

29 MAY 2014

NOTICE OF MEETING

You are advised of the following meeting:

TUESDAY 10 JUNE 2014.

Meeting of Council Meeting No. 9/14

Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde

7.30pm

English

If you do not understand this letter, please come to the Ryde Civic Centre, Devlin Street, Ryde, to discuss it with Council staff who will arrange an interpreter service. Or you may ring the Translating & Interpreting Service on 131 450 to ask an interpreter to contact Council for you. Council's phone number is 9952 8222. Council office hours are 8.30am to 4.30pm, Monday to Friday.

Arabic

إذا كنت لا تفهم محتويات هذه الرسالة، فالرجاء الاتصال بمركز مجلس بلدية رايد Ryde Civic Centre، وعنوانه: Ryde Devlin Street، لمناقشتها مع العاملين في المجلس عن طريق مترجم، يستعين به العاملون لمساعدتك. أو يمكنك، بدلا من ذلك، أن تتصل بمكتب خدمات الترجمة TIS على الرقم 131 450 وأن تطلب من أحد المترجمين أن يتصل بالمجلس نيابة عنك. رقم تليفون المجلس هو 9952 8222، وساعات العمل هناك هي من الساعة 8.30 صباحا إلى 4.30 بعد الظهر من يوم الاثنين إلى يوم الجمعة.

Armenian

Եթէ այս նամակը չէք հասկնար, խնդրեմ եկէք՝ *Բայր Սիվիք Սենթրը, Տելվին* փողոց, Բայր, խօսակցելու Բաղաքապետարանի պաշտօնեաներուն հետ, որոնք թարգմանիչ մը կրնան կարգադրել: Կամ, կրնաք հեռաձայնել Թարգմանության Սպասարկության՝ 131 450, եւ խնդրել որ թարգմանիչ մը Բաղաքապետարանին հետ կապ հաստատի ձեզի համար: Բաղաքապետարի հեռաձայնի թիւն է՝ 9952 8222: Բաղաքապետարանի գրասենեակի ժամերն են՝ կ.ա. ժամը 8.30 - կ.ե. ժամը 4.30, Երկուշաբթիէն Ուրբաթ:

Chinese

如果您看不懂這封信，請到位于 Devlin Street, Ryde 的禮特區市府禮堂 (Ryde Civic Centre) 與區政廳工作人員討論，他們將會給您安排傳譯員服務。或者您自己打電話給“翻譯及傳譯服務”，電話：131 450，請他們替您與區政廳聯係。區政廳的電話號碼是：9952 8222。區政廳工作時間是：周一至周五，上午 8.30 到下午 4.30。

Farsi

اگر این نامه را نمی فهمید لطفاً به مرکز شهرداری رايد در Devlin Street مراجعه کنید. کارمندان شهرداری ترتیب استفاده از يك مترجم را براي شما خواهند داد. یا میتوانید به سرویس ترجمه کتبی و شفاهی شماره 131 450 تلفن بزنید و بخواهید که يك مترجم از جانب شما با شهرداری تماس بگیرد. شماره تلفن شهرداری 9952 8222 و ساعات کار از 8.30 صبح تا 4.30 بعد از ظهر می باشد.

Italian

Le persone che hanno difficoltà a capire la presente lettera, sono pregate di presentarsi al Ryde Civic Centre in Devlin Street, Ryde, e parlarne con gli impiegati municipali che provvederanno a richiedere l'intervento di un interprete. Oppure possono chiamare il Translating & Interpreting Service al 131 450 e chiedere ad uno dei loro interpreti di mettersi in contatto con il comune di Ryde. Il numero del comune è 9952 8222. Gli uffici comunali sono aperti dalle 8.30 alle 16.30, dal lunedì al venerdì.

