to be provided as a deep soil zone and be landscaped with turf of planting areas.
- f. A landscape strip not less than 1.2 metres wide should be provided between the driveway and the adjoining property boundary
- g. A landscape strip of not less than 1 metre must be provided between the driveway and the wall of the dwellings.

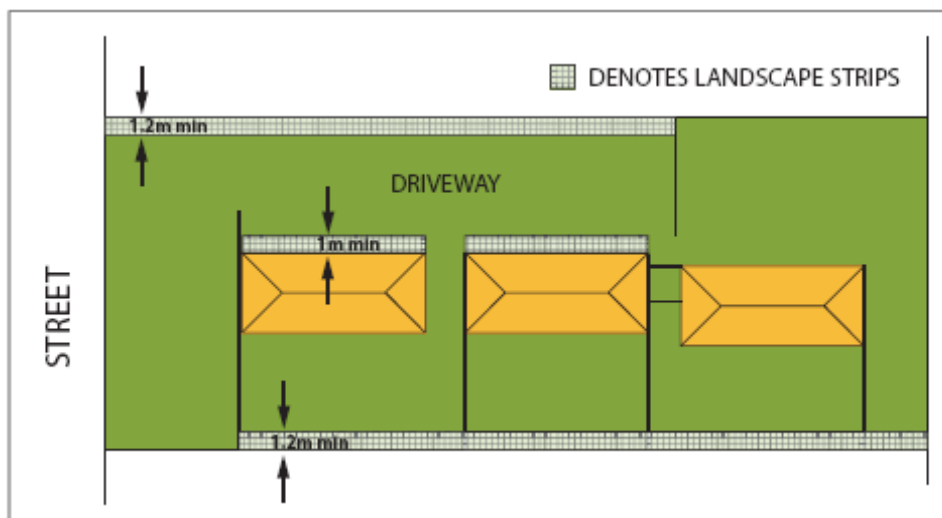


Figure 3.4.11 Privacy and Amenity Planting

**6.3 Fences**

**Objectives**

- 1. To define the boundaries between public and private land.
- ii. To define the boundaries between neighbouring properties.
- iii. To contribute to the streetscape appearance.
- iv. To enhance the usability of private open space.
- v. To offer acoustic and visual privacy on noisy roads.

**6.3.1 Front and return fences**

**Controls**

- a. Front and return fences are to reflect the design of the dwelling.
  - a. Front and return fences and walls are to be constructed of materials compatible with the building and with other fences and walls within the streetscape.
  - b. A solid front or return fence is to be no higher than 900mm. An open lightweight fence, such as a timber picket fence may be up to 1 metre high.
  - c. A return fence is to be no higher than the front fence.

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- d. Fences may have a maximum height of 1.8 metres so long as the fence is an open fence with an openness ratio of at least 50%. The fence may have a solid base so long as the base is no higher than 900mm.
- e. Fences along arterial roads may be solid masonry up to a maximum height of 1.8m.
- f. Front and return fences are not to be Colorbond or timber paling.
- g. Retaining walls which are part of a front or return fence are to have a maximum height of 900mm.
- h. In areas of overland flow, fencing shall be of open construction so that it does not impede the flow of water.
- i. Fence piers are to have a maximum width of 350mm.
- j. Boundary fences which face a second street or abut a public space must be of similar materials and construction as front fences



**Figure 3.4.5 Terrace housing with low front fencing and gardens that contribute to the streetscape**

### 6.3.2 Side and rear fences

#### Controls

- a. The maximum height for side and rear fences is to be 1.8 metres.
  - k. In areas of overland flow, all fencing shall be of open construction so that it does not impede the flow of water.
  - l. Barbed wire, broken glass and other dangerous elements must not be used in the construction of fences.
  - m. Any fencing located forward of the foreshore building line shall be of open, permeable construction.

#### Calculation Rules

The height of a fence on the street alignment is to be measured above the level of the adjacent footpath or verge. The level of the footpath or verge may be obtained from Council's Development Engineers.

**ITEM 15 (continued)**

**ATTACHMENT 1**

**7.0 CAR PARKING**

**7.1 Car Parking and vehicular access**

**Objectives**

1. To provide sufficient car parking on site to satisfy the needs of the residents and visitors to the site.
2. To minimise the impact of driveway crossings on the flow of pedestrian movements and landscaping of the development.

**Controls**

- a. Refer to Part 9.3 of this DCP for on-site parking provisions.
- b. Garages and parking spaces must not be located between the dwellings and the street frontage.
- c. Garages and parking spaces should not dominate the development when viewed from the street or any other public area.
- d. Garages doors should be detailed to reduce their visual impact and add interest when viewed from the street.
- e. Where traffic conditions are suitable, the width of a driveway crossing is to meet the following minimum standards:

SIZE OF DEVELOPMENT	WIDTH OF CROSSING
Up to 10 car parking spaces	4 metres
More than 10 car parking spaces	Not more than 6 metres

- f. Two vehicular crossings will not be permitted where the width of the driveway openings is more than 30% of the frontage.

**7.2 Manoeuvrability**

**Objectives**

1. To provide convenient and safe turning areas that will permit all vehicles to enter and leave the site in a forward direction. This requires adequate width of driveways, garages and turning areas.

**Controls**

- a. All parking areas and access therein must be designed in accordance with Australian Standard AS2890.1.
- g. For corner allotments council may allow vehicles to leave the site by reversing where the traffic conditions allow this to occur safely and where there is not more than 3 dwellings and not more than 2 crossovers.
- h. For corner allotments vehicle access points must be no closer than 6 metres from the property boundary or kerb tangent at the intersection of the two roads whichever is the greater.

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**16 SURVEYING AND ASSESSMENT OF CITY OF RYDE SERVICES**

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**Report prepared by:** Manager - Customer Services**Report dated:** 7/05/2012**File No.:** GRP/09/4/1/7 - BP12/522

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**REPORT SUMMARY**

This report is referred back to Council following its consideration of this matter at its meeting held on Tuesday 14 February 2012, where Council resolved:

- a) That Council accept no tenders on this matter.*
- b) That Council be provided with a further report exploring online and other options with costs that are available in the market place.*

This report considers feedback from Councillors following the Councillor workshop which was held on Tuesday 20 March 2012 that provided Councillors with an opportunity to review the research of a number of alternative options and the financial considerations.

This report recommends endorsing the engagement of Micromex Research to undertake the customer surveying and assessment of City of Ryde services for a five year period at a revised cost of \$82,250 for year one.

**RECOMMENDATION:**

- (a) That Council accept the tender from Micromex Research for the surveying and assessment of City of Ryde services to the amount of \$82,250 (excluding GST), a reduction from the original proposed cost of \$115,700 as recommended in the Tender Evaluation Report.
- (b) That Council delegate to the General Manager the authority to enter into a contract with Micromex Research on the terms contained within the tender and for minor amendments to be made to the contract documents that are not of a material nature.
- (c) That Council advise all the respondents of Council's decision.

**ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL**

- 1** Tender Evaluation Report - CONFIDENTIAL
- 2** Tender Assessment Matrix - Mystery Shopper Component – CONFIDENTIAL
- 3** Tender Assessment Matrix - Customer Surveying Component - CONFIDENTIAL

Report Prepared By:

**Angela Jones-Blayney**  
**Manager - Customer Services**

Report Approved By:

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



## ITEM 16 (continued)

### History

City of Ryde is in the process of changing the way that it interacts and engages with its local citizens. A key part of this renewed approach is the development of processes to better understand the perceptions and experiences of residents, customers, rate payers and other stakeholders.

Surveying and assessment of City of Ryde's Customer Services allows Council to measure its operations and assists the organisation to achieve maximum business performance in responding to our community's wants and needs.

The new platform of measurement and assessment of our services will significantly change the way in which Council connects with and understands its customers.

Briefly, Council at its meeting on 14 February 2012 considered the tender for Surveying and Assessment of City of Ryde's Customer Services and resolved to accept no tenders and for the matter to be reported back to Council. Micromex Research was the Tender Evaluation Panel's recommended provider.

The Tender Assessment Panel Report can be viewed in **ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER – CONFIDENTIAL**. Tender submissions were evaluated by the assessment panel using an Assessment Matrix – **ATTACHMENT 2** and **ATTACHMENT 3** – both CIRCULATED UNDER SEPARATE COVER – CONFIDENTIAL.

Following the Council meeting on Tuesday 14 February 2012, a Councillor workshop was held on Tuesday 20 March 2012 to provide Councillors with the opportunity to review the research of a number of alternative options and associated financial implications.

Following the workshop, a Councillor Information Bulletin was circulated to all Councillors inclusive of the workshop presentation requesting Councillors to provide their feedback by Thursday 12 April 2012.

### Discussion

Micromex's initial proposed cost for the first year was \$115,700. Following Council's feedback and subsequent discussions which included reviewing and further prioritising the scale of areas to be surveyed, Micromex have provided a revised first year cost of \$82,250.

The scale of projects is expected to reduce up to the third year, where it is envisaged the level of surveying will become constant.

Therefore, the revised model reduces the overall cost of annual expenditure for the first year of the program from the original estimate of \$115,700 per annum to \$82,250 per annum which is a 29% reduction in annual expenditure. It should be noted that

### ITEM 16 (continued)

year one includes the set up costs. Expenditure over subsequent years reduces even further due to the scalability of surveying elements and elimination of set up costs from the initial year of the program and moving from monthly reporting to quarterly reporting.

The preferred suppliers, Micromex Research, are providers with considerable experience with the Local Government sector and provide significant expertise in terms of survey design, reporting and analysis.

Micromex therefore can provide the City of Ryde with comparative benchmark data against 30 other Local Government organisations and 9 additional Government bodies. Micromex Research were selected as the preferred provider as they stood out strongly on price, methodology and experience within the Local Government sector.

### Research Framework

The objectives of this externally focused Customer Satisfaction Survey program are to undertake specific research into the performance of, and customer satisfaction with, the services that Council provides to individuals and businesses on a transactional and user initiated basis.

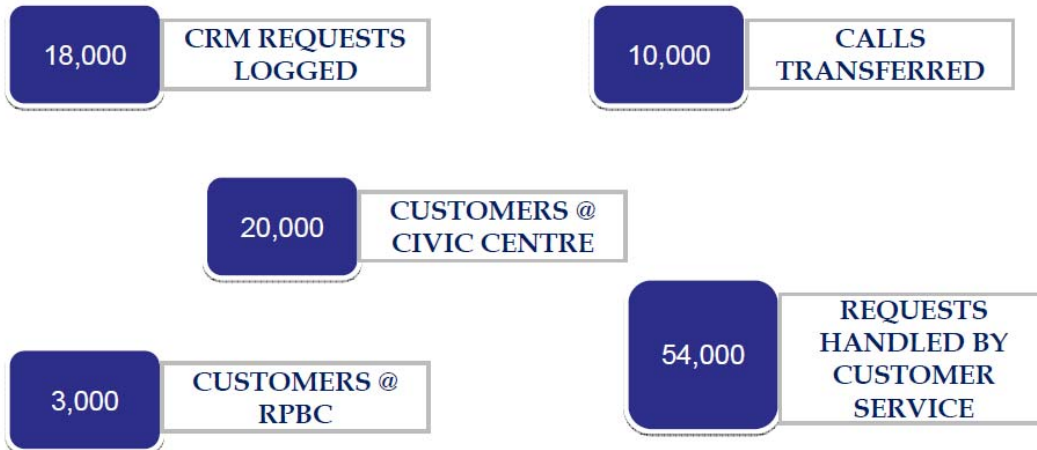
When we refer to customer satisfaction, this extends beyond the performance measures of the customer service desk. City of Ryde deals with the community on a broad range of issues, and provides a broad range of services using numerous customer interfaces. These include:



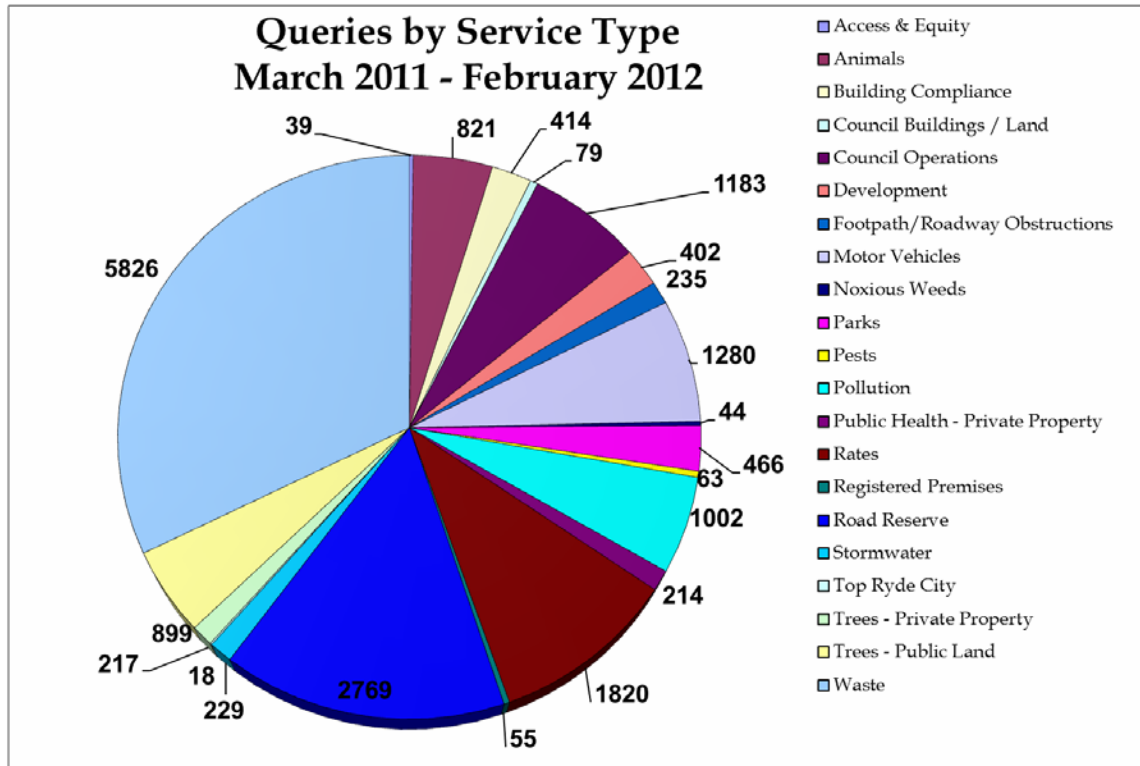
Measuring customer satisfaction within these areas will be a part of a larger, long term process of gaining customer feedback, dealing with complaints and improving community engagement.

**ITEM 16 (continued)**

Council has traditionally collected data on the volume of customer service queries by type of query. Between March 2011 and February 2012, the following volume of queries were handled by Council:



Council also has data on the queries by service type for the same period:



Although Council is currently able to collate data that reflects the number of customer interactions, we are not able to measure the level of customer satisfaction within these interactions.

**ITEM 16 (continued)**

This data is also only reflective of what is being measured by the Customer Service team, and there are currently no metrics around the rest of the business despite the various service types and customer interfaces we have. The current data is therefore only reflective of the scope and volume of enquiries, but cannot provide insight into the quality of service Council is providing to its customers.

It is envisaged that the 12 Service Units with external customer accountabilities will over time be measured according to their respective service accountabilities. The following table summarises the service accountabilities relating to each survey area.

SERVICE UNIT	ACCOUNTABILITY
<b>ASSESSMENT SERVICES</b>	Building & development advisory services Development assessment service
<b>BUSINESS INFRASTRUCTURE</b>	Commercial property & development Commercial waste service Construction materials, recycling & disposal Domestic waste, recycling and kerbside Waste education
<b>COMMUNITY &amp; CULTURE</b>	Community grants service Home modification and maintenance service Immunisation service Vacation care service Volunteer recruitment and placement service
<b>COMMUNITY RELATIONS &amp; EVENTS</b>	Civic events service Community events delivery service Community halls and meeting rooms hire service External communications delivery service
<b>CUSTOMER SERVICES</b>	Complaints management Customer centre(s) service
<b>ENVIRONMENT</b>	Community environmental education service
<b>ENVIRONMENTAL HEALTH &amp; BUILDING</b>	Building certification service Pest management public health regulatory service Pollution regulation Regulate private noxious weeds Regulated premises service Unauthorised activity investigation service
<b>LIBRARY SERVICES</b>	Community information service Public library service
<b>OPEN SPACE</b>	Passive parks and Reserves recreation development and management Private & Public tree regulation services (other than development consent) Sports grounds and parks access booking and provision service
<b>RALC</b>	RALC facility development & management RALC indoor sports service RALC swimming pool service

**ITEM 16 (continued)**

SERVICE UNIT	ACCOUNTABILITY
<b>REGULATORY SERVICES</b>	Domestic animal regulatory services Illegal dumping and littering regulatory service
<b>URBAN PLANNING</b>	Statutory planning certificates services Heritage information services

The first year priorities of the External Customer Satisfaction Surveys program are to establish baseline results for each service unit in 2012, so future comparisons can be made year to year to measure any changes or improvements in results (trending patterns).

In addition to baseline results, the following service units will be examined in further detail. Customer Service and RALC have been selected based on the high volume of customer interactions per annum, and Assessment and Open Space have been recommended as outcomes of the completion of Best Value Reviews (BVR) for Assessment in December 2011 and Open Space in February 2012.

Order of priority	Service Unit	Sample KPI's from One Year Operational Plan	Estimated customer interactions p.a.
1	Customer Service	customer satisfaction index for the service provided by Customer Services	105,000
2	Assessment	% of applicants satisfied with CoR's development assessment service	btw 1,000 & 10,000
3	RALC	% of community satisfaction with swimming service	700,000
4	Open Space	Customer satisfaction index with sports grounds, parks and access booking service	500 – 700

**Alternative options proposed by Councillors**

Council took into consideration alternative options suggested by Councillors following the Council Meeting on Tuesday 14 February 2012. The suggestion was made to conduct external customer surveys internally, utilising internal resources and free online survey tools such as Survey Monkey, Zoomerang and Mailchimp.