Korean

이 편지를 이해할 수 없으시면 Ryde의 Devlin Street에 있는 Ryde Civic Centre로 오셔서 카운슬 직원과 상담하여 주십시오. 저희 직원이 통역 서비스를 연결해 드릴 것입니다. 아니면 131 450번으로 통번역 서비스(TIS)에 전화하셔서 통역사에게 대신 카운슬에 연락해 주도록 부탁하셔도 됩니다. 카운슬 전화 번호는 9952 8222번입니다. 카운슬의 업무 시간은 오전 8:30부터 오후 4:30, 월요일에서 금요일까지입니다.

Meeting Date: Tuesday 10 June 2014**Location: Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde****Time: 7.30pm**

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

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1 CONFIRMATION OF MINUTES - Council Meeting held on 27 May 2014

Report prepared by: Meeting Support Coordinator**File No.:** CLM/14/1/4/2 - BP14/130

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 8/14, held on 27 May 2014 be confirmed.

ATTACHMENTS

- 1 Minutes - Ordinary Council Meeting - 27 May 2014

ITEM 1 (continued)

ATTACHMENT 1

**Council Meeting
MINUTES OF MEETING NO. 8/14**

Meeting Date: Tuesday 27 May 2014

Location: Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde

Time: 7.30pm

Councillors Present: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Pickering, Salvestro-Martin, Simon and Yedelian OAM.

Note: Councillor Petch left the meeting at 8.52pm and did not return. He was not present for voting on Confidential Item 13.

Apologies: Nil.

Leave of Absence: Councillor Li.

Staff Present: Acting General Manager, Acting Group Manager – Community Life, Acting Group Manager – Corporate Services, Group Manager – Environment and Planning, Group Manager – Public Works, General Counsel, Chief Financial Officer, Manager – Library Services, Section Manager – Waste, Manager – Business Infrastructure, Manager – Communications and Media, Coordinator – Digital Communications and Meeting Support Coordinator.

PRAYER

Pastor Stephen Cooper of the Eastwood Baptist Church was present and offered prayer prior to the commencement of the meeting.

DISCLOSURES OF INTEREST

The Mayor, Councillor Maggio disclosed a Less than Significant Non-Pecuniary Interest in Mayoral Minute 18/14 – School Facilities and Capital Work Programs in Local Schools for the reason that he is a parent of a local school and a member of the school community.

Councillor Petch disclosed a Significant Non-Pecuniary Interest in Item 13 - Advice on Court Actions for the reason that he knows one of the defendants.

TABLING OF PETITIONS

Councillor Perram requested to table a petition from 294 local residents opposing the proposed height increases in the Draft Eastwood Master Plan.

ITEM 1 (continued)

ATTACHMENT 1

RESOLUTION: (Moved by Councillors Perram and Petch)

That a petition from 294 local residents opposing the proposed height increases in the Draft Eastwood Master Plan be tabled.

Record of Voting:

For the Motion: Unanimous

Note: A further petition was tabled by Councillor Chung regarding Eastwood CCTV later in the meeting as outlined in these Minutes.

PUBLIC PARTICIPATION ON ITEMS LISTED ON THE AGENDA

The following persons addressed the Council:

Name	Topic
Ally Eddy	Mayoral Minute 18/14 – School Facilities and Capital Work Programs in Local Schools

PUBLIC PARTICIPATION ON ITEMS NOT LISTED ON THE AGENDA

The following persons addressed the Council:

Name	Topic
Hugh Lee (on behalf of the Eastwood Chinese Senior Citizens Club)	To submit petitions received from local businesses/ residents to urge Council to issue a written submission before 12/6/2014 for the installation of CCTV in Eastwood as funded by the Federal Government up to \$200,000.
Jason Koh (on behalf of the Korean Chamber of Commerce in Eastwood, Ryde and Epping Inc.)	Support the Council to accept the funding for CCTV's installation in Eastwood Business Areas.

SUSPENSION OF STANDING ORDERS

RESOLUTION: (Moved by Councillors Salvestro-Martin and Chung)

That Standing Orders be Suspended to allow Councillor Salvestro-Martin to address the Council, the time being 7.44pm.