This option was considered and the benefits and costs of this approach, and concluded that the costs would actually outweigh the benefits in many aspects using this approach. However, we did take into consideration the view of Councillors and as a result will be conducting our Internal Customer Satisfaction surveys with on-line tools.

Major limitations associated with conducting external customer surveys with internal resources are outlined as follows:

**ITEM 16 (continued)*****Utilising internal resources***

Council considered this option, and estimated it would cost an additional \$150,000 per annum to recruit an additional resource to undertake the external surveys, which includes licence costs for comprehensive survey and analytic tools in order to undertake the research internally. This cost is in excess of the cost proposed by Micromex Research.

***Use free/cheaper online tools***

The use of free or cheaper online tools would severely limit reporting and analysis capabilities and would also not be as comprehensive in being able to provide benchmarking against other councils.

***No mystery shopper***

The omission of the mystery shopper research would mean Council will not have an accurate picture of the customer experience within the services that we provide.

***Limited telephone / face-to-face surveys***

By limiting the number of telephone and face-to-face surveys, Council would not be able to obtain an accurate representation of customers. As the response rates to opt-in online surveys tend to be lower than telephone or face-to-face surveys, we may also not collect adequate data or possibly skewed data as those who opt-in to take surveys may have more extreme views to express.

***Analysis done internally***

There is the potential for Council's research to be seen as non transparent, or non objective and lack credibility by being undertaken internally, as opposed to research being undertaken by independent, professional and objective consultants.

**Revised Model**

In consideration of the costs associated with conducting our external customer surveys internally and following discussions with Micromex Research, the revised model recommends the following structure to undertake customer surveys that consists of the following components:

- Customer surveying and mystery shopping
- Variety of Formats: phone, e-mail, face-to-face
- Scalable cost structure
- Internal Surveying (conducted in house with on-line tools)
- Quarterly reporting of results as opposed to monthly reporting

The revised model will allow for independent and experienced interviewers to undertake the surveys and provide benchmarking against other Local Government areas. These are to be administered through a variety of formats including phone, e-mail and face-to-face, to ensure validity in the representation of customers.



## ITEM 16 (continued)

Micromex has also proposed a scalable cost structure, in which the number of surveys for subsequent years will be reduced over time to focus on the service units requiring necessary improvements as identified through the baseline results. Results will be reported on a quarterly basis back to Council.

Council also considered that it would be feasible to conduct Internal Customer Satisfaction surveys internally using Survey Monkey, as these surveys are intended to provide managers an understanding of customer satisfaction levels with internal customers and the results of these surveys will be distributed internally to Service Unit Managers and the Executive Team.

## Benchmarking

In addition to Micromex's competitiveness in the market, they also offer significant benchmarking capacity based on their extensive experience with other Local Government organisations. They have conducted surveying for 30 Councils over the past 18 months, and can provide benchmarking against these in 23 core areas. Below is a list of Micromex's clients:

Metropolitan Councils	Regional Councils	Other Gov't organisations
Auburn City Council	Albury City Council	ACT Government
Bankstown City Council	Ballina Shire Council	Department of Investment & Infrastructure
Blacktown City Council	Broken Hill Shire Council	
Campbelltown Council	Dubbo City Council	Flinders University
Fairfield City Council	Eurobodalla Shire Council	Railcorp
Ku-rin-gai Council	Gosford City Council	RTA
Liverpool City Council	Gloucester Shire Council	Sustainable Illawarra
Mosman Council	Kempsey Shire Council	Sydney Harbour Foreshore Authority
Parramatta City Council	Lake Macquarie Council	University of NSW
Pittwater Council	Liverpool Plains Council	Sydney Olympic Park Authority
Randwick City Council	Maitland City Council	
Rockdale City Council	Midwestern Regional Council	
Warringah Council	Murrumbidgee Shire Council	
Woollahra Municipal Council	Newcastle City Council	
	Tamworth Council	
	Wyong Council	

### ITEM 16 (continued)

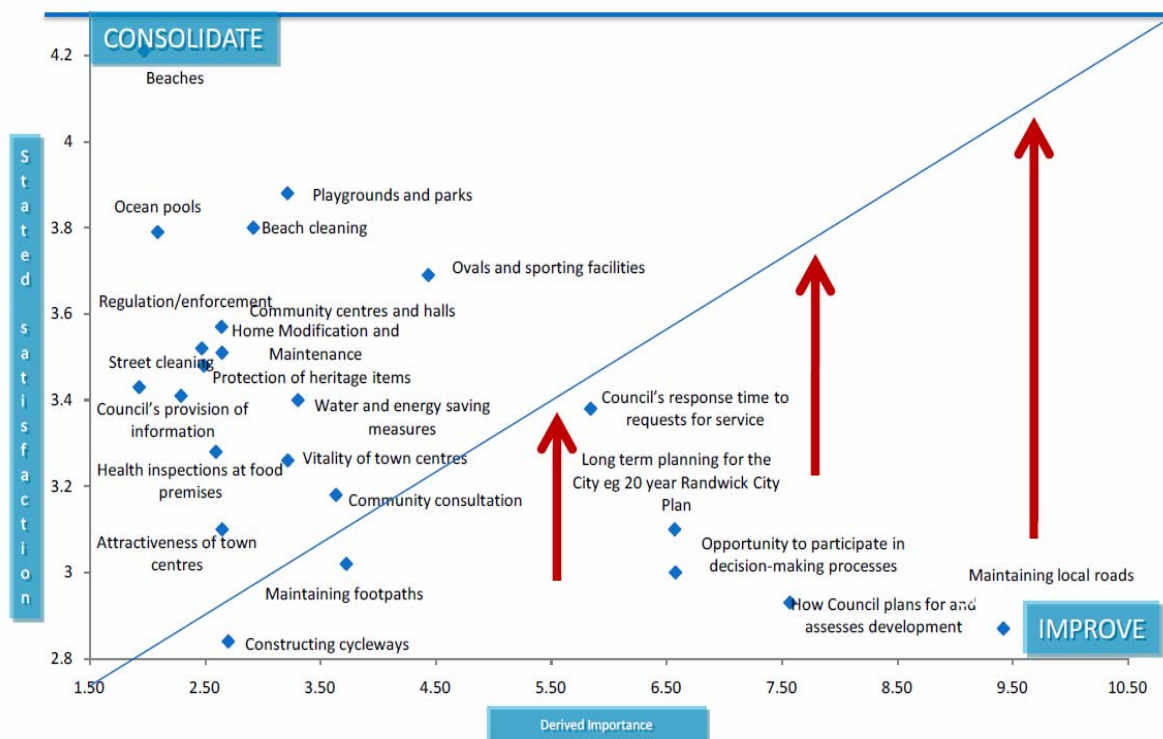
An example of results from a similar customer satisfaction survey conducted for Randwick City Council is shown below.

The survey measured satisfaction against importance, and can assist Council to prioritise critical budgetary decisions based on areas needing greater improvement and having higher importance. The results can also be used to determine scalability of future surveys (i.e. if satisfaction is high and importance is low in one area, we may wish to remove from future surveys).

The outcomes of such a research program can help Council determine:

- What customers want
- How to provide better service delivery
- Achieve higher levels of satisfaction
- Drive business improvements to create efficiencies
- Provide Council the ability to make better strategic decisions

### Mapping Stated Satisfaction And Derived Importance Identifies The Community Priority Areas



Maintaining roads, developments, community involvement and long term planning are all important drivers of community satisfaction with Council



## ITEM 16 (continued)

### Proposal

Following a thorough comparison of the capabilities and cost-benefits of conducting our external Customer Satisfaction Surveys internally versus being undertaken by an independent professional organisation externally, it is recommended to engage Micromex Research to manage Council's external surveys, for these reasons, it will provide greater ability to understand customer service requirements, deliver greater value for money and provide greater transparency of the process being delivered by an external independent organisation with significant experience and track record in this area.

A comparison of capabilities of an internal approach as opposed to utilising Micromex as an external provider to facilitate City of Ryde's Customer Surveys is provided below:

#### Comparison of capabilities of internal approach vs external provider

	Internally managed	Micromex
Mystery shopper interaction - Phone		
Mystery shopper interaction - Email	✓	✓
Mystery shopper interaction - Letter		✓
Mystery shopper interaction - In person		✓
Design customer survey that reports against specific performance indicators	✓	✓
Customer Survey (Individual) – Phone	✓	✓
Customer Survey (Individual) – Letter		✓
Customer Survey (Individual) - In person		✓
Customer Survey (Business) - Phone	✓	✓
Customer Survey (Business) - Letter		✓
Customer Survey (Business) - In person		✓
Automated email based surveying	✓	✓
<b>TOTAL FIRST YEAR COSTS:</b>	<b>\$150,000</b>	<b>\$82,250</b>

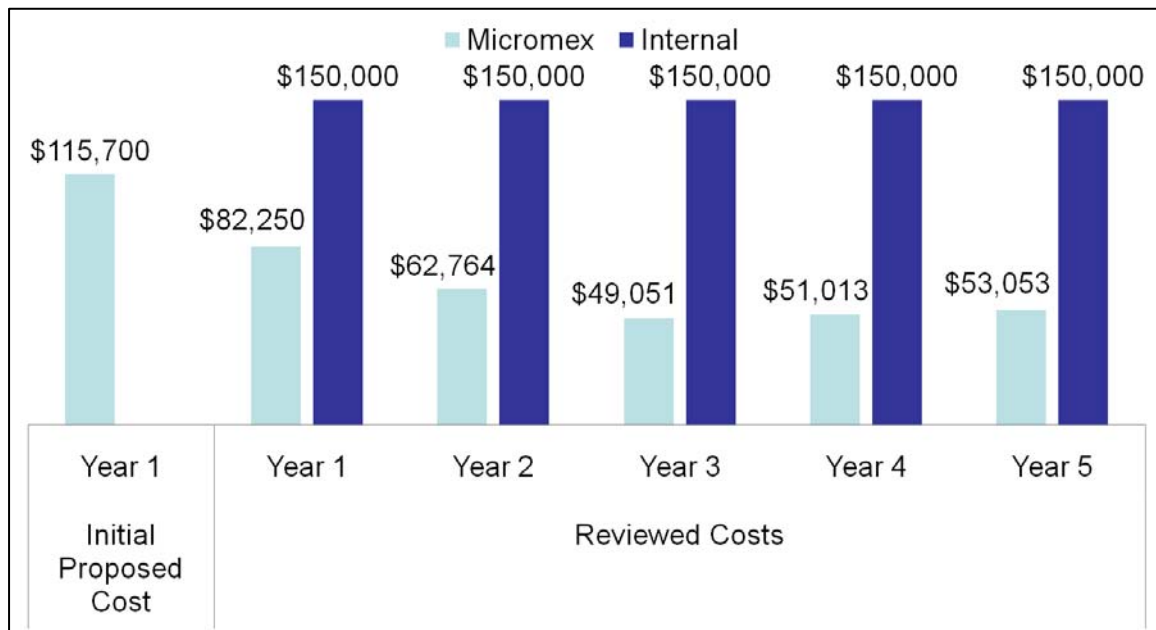
### Financial Implications

The internal option is estimated to cost \$150,000 per annum ongoing, whereas the costs of using Micromex Research will reduce over time. Micromex's initial proposed cost for the first year was \$115,700. Following Council's feedback and subsequent discussions, they have provided a revised first year cost of \$82,250 (this cost includes set up costs for year one). The scale of projects is expected to reduce up to

**ITEM 16 (continued)**

the third year, where we envisage the level of surveying will become constant at an annual estimated cost of between \$53,000 to \$63,000.

A comparison of the projected costs of doing the External Customer Surveys using internal resources versus using Micromex are shown below:



By comparison, a separate general survey that was for the City of Ryde completed in 2008 by Wallis involving 600 random phone surveys (not necessarily surveying individual customer experience with particular service units) was approximately \$42,000 (adjusted for inflation). A comparative survey by Micromex Research based on current year's pricing would cost approximately \$33,000, a demonstration that Micromex's quotation is very competitive in the market.

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**17 TENDER - MANUFACTURE AND SUPPLY OF AIR HANDLING UNITS TO RALC**

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**Report prepared by:** Centre Manager - Ryde Aquatic Leisure Centre**Report dated:** 14/05/2012**File No.:** GRP/11/3/6/7 - BP12/572

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**REPORT SUMMARY**

At its meeting on 5 April 2011, Council resolved to reject all submissions received for tender COR-RFT 05-11, the supply, installation and commissioning of air handling units for the leisure pool at the Ryde Aquatic Leisure Centre.

Following a review of the cost structure of the tender prices, Council resolved to re conduct the tender for the supply only of the preferred air handling units and project manage the installation and commissioning of the units internally. If Council supports the recommendation of this report the internal resourcing of these components has saved Council \$15,400 and brought the total cost of the project within the budget.

This report is to seek approval from Council to proceed with the subsequent tender COR-RFT 06-12 for the manufacture and supply of air handling units to the Ryde Aquatic Leisure Centre and to award the tender to Air Change Australia for the sum of \$249,783 (ex GST).

**RECOMMENDATION:**

- (a) That Council accept the tender from Air Change Australia for the manufacture and supply of air handling units to the Ryde Aquatic Leisure Centre to the sum of \$249,783 (ex GST) as recommended in the Tender Evaluation Report.
- (b) That Council delegate to the General Manager the authority to enter into a contract with Air Change Australia on the terms contained within the tender and for minor amendments to be made to the contract documents that are not of a material nature.
- (c) That Council advise all the respondents of Council's decision.
- (d) That Council endorse the unexpended funds for this project in 2011/12 be carried forward to 2012/13 to complete the work.

**ATTACHMENTS**

- 1 COR-RFT 06-12 - Manufacture and Supply of Air Handling Units to the RALC Tender Evaluation Report - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL

**ITEM 17 (continued)**

Report Prepared By:

**Paul Hartmann**  
**Centre Manager - Ryde Aquatic Leisure Centre**

Report Approved By:

**Danielle Dickson**  
**Group Manager - Community Life**



**ITEM 17 (continued)****Discussion**

The Ryde Aquatic Leisure Centre was re-built prior to the Sydney 2000 Olympic Games as a venue for Water Polo. The Centre consists of five (5) pools plus a 2-court multi-purpose indoor sports stadium, and includes change and toilet amenities and is attracting more than 685,000 visits per annum. The Centre provides a vast range of services that cater for patrons returning on a weekly basis.

The Air Handling Units that service the Leisure Pool are nearing their useful life span and Council is seeking to relocate the units onto a platform to be installed on the roof of the Centre. Respondents were requested to provide information on the manufacture and supply (*not* install) of the required units for the Ryde Aquatic Leisure Centre.

This project is considered to be of a low risk to Council in that no financial outlay is required until the units are delivered to the Centre and that in the unlikely event that the product is not supplied, ongoing maintenance on the old existing units will allow the Centre to continue operation without disruption to the service delivery of the Ryde Aquatic Leisure Centre until a resolution can be found.

Initially, the planned installation site was in the loading dock at the Weaver Street side of the facility, however subsequent investigations determined that the new units could be installed on the roof of the Centre. This would be much closer to the existing plant area and significantly reduce any potential impact on residential neighbours of the Centre. A Development Application (LDA2012/0037) has successfully been approved by Council

The units that service the Competition Pool were replaced in 2006 and have greatly enhanced the quality of air in that area and the same outcome is expected through the installation of similar units for the Leisure Pool, thereby creating a more comfortable environment for patrons of the Centre.

**Financial Implications**

The 2011/2012 budget for this installation is \$450,000 from which \$22,410 has been expended in design and approval costs to date. This report recommends that unexpended funds be carried forward to the 2012/2013 financial year. Whilst the retender process has delayed the installation, the resourcing of some components of the work internally has created a saving of \$15,400 and brought the total cost of the project within the budget.

Should Council resolve to accept this tender recommendation it will result in a financial impact of \$249,783 and this is within the current budget.

**ITEM 17 (continued)****History**

Council initially rejected submissions at the Committee of the Whole meeting on 2 April 2011 to a similar tender (COR RFT 05/11) for the supply and installation of units and further resolved to:

- tenders for the supply only of the preferred air handling units and
- prior to works commencing, a further report be provided to Council detailing the anticipated costs of the works

The anticipated costs were presented to Council at the Council meeting held 10 May 2011 that indicated the total project could be completed within the allocated budget. It further identified that the costs for the units was estimated to be \$260,000.

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**18 2012/2013 CHRISTMAS / NEW YEAR ARRANGEMENTS - Business Operations**

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**Report prepared by:** Manager - Human Resources**Report dated:** 30/05/2012**File No.:** GRP/11/7/1/6 - BP12/659

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**REPORT SUMMARY**

This report seeks Council's endorsement of the proposed business operations during the 2012/2013 Christmas / New Year Period, with this report recommending that Council's operations close from noon on Friday, 21 December 2012 and recommence on Wednesday, 2 January 2013.

The report details that during this period, Council will have staff on duty in key areas, supported by staff on call, to ensure essential services are undertaken. Also, during this period Council's Ryde Aquatic Leisure Centre (RALC) and the Ryde Library will be operating on revised business hours as detailed in the report.

**RECOMMENDATION:**

- (a) That the changes to normal City of Ryde business operations over the 2012/2013 Christmas / New Year period, as outlined in the report be endorsed.
- (b) That the changes to normal business operations referred to in (a) above, be advertised in the Mayor's Column, the Ryde City View, on Council's website and by way of notice at the front of the Civic Centre, Council's branch libraries and the Ryde Aquatic Leisure Centre.
- (c) That Council endorse the staff Christmas Party being held at the Civic Hall on Friday, 21 December 2012.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Melissa Attia**  
**Manager - Human Resources**

Report Approved By:

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

## ITEM 18 (continued)

### Background

In recent years, normal City of Ryde business operations, except Ryde Aquatic Leisure Centre (RALC) have ceased over the Christmas / New Year period. A skeleton staff has remained on duty supported by staff on-call to continue essential services and to respond to urgent customer requests. This report seeks Council's endorsement for the proposed arrangements for Council's operations to close from 12 noon on Friday, 21 December 2012 and recommence on Wednesday, 2 January 2013.