Record of Voting:

For the Motion: Unanimous

Note: Councillor Salvestro-Martin then briefly addressed the meeting, by providing an apology to the meeting for comments he made at the last Council Meeting on 13 May 2014 in closed session.

ITEM 1 (continued)

ATTACHMENT 1

MAYORAL MINUTES

18/14 SCHOOL FACILITIES AND CAPITAL WORK PROGRAMS IN LOCAL SCHOOLS - The Mayor, Councillor Roy Maggio

Note: Ally Eddy addressed the meeting in relation to this Item.

Note: The Mayor, Councillor Maggio disclosed a Less than Significant Non-Pecuniary Interest in this Item for the reason that he is a parent of a local school and a member of the school community.

MOTION: (Moved by The Mayor, Councillor Maggio and Councillor Petch)

- (a) That Council endorse the establishment of a working party comprising interested Councillors and members of local school communities including School Principals and P and C Presidents.
- (b) That the Acting General Manager in conjunction with the Mayor's Office arrange the first meeting of the working party to be held by July 2014.

AMENDMENT: (Moved by Councillors Chung and Pickering)

That Council write to the Local Member, Mr Dominello MP, requesting a meeting to discuss the Capital Grants Program funding, including Emergency major capital works funding for buildings at local schools.

On being put to the Meeting, the voting on the Amendment was four (4) votes For and seven (7) votes Against. The Amendment was **LOST**. The Motion was then put and **CARRIED**.

Record of Voting:

For the Amendment: Councillors Chung, Etmekdjian, Pickering and Yedelian OAM

Against the Amendment: The Mayor, Councillor Maggio and Councillors Laxale, Pendleton, Perram, Petch, Salvestro-Martin and Simon

RESOLUTION: (Moved by The Mayor, Councillor Maggio and Councillor Petch)

- (a) That Council endorse the establishment of a working party comprising interested Councillors and members of local school communities including School Principals and P and C Presidents.
- (b) That the Acting General Manager in conjunction with the Mayor's Office arrange the first meeting of the working party to be held by July 2014.

ITEM 1 (continued)

ATTACHMENT 1

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Laxale, Pendleton, Perram, Petch, Salvestro-Martin and Simon

Against the Motion: Councillors Chung, Etmekdjian, Pickering and Yedelian OAM

19/14 FUNDING FOR LIBRARIES - The Mayor, Councillor Roy Maggio

RESOLUTION: (Moved by The Mayor, Councillor Maggio and Councillor Petch)

- (a) That City of Ryde support the campaign mounted by the NSW Public Library Associations for increased State funding to local government for public libraries.
- (b) That this support is to take the following forms:
 - representation to the local State Members in relation to the need for additional funding from the NSW State Government for the provision of public library services;
 - writing to the Hon Troy Grant MP - Minister for the Arts, calling upon the State Government to implement the recommendation of The Reforming Public Library Funding submission of the Library Council of NSW, presented to the government in 2012, for the reform of the funding system for NSW public libraries; and
 - approving the distribution of NSW Public Library Associations campaign information in City of Ryde Council libraries.

Record of Voting:

For the Motion: Unanimous

20/14 BARE FOOT BOWLS FUNDRAISER - FOR TOUCHED BY OLIVIA FOUNDATION - The Mayor, Councillor Roy Maggio

RESOLUTION: (Moved by The Mayor, Councillor Maggio and Councillor Yedelian OAM)

- (a) That a fundraising “barefoot bowls” day be held to support Touched by Olivia.
- (b) That the event be coordinated through the Mayor’s Office.
- (c) That the event be advertised through all normal media channels.

ITEM 1 (continued)

ATTACHMENT 1

Record of Voting:

For the Motion: Unanimous

COUNCIL REPORTS

1 CONFIRMATION OF MINUTES - Council Meeting held on 13 May 2014

RESOLUTION: (Moved by Councillors Petch and Pendleton)

That the Minutes of the Council Meeting 7/14, held on 13 May 2014 be confirmed.