The Library service and the RALC will have modified hours during this period.

### Report

For the upcoming Christmas / New Year period it is proposed that business operations cease at 12 noon on Friday, 21 December 2012 and recommence on Wednesday, 2 January 2013. These dates are proposed due to Christmas Day falling on a Tuesday.

This will result in Monday 24, December 2012 being declared a shut down day and staff other than those required to work (skeleton staff and critical operations/services) will be required to take one day of accrued leave.

During the shutdown period, the following service functions will remain operational with on-duty staff:

- Cleansing operations:
  - Shopping Centres – streets, footpaths and bin collections.
  - Parks – bin collections.
  - Public Toilets.
- Urgent infrastructure repairs (public safety).
- General Parks Maintenance and mowing of Regional Parks.
- Rangers – normal patrols.
- Hall Hire – pre bookings.
- Details of the hours of operation and services in respect of the Top Ryder bus service over this period will be outlined in a further report to Council in November 2012.

The proposed RALC operation hours for this period are as follows:

Monday	Dec 24	5.30am – 1.00pm
Tuesday	Dec 25	CLOSED (Christmas Day)
Wednesday	Dec 26	10.00am – 6.00pm (Boxing Day)
Thursday	Dec 27	10.00am – 6.00pm
Friday	Dec 28	10.00am – 6.00pm
Saturday	Dec 29	10.00am – 6.00pm
Sunday	Dec 30	10.00am – 6.00pm
Monday	Dec 31	10.00am – 6.00pm
Tuesday	Jan 01	10.00am – 6.00pm (New Year's Day)
Wednesday	Jan 02	5.30am – 8.45pm (Resume Normal Operations)

**ITEM 18 (continued)**

The RALC returns to normal hours of operation on Wednesday, 2 January 2013.

The proposed Library operations are as follows:

Monday, 17 December 2012 – Thursday, 20 December 2012	Normal hours
Friday, 21 December 2012	All libraries closed from 12 noon

All library branches other than Ryde Library will remain closed for the period from 12.00 noon on Friday 21 December 2012 until 10.00am on Wednesday 2 January 2013 when normal library operations will resume at all branches.

The proposed operating hours for Ryde Library during the 2012/2013 Christmas/New Year period are as follows:

Friday, 21 December 2012	Closed from 12.00 noon
Saturday, 22 December 2012	9.30am – 5.00pm
Sunday, 23 December 2012	2.00pm – 5.00pm
Monday, 24 December 2012	CLOSED
Tuesday, 25 December 2012	CLOSED
Wednesday, 26 December 2012	CLOSED
Thursday, 27 December 2012	10.00am – 5.00pm
Friday, 28 December 2012	10.00am – 5.00pm
Saturday, 29 December 2012	9.30am – 5.00pm
Sunday, 30 December 2012	2.00pm – 5.00pm
Monday, 31 December 2012	CLOSED
Tuesday, 1 January 2013	CLOSED
Wednesday, 2 January 2013	10.00am – 9.00pm (normal operations resume for all branches)

The Library returns to regular hours of operation from Wednesday, 2 January 2013.

The Operations Centre will be closed from 12 noon on Friday, 21 December 2012 through to Tuesday, 1 January 2013, returning to regular hours of operation on Wednesday, 2 January 2013.

A roster of on-call staff will be prepared for all other service units and these staff will be available to respond to urgent matters if required. This would include other functions such as information systems (IT) support and Development Application (DA) notifications. All details of on-call staff will be provided to Councillors and the Executive Team prior to the Christmas / New Year shutdown.

The normal after-hours call centre arrangements will apply during this period, whereby any customers calling Council's main phone number will speak to an operator who will then allocate the enquiry to the relevant officer for action.

**ITEM 18 (continued)**

The proposed changes to normal business operations for the Christmas / New Year period are proposed to be advertised in the Mayor's Column, the Ryde City View, on Council's website and by way of notice at the front of the Civic Centre, Council's branch libraries and the Ryde Aquatic Leisure Centre.

It is proposed the staff Christmas Party will be held from 12 noon on Friday, 21 December 2012. Consistent with previous years, Council will provide a meal for staff, with the costs of this function included in Council's 2012/2013 Budget. Staff not attending the Christmas Party will remain on duty until the close of business.

It is proposed for the staff Christmas Party to be held in Council's Civic Hall and Councillors will be advised of the details once confirmed, with all Councillors welcome to attend.

**Financial Impact**

Adoption of the recommendation outlined in this report will have no financial impact as the funding of staff resources over the Christmas / New Year shutdown is already included into existing operational budgets.

**Policy Implications**

There are no policy implications through adoption of the recommendation.

**Other Options**

Levels of services could be increased or decreased during this period. The arrangements proposed, however, will ensure the community is provided with appropriate levels of service throughout this period.

**Conclusion**

This report seeks Council's endorsement for the proposed arrangements for Council's operations to close from noon on Friday, 21 December 2012 and recommence on Wednesday, 2 January 2013.



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## **PRECIS OF CORRESPONDENCE**

### **1 DEFERRED PRECIS OF CORRESPONDENCE: FUNDING FOR THE POSITION OF ABORIGINAL EDUCATION OFFICER AT MARSDEN HIGH SCHOOL**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 27/04/2012

**File No.:** CLM/12/1/4/11 - BP12/480

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This Precis of Correspondence is deferred from the Council Meetings held on 8 and 22 May 2012.

#### **CORRESPONDENCE:**

Submitting correspondence from The Honourable Adrian Piccoli MP, Minister for Education dated 16 April 2012 regarding funding for the position of Aboriginal Education Officer at Marsden High School.

#### **RECOMMENDATION:**

That the correspondence be received.

#### **ATTACHMENTS**

- 1 Letter from The Honourable Adrian Piccoli MP, Minister for Education dated 16 April 2012

**Precis of Correspondence 1 (continued)**

**ATTACHMENT 1**



**The Hon. Adrian Piccoli MP**  
Minister for Education

Ms D Dickson  
Group Manager Community Life  
City of Ryde  
Locked Bag 2069  
NORTH RYDE NSW 1670

RML 12/1355

16 APR 2012

Dear Ms Dickson

Thank you for your letter of 5 March 2012 regarding the funding for the position of Aboriginal Education Officer at Marsden High School.

Whilst a permanent Aboriginal Education Officer position is currently not available for Marsden High School, the school continues to have the discretion to allocate general grants and other operational funds to provide additional support to Aboriginal students.

Students and staff at the school also have access to the Northern Sydney Regional Aboriginal Education team which includes a Quality Teaching Indigenous Engagement Officer, Aboriginal Education Consultants and Aboriginal Community Liaison Officer. All of these positions play a key role in supporting Aboriginal students and families in overcoming barriers in school attendance and retention and strengthening the capacity of students to improve their educational outcomes.

The Department of Education and Communities, in partnership with the NSW Aboriginal Education Consultative Group Inc., is currently reviewing the spread of Aboriginal Education Officer positions throughout New South Wales.

The NSW Government is strongly committed to supporting Aboriginal children and young people to achieve educational success and is taking action to bridge the educational achievement gap between Aboriginal and non-Aboriginal students.

Yours sincerely

  
**Adrian Piccoli MP**  
Minister for Education



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**2 DEFERRED PRECIS OF CORRESPONDENCE: AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S ASSOCIATION (ALGWA NSW)**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 9/05/2012

**File No.:** CLM/12/1/4/11 - BP12/547

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This Precis of Correspondence is deferred from the Council Meeting held on 22 May 2012.

**CORRESPONDENCE:**

Submitting correspondence from Councillor Julie Griffiths, President, Australian Local Government Women's Association (ALGWA NSW) dated 7 May 2012.

**RECOMMENDATION:**

That the correspondence be received.

**ATTACHMENTS**

- 1 Letter from Councillor Julie Griffiths, President, Australian Local Government Women's Association (ALGWA NSW) dated 7 May 2012

Precis of Correspondence 2 (continued)

ATTACHMENT 1



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## ALGWA NSW BRANCH INC.

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7 May 2012

Councillor Artin Etmekdjian  
Mayor  
City of Ryde  
c/o Locked Bag 2069  
NORTH RYDE NSW 1670

Dear Councillor Etmekdjian

I write to you in my capacity as President, Australian Local Government Women's Association (ALGWA NSW) to convey in the strongest possible terms ALGWA's extreme disappointment at the public comments attributed to Cllr Butterworth regarding the 2012 ALGWA NSW Conference (Dubbo, 22-25 March 2012).

ALGWA NSW considers the comments made in the attached article to be an unprovoked and insulting attack on a volunteer organisation that has worked tirelessly to support women in local government for over sixty years. Given that Cllr Butterworth has never attended an ALGWA State Conference, it is unclear on what credible basis he dismissed ALGWA's 2012 Conference as a 'junket'. ALGWA NSW rejects absolutely the ill-informed comments on the content of the ALGWA 2012 Conference.

It takes close to a year of detailed planning and hard work by the ALGWA Executive and our host Council to deliver the ALGWA State Conference. It is the flagship event for ALGWA each year and also includes our Annual General Meeting. The Conference is a high profile event that recognises the efforts by Councils across NSW to increase the participation by women in local government decision making – as a Councillor, a member of staff or an engaged member of the community.

As indicated in the formal Program, the ALGWA 2012 Conference in Dubbo included keynote addresses on planning and infrastructure for local government; gender equity issues in male dominated industries (in this case, the mining sector);

**Precis of Correspondence 2 (continued)**

**ATTACHMENT 1**

leadership skills for women; techniques on marketing and branding strategies; using social media technologies; and a discussion on superannuation – highlighting the significant financial gap that exists between men and women at the end of their working lives.

The Conference also included “Hot-Spot” sessions, which provide an opportunity for delegates to address the Conference on specific issues relevant to women in local government. In addition to the formal presentations, a key aspect of the ALGWA State Conference is the networking opportunities provided to delegates to share experiences, promote issues of significance for women and most importantly, provide mentoring, encouragement and support.

Given the extensive work that went into preparing the program for the ALGWA 2012 Conference, the public ridicule of the Conference is extremely offensive to ALGWA's Executive and to our members.

ALGWA considers that it has a strong and constructive relationship with the City of Ryde.

We acknowledge the significant efforts by the City of Ryde to embed gender equity principles into its organisational culture and the work Council is undertaking to achieve the Silver Award under ALGWA's *Vision 50:50 Councils for Gender Equity Program*. Our members still frequently refer to the inspiring keynote address given by your General Manager, Mr John Neish, at ALGWA's National Conference, which was hosted by the City of Ryde in November 2010.

As such, ALGWA NSW is extremely disappointed with the action taken by Councillors at the Council meeting held on 13 March 2012 in voting to deny the request from Deputy Mayor Councillor Gabrielle O'Donnell to attend the ALGWA 2012 State Conference.

As you would be aware, Deputy Mayor Councillor O'Donnell was a member of the ALGWA NSW Executive and her efforts to highlight gender equity are well recognised and strongly supported by the ALGWA Executive and our broader membership. The City of Ryde has previously supported both Councillor O'Donnell and Councillor Campbell in carrying out their responsibilities as ALGWA Executive members and that is why the denial of Councillor O'Donnell's request to attend the ALGWA 2012 Conference is so disappointing.

ALGWA was deeply concerned by the additional motion carried at the Council meeting on 13 March 2012, *“That no Councillors attend the Australian Local Government Women's Association (NSW) 59th Annual Conference to be held in Dubbo from 22 to 24 March 2012”*. I would be interested to hear Ryde Council's reasons for such a motion in today's climate.

**Precis of Correspondence 2 (continued)**

**ATTACHMENT 1**

Whilst ALGWA recognises that the opportunity to attend conferences is a decision for individual Councils, we consider the above-mentioned motion carried relating to the ALGWA 2012 Conference adversely impacts on our reputation as a reputable association which is recognised at all levels of Government.

We ask that this matter is placed on Ryde Council's agenda for discussion and feedback.

Yours sincerely



Councillor Vicki Scott  
Secretary  
ALGWA (NSW)

*for*  
Councillor Julie Griffiths  
President  
ALGWA (NSW)

CC: John Neish, General Manager City of Ryde – please circulate to all Councillors



Precis of Correspondence 2 (continued)

ATTACHMENT 1



ce to be this Saturday as O.

aturday

il this Saturday in Rhodes eg Paterson Park. For more information visit [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au) or contact Canada Bay Council on 9911 6555.

Rhodes Foreshore Park is located just off Shoreline Drive, at the western end of Mary Street.

The Mayor encourages local people to walk to Neighbour Day and there is a railway station at Rhodes for visitors from Ryde.

The City of Canada Bay courtesy bus will be available from 2 to 5pm to transport visitors to and from the train station, Rhodes Shopping Centre and Rhodes Foreshore Park.



otek.com.au neering nce 41231. Using Uretek.



Cardinal to bless school

The head of the Catholic Church in Australia, His Eminence Cardinal George Pell, will open and bless the new buildings at St Charles School in Ryde this Sunday March 25.

Cardinal Pell will bless both the new and refurbished build-

ings at 11am following a Mass in neighbouring, historic St Charles Borromeo Church at 10am.

Parish Priest Father Paul Monkerud will celebrate Mass with Cardinal Pell and speeches will be given at the opening by local dignitaries.

The buildings were funded by the Federal Government's Building the Education Revolution project in cooperation with the school and the parish.

Supporters of St Charles School can place a Message of Congratulations in the paper by phoning June on 9807 6666.

Anger as fee hike debate shut down

Debate about the proposed 25 per cent fee hike to hire sports grounds in Ryde was shut down by an unprecedented political decision taken by Acting Mayor Cllr Gabrielle O'Donnell last week.

Last week's edition revealed parents' anger at the fee hike and Ryde's four independent councillors and Labor's Cllr Jeff Salvestro-Martin had lodged a rescission motion against it.

General Manager John Neish deemed this motion "to have missed the deadline for this meeting" prompting the independent councillors to move to have the issue heard as an urgency motion.

The three Liberals and one female Labor councillor opposed it.

The Acting Mayor then shut down debate.

"My ruling is it is not a matter of urgency, it is a matter of fees and charges and I rule it out of order," she said.

The majority six councillors were stunned.

"In the eight years I've been here on this Council I'm not aware of one urgency motion, not one, that has been ruled out of order by the Chair," former Mayor Cllr Michael Butterworth said.

Political Motive

Cllr Butterworth then sought an explanation from the Acting Mayor but was stopped on a point of order from a Liberal councillor.

Former Mayor Cllr Ivan Petch also attempted to lodge a notice of "dissent" against the Acting Mayor's ruling but Legal Counsel Bruce McGinn advised that General Regulations and the Council's Code of Conduct gave the Acting Mayor the right to determine if a matter is urgent or not.

Her actions ensure the issue will not be debated until the return of the Mayor ensures the Liberals will win a debate on the Mayor's casting vote.

Sports Association representatives were nonetheless granted permission to make a three minute speech on why they opposed the fee hike.

The Acting Mayor's ruling also shut down debate relating to these speeches.

Eastwood Ryde Netball Association President Anne Doring conceded the fee hike would pay for ground improvements but argued that a 25 per cent rise was more than families could afford.

"We are astounded and we were not consulted," Ms Doring said "We don't want to price sport out of the reach of families and we want you (councillors) to consult with sporting groups."

"We know we need to look at increasing fees but please, please, not by 25 per cent."

North West Sydney Womens Soccer Association spokesperson Buckley Finlay endorsed Ms Doring's objections to the fee hike.

"It was never put to us and the point (made by the Liberals) that we are happy with it I take umbrage with because at no time was my association happy with the fee increase," Mr Findlay said.

Parents who attended the Council meeting said the issue highlights the Liberals' lack of concern for struggling families.

The Acting Mayor later felt the wrath of the four Independent and two male Labor MPs when Cllr Vic Tagg successfully moved a motion to oppose funding her attendance at the March 22-24 Australian Local Government Womens Association in Dubbo.

The Liberals and female Labor Councillor Nicole Campbell

described the motion as sexist and shameful.

Cllr Butterworth said ratepayers shouldn't fund a junket.

"Apparently the highlights of the conference are a tour of Dubbo golf, a concert by Petula Clarke and a speech by Local Government Minister, Don Page," he said.

Will you ride to school on Friday?

Denistone East and Meadowbank Public are two of the many local schools taking part in this Friday's Ride2School Day.

Bennelong MP John Alexander will be at Meadowbank Public from 8.30 to welcome students arriving to school by bike or on foot and will present them with a Ride2School sticker.

The event is being organised across Sydney by the Bicycle

Network to promote the benefits of exercise although at Denistone East it also helps to reduce traffic congestion.

"We hope that many of our students at Denistone East will continue to ride or walk throughout the year," the school's traffic coordinator Jean Clifton said.

"It will do a lot to reduce traffic congestion at and around our school."

**Benji Marshall TRAINING DAY II**  
Friday 30th March  
ALL WELCOME  
From 4:30pm  
TG Milner  
Vimiera Rd  
Eastwood

Come meet Benji Marshall and the Wests Tigers players  
Training drills and activities for the kids  
Buy a Benji ball & get it signed

Enquiries: [northrydehawks@bigpond.com](mailto:northrydehawks@bigpond.com)

Bookings at WINGS Restaurant essential  
Phone Brenda 9868 5212

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**3 DEFERRED PRECIS OF CORRESPONDENCE: SYDNEY AIRPORT - THE RIGHT FUTURE, STARTING NOW**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 9/05/2012

**File No.:** CLM/12/1/4/11 - BP12/548

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This Precis of Correspondence is deferred from the Council Meeting held on 22 May 2012.

**CORRESPONDENCE:**

Submitting correspondence from Sally Fielke, General Manager Corporate Affairs from Sydney Airport dated 30 April 2012 regarding Sydney Airport – The right future, Starting now.

**RECOMMENDATION:**

That the correspondence be received.

**ATTACHMENTS**

- 1 Letter from the General Manager Corporate Affairs - Sydney Airport dated 30 April 2012



**Precis of Correspondence 3 (continued)**

**ATTACHMENT 1**

30 April 2012

Clr Artin Etmekdjian  
Mayor - Ryde City Council  
Locked Bag 2069  
North Ryde NSW 1670

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



Dear Mayor

**Sydney Airport – The right future. Starting now.**

You may recall that Kerrie Mather, Sydney Airport's Chief Executive Officer, wrote to you last December about an exciting new vision for Sydney Airport.

The new vision would see the phased development of Sydney Airport, transforming it into two common-use terminal precincts, integrating international, domestic and regional airline services under the one roof.

It would deliver a better travel experience for the more than 35 million airline passengers who use Sydney Airport every year as well as ensure Sydney Airport remains Australia's national gateway into the future, improve the efficiency of airport operations, deliver additional capacity and improve traffic flow around the airport.

To be implemented, the new vision would require no change to existing operating restrictions like Sydney Airport's curfew or noise sharing arrangements. Sydney residents will also continue to benefit from new generation quieter and cleaner aircraft like the A380 and B787.

Throughout 2012, Sydney Airport will be consulting and engaging with the Sydney community about the new vision. The Sydney Airport Community Forum has been briefed, as have a number of other council representatives and Members of Parliament.

Regular community updates will be provided in local newspapers and community open days will be held in areas around the airport to the give members of the public an opportunity to find out more about the new vision.

To hear any feedback or suggestions your council may have, I would appreciate the opportunity to meet with your councillors. As Sydney Airport has done on previous occasions, this could occur at an appropriate meeting of council or one of its committees.

If you would like me to brief your Council, or if you need any further information, please feel free to call Ted Plummer, Sydney Airport's Manager Government and Community Relations on 9667 6182 or email on [sydney.airport@syd.com.au](mailto:sydney.airport@syd.com.au).

Yours sincerely



**Sally Fielke**  
General Manager Corporate Affairs

**Sydney Airport  
Corporation Limited**  
ABN 62 082 578 809

Locked Bag 5000  
Sydney International  
Airport NSW 2020

Central Terrace Building  
10 Arrivals Court  
Sydney International  
Airport NSW 2020  
Australia

T 61 2 9667 9111  
[www.sydneyairport.com](http://www.sydneyairport.com)

**4 50:50 VISION - COUNCILS FOR GENDER EQUITY PROGRAM**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 25 May 2012

**File No.:** CLM/12/1/4/11 - BP12/632

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**CORRESPONDENCE:**

Submitting Ministerial Circular M12-04 dated 24 May 2012 from The Honourable Don Page MP, Minister for Local Government, Minister for the North Coast regarding 50:50 Vision – Councils for Gender Equity Program.

**RECOMMENDATION:**

That the correspondence be received.

**ATTACHMENTS**

- 1 Ministerial Circular M12-04 dated 24 May 2012 regarding 50:50 Vision - Councils for Gender Equity Program

**Precis of Correspondence 4 (continued)**

**ATTACHMENT 1**



Circular No. M12-04  
Date 24 May 2012  
Doc ID. A277140

**Ministerial Circular**

**50:50 VISION – COUNCILS FOR GENDER EQUITY PROGRAM**

The purpose of this circular is to encourage all NSW councils to participate in the '50:50 Vision' – Councils for Gender Equity Program.

The '50:50 Vision' - Councils for Gender Equity Program is a national initiative and encourages councils across Australia to address gender equity issues within the organisation and among their elected representatives.

The Program is an accreditation and awards program which will make it easier for councils to attract and keep quality women candidates and officers.

Achieving greater diversity in the candidates and councillors elected to local government is an ongoing priority for our sector, and the under-representation of women in elected positions in local government is well known.

In addition, women are under-represented in leadership roles within the ranks of council employees. This Gender Equity Program seeks to address this issue by having councils 'sign up' to take steps to improve women's access to these important local government roles.

In 2010 only 21% of mayors and 27% of councillors were women, and women made up only about 20% of senior staff in NSW councils, and only 5% of general managers. Ideally the proportion of women in such positions would reflect the proportion of women in our community, i.e. at least 50%.

As we prepare for the next local government elections in September 2012, it is timely to give some focus to gender equity both across the sector and within individual councils. The '50:50 Vision' – Councils for Gender Equity Program is a tool to support councils to achieve this, so I encourage councils to register for the Program and work towards the achievement of its goals.

More information about the Gender Equity Program and how to register to get involved can be found at: <http://5050vision.com.au>

ALGWA representatives will be participating in the Election Funding Authority Candidate Information Seminars to be held across NSW from May to July this year.

NSW Government  
Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000

**Precis of Correspondence 4 (continued)**

**ATTACHMENT 1**

2

This is a fantastic level of commitment from ALGWA and I thank all of the women involved in this important work



The Hon Don Page MP  
Minister for Local Government  
Minister for the North Coast



**5 SYDNEY OVER THE NEXT 20 YEARS**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 30/05/2012

**File No.:** CLM/12/1/4/11 - BP12/657

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**CORRESPONDENCE:**

Submitting Ministerial Circular M12-05 dated 25 May 2012 from The Honourable Don Page MP, Minister for Local Government, Minister for the North Coast and The Honourable Brad Hazzard MP, Minister for Planning and Infrastructure, Minister Assisting the Premier on Infrastructure NSW regarding Sydney over the next 20 years.

**RECOMMENDATION:**

That the correspondence be received and a further report be provided to Council attaching a draft submission.

**ATTACHMENTS**

- 1 Ministerial Circular M12-05 dated 25 May 2012 regarding Sydney Over the Next 20 Years

**Precis of Correspondence 5 (continued)**

**ATTACHMENT 1**



**Ministerial Circular**

Circular No. M12-05  
Date 25 May 2012  
Doc ID. A282396

**SYDNEY OVER THE NEXT 20 YEARS**

Sydney local councils and their communities are encouraged to respond to *Sydney Over the Next 20 Years - a new 20-year Metropolitan Strategy*.

The Minister for Planning and Infrastructure, the Hon Brad Hazzard MP, has released a Discussion Paper on the key principles to underpin a new 20-year Metropolitan Strategy. The Government wants to hear from Sydneysiders on the housing and infrastructure needed to meet Sydney's growth challenge.

This Discussion Paper is the first step in the development of a new Metropolitan Strategy for Sydney. It will be followed by a draft Strategy for consultation, and a final Strategy by the end of 2012. The new Strategy has the potential to transform Sydney. Community, council and stakeholder involvement will set the groundwork for a vision for how Sydney will be in the next 20 years.

The Paper considers projected population growth and important issues relating to housing, jobs and economic opportunities, transport and infrastructure, liveability, the natural environment, rural and resources lands and connection with regional NSW.

It is important that all Sydneysiders have their say about this important initiative. This will help the Government define the key principles to underpin the new plan for Sydney and consider how these principles can be met. Community members can make formal submissions and participate in an on-line forum. The Discussion Paper and on-line forum can be accessed at [www.haveyoursay.nsw.gov.au](http://www.haveyoursay.nsw.gov.au)

NSW councils are also encouraged to participate in the discussion. Community Strategic Plans will be an important source of information. Later this year councils will have further opportunity to participate in development of the draft Strategy for consultation, and the final Strategy.

NSW Government  
Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000

**Precis of Correspondence 5 (continued)**

**ATTACHMENT 1**

2

The active participation of community members and councils in this discussion is critical to developing a long-term vision for how Sydney will develop.



The Hon Don Page MP  
Minister for Local Government  
Minister for the North Coast



The Hon Brad Hazzard MP  
Minister for Planning and Infrastructure  
Minister Assisting the Premier on  
Infrastructure NSW

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**6 FUTURE REZONING OF CUDAL RESERVE, RYDE TO RE1 PUBLIC RECREATION**

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**Report prepared by:** Executive Assistant to Group Manager

**Report dated:** 29/05/2012

**File No.:** GRP/09/6/5 - BP12/645

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**CORRESPONDENCE:**

Submitting correspondence from The Hon Brad Hazzard MP, received on 5 April 2012 in relation to the future of Cudal Reserve. The correspondence notifies when to lodge a separate Planning Proposal to rezone Cudal Reserve, Ryde to RE1 Public Recreation without delaying the comprehensive draft local environmental plan making process.

**RECOMMENDATION:**

That the correspondence be received.

**ATTACHMENTS**

- 1 Brad Hazzard letter regarding Cudal Reserve

Report Prepared By:

**Sandra Warbrick**  
**Executive Assistant to Group Manager**

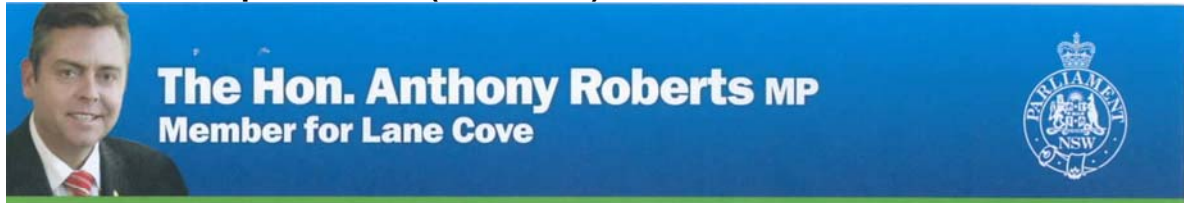
Report Approved By:

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

...

**Precis of Correspondence 6 (continued)**

**ATTACHMENT 1**



5<sup>th</sup> March 2012

Clr Artin Etmekdjian  
Mayor, Ryde City Council  
Locked Bag 2069  
North Ryde NSW 1670

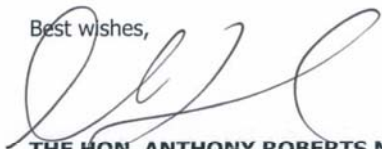
Dear Mr Mayor,

I am enclosing a letter received from the Minister for Planning replying to my representation on your behalf.

I trust the information is of assistance.

Please do not hesitate to contact me, should you require assistance in the future.

Best wishes,



**THE HON. ANTHONY ROBERTS MP**  
**MEMBER FOR LANE COVE**  
**MINISTER FOR FAIR TRADING**  
AR:SF  
Visit [www.anthonyrobertsmp.com.au](http://www.anthonyrobertsmp.com.au)

*Dominic*

**Precis of Correspondence 6 (continued)**

**ATTACHMENT 1**



**The Hon Brad Hazzard MP**  
Minister for Planning and Infrastructure  
Minister Assisting the Premier on Infrastructure NSW

12/02535

05 APR 2012

The Hon. Anthony Roberts MP  
Minister for Fair Trading  
Member for Lane Cove  
Level 3 Suite 302  
230 Victoria Road  
GLADESVILLE NSW 2111

  
Dear Minister

I refer to your representations on behalf of Councillor Artin Etmekdjian, Mayor of Ryde, concerning the zoning of Cudal Reserve, Ryde to RE1 Public Recreation.

I am aware that on 20 March 2012 a meeting between Council and Sydney Water was held to discuss the future of Cudal Reserve.

I am advised that an in principle way forward was agreed and that each party would continue to negotiate toward retaining Cudal Reserve as open space.

Once these negotiations have been resolved, Council may lodge a separate Planning Proposal to rezone the site without delaying the comprehensive draft local environmental plan making process. I have directed the Department of Planning and Infrastructure to work with Council and Sydney Water toward resolving this matter as soon as practicable.

Should you or Councillor Etmekdjian have any further enquiries about this matter, I have arranged for Juliet Grant, Regional Director Sydney East of the Department of Planning and Infrastructure to assist you. Ms Grant can be contacted on telephone number 02 9228 6113 or via email on [juliet.grant@planning.nsw.gov.au](mailto:juliet.grant@planning.nsw.gov.au).

Yours sincerely

  
**HON BRAD HAZZARD MP**  
Minister

30 MAR 2012



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**7 BOARDING HOUSE TARIFFS FOR RESIDENTIAL RATING AND FEE FOR SECTION 603 CERTIFICATES FOR 2012/13**

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**Report prepared by:** Meeting Support Coordinator

**Report dated:** 5 June 2012

**File No.:** CLM/12/1/4/11 - BP12/679

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**CORRESPONDENCE:**

Submitting Circular No. 12-15 dated 29 May 2012 from Ross Woodward, Chief Executive, Local Government, A Division of the Department of Premier and Cabinet regarding Boarding House Tariffs for Residential Rating and Fee for Section 603 Certificates for 2012/13.

**RECOMMENDATION:**

That the correspondence be received.

**ATTACHMENTS**

- 1 Circular from the Division of Local Government dated 29 May 2012 regarding Boarding House Tariffs for Residential Rating and Fee and Section 603 Certificates for 2012/13

**Precis of Correspondence 7 (continued)**

**ATTACHMENT 1**



**Circular to Councils**

Circular No. 12-15  
Date 29 May 2012  
Doc ID. A277025, A277029 & A278958

Contact Helen Pearce  
02 4428 4131  
helen.pearce@dlg.nsw.gov.au

**BOARDING HOUSE TARIFFS FOR RESIDENTIAL RATING AND FEE FOR SECTION 603 CERTIFICATES FOR 2012/13**

**Boarding House Tariffs**

In accordance with section 516(1A) of the *Local Government Act 1993*, the Minister for Local Government, the Hon Don Page MP, has determined that for the purpose of the definition of 'boarding house' and 'lodging house' in that section, the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:

- (a) Where full board and lodging is provided –  
**\$323** per week per room for single accommodation, or  
**\$538** per week per room for family or shared accommodation.
- (b) Where less than full board and lodging is provided –  
**\$215** per week per room for single accommodation, or  
**\$359** per week per room for family or shared accommodation.

A notice giving effect to this decision was published in the Government Gazette 11 May 2012.

**Fee for Section 603 Certificates**

I have determined that the fee for a Section 603 Certificate for 2012/13 will be \$65.00.

The determination applies to the issuing of a certificate for the matters specified in section 603(3) of the *Local Government Act 1993* (the Act). Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service. Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a Section 603 Certificate.



**Ross Woodward**  
**Chief Executive, Local Government**  
**A Division of the Department of Premier and Cabinet**

Division of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E dl@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 863 195

## **NOTICES OF MOTION**

### **1 RETENTION OF COMMUNITY OPEN SPACE - Councillor Roy Maggio**

**File Number:** CLM/12/1/4/6 - BP12/631

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#### **MOTION:**

To assist with the provision of community open space for the long term benefit and well being of the RYDE community. I formally move that Council write to the Local Government Association to lobby the State Government for the retention of open space from school closures at no cost to the community to ensure the retention of the increasing need for active sports fields and passive recreation.

### **2 GLADESVILLE HORNSBY FOOTBALL ASSOCIATION - Councillor Roy Maggio**

**File Number:** CLM/12/1/4/6 - BP12/671

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#### **MOTION:**

That Council endorses a Commemorative Plaque acknowledging the Gladesville Hornsby Football Association 60<sup>th</sup> Year anniversary celebration in the City of Ryde.

That the presentation of the plaque to the Gladesville Hornsby Football Association committee be at the next SRAC meeting with all Councillors invited.

**NOTICES OF RESCISSION****1 NOTICE OF RESCISSION - CIVIC CENTRE REDEVELOPMENT  
COMMUNITY ADVISORY COMMITTEE - Councillor Nicole Campbell,  
Councillor Sarkis Yedelian OAM, Councillor Roy Maggio****File Number: CLM/12/1/4/7 - BP12/622**

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That Council rescind the previous resolution in relation to NOTICE OF RESCISSION 1 – CIVIC CENTRE REDEVELOPMENT COMMUNITY ADVISORY COMMITTEE, passed at the Council Meeting held on 22 May 2012, namely:

1. *That Council establishes a civic centre redevelopment community advisory committee.*
2. *That four Councillors be appointed to the civic centre redevelopment community advisory committee.*
3. *That expressions of interest be called from interested community representatives to be members on the civic centre redevelopment community advisory committee.*
4. *That all applications from members of the community who have expressed an interest to be part of the civic centre redevelopment community advisory committee be presented to Councillors at a workshop where six will be appointed.*
5. *After all committee members have been appointed that the civic centre redevelopment community advisory committee develop draft terms of reference for presentation and consideration by Council.*
6. *Until all committee members are appointed and the terms of reference for the civic centre redevelopment community advisory committee have been adopted by Council that all works including tender processes, consultant/contractor engagement and Council officer actions/decisions on the civic centre site development be placed on hold.*
7. *That the Council considers a new timeframe and process for the civic centre redevelopment after receiving advice from the civic centre redevelopment community advisory committee.*

**2 NOTICE OF RESCISSION - CITY OF RYDE PROCUREMENT PROCESSES  
- Councillor Nicole Campbell, Councillor Sarkis Yedelian OAM,  
Councillor Roy Maggio**

**File Number: CLM/12/1/4/7 - BP12/623**

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That Council rescind the previous resolution in relation to NOTICE OF MOTION 2 – CITY OF RYDE PROCUREMENT PROCESSES, passed at the Council Meeting held on 22 May 2012, namely:

*That the General Manager conduct a detailed and thorough review of City of Ryde Procurement processes with particular emphasis on the Tendering Process and to ensure that all future Tender Evaluations include and clearly identify and report Tender Risks associated with potential contracts, thereby ensuring that Council has met all obligations with respect to minimising risk to resident and public safety as a consequence of Sub-Contractor activity within City of Ryde. The output of this Notice of Motion is a report for Council consideration.*

## **CONFIDENTIAL ITEMS**

### **19 DEFERRED REPORT: ADVICE ON COURT ACTIONS**

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#### **Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (g) advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

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

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

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

**Report prepared by:** General Counsel, Public Officer

**Report dated:** 16/04/2012

**File No.:** GRP/11/7/1/6 - BP12/423

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### **20 ADVICE ON COURT ACTIONS**

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#### **Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (g) advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

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- (b) clearly identified in the advice, and
- (c) fully discussed in that advice.

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

**Report prepared by:** General Counsel, Public Officer

**Report dated:** 16/04/2012

**File No.:** GRP/11/7/1/6 - BP12/424

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