Record of Voting:

For the Motion: Unanimous

2 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 5/14 held on 20 May 2014

RESOLUTION: (Moved by Councillors Perram and Petch)

That Council determine Item 2 of the Works and Community Committee report 5/14 held on 20 May 2014, noting that Items 1, 3 and 4 were dealt with by the Committee within its delegated powers.

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Salvestro-Martin, Simon and Yedelian OAM

Against the Motion: Councillor Pickering

2 REVIEW OF TREE MANAGEMENT APPLICATION (REV2014/0006) - 16 RIVER AVENUE, CHATSWOOD WEST

RESOLUTION: (Moved by Councillors Perram and Petch)

That Council approve the request for the removal of the *Eucalyptus pilularis* (Black Butt) located at the rear of 16 River Avenue, Chatswood West, subject to the replacement planting of a suitable species from the Sandstone Ridge Top Plant community.

Record of Voting:

For the Motion: Unanimous

ITEM 1 (continued)

ATTACHMENT 1

3 HERITAGE ADVISORY COMMITTEE 12 FEBRUARY 2014

RESOLUTION: (Moved by Councillors Pendleton and Petch)

- (a) That Council celebrate the 50 year anniversary of the Civic Centre based on the range of celebration activities outlined in this report.
- (b) That Council receive and note correspondence from Rodney Jensen & Associates dated 15 April 2014 which states that a Heritage Inventory Sheet for the Civic Centre was not prepared as part of the 1988 Ryde Heritage Study.

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Salvestro-Martin, Simon and Yedelian OAM

Against the Motion: Councillor Pickering

4 HERITAGE ADVISORY COMMITTEE - Minutes 16 April 2014

RESOLUTION: (Moved by Councillors Petch and Pendleton)

That Council staff prepare a report investigating:

- (a) the possible future locations for the insignia, small plaque and laurel wreath; and
- (b) the heritage listing the insignia, small plaque and laurel wreath that was removed from the decommissioned Ryde memorial cenotaph in Ryde Local Environment Plan.

Record of Voting:

For the Motion: Unanimous

5 CENTENARY OF ANZAC AND COMMEMORATION OF WW1 COMMITTEE FUNDING OPTIONS

RESOLUTION: (Moved by Councillor Laxale and the Mayor, Councillor Maggio)

- (a) That Council approve projects recommended by the Ryde Centenary of Anzac and Commemoration of World War I Committee as outlined in the report, and allocate funding as part of the Delivery Plans for 2014/15 and 2015/16.
- (b) That Council thank the Ryde District Historical Society for their great efforts to date in compiling information for the electronic Honour Board.

ITEM 1 (continued)

ATTACHMENT 1

- (c) That Council acknowledge the valuable contribution of the Ryde Centenary of Anzac and Commemoration of World War I Committee; to development of the City of Ryde Program of Anzac Commemoration.

Record of Voting:

For the Motion: Unanimous

6 LIBRARIES FOR RYDE

RESOLUTION: (Moved by Councillors Chung and Petch)

That Council endorse the **ATTACHED** draft document, *Libraries for Ryde 2014-2024* as a plan for the development of library services for the City of Ryde.

Record of Voting:

For the Motion: Unanimous

7 MARCH 2014 QUARTERLY REVIEW REPORT - DELIVERY PLAN 2013 - 2017 AND 2013/2014 OPERATION PLAN

RESOLUTION: (Moved by Councillors Petch and Etmekdjian)

- (a) That the report of the Chief Financial Officer dated 30 April 2014 on the *Quarterly Review Report. Four Year Delivery Plan 2013-2017 and One Year Operational Plan 2013/2014, Quarter Three, January – March 2014* be received and endorsed.
- (b) That the proposed budget adjustments included in this report resulting in a net increase of \$0.31 million in Council's Working Capital, to a projected balance as at 30 June 2014 of \$4.11 million, be endorsed and included in the 2013/2014 Budget.
- (c) That the proposed transfers to and from Reserves as detailed in the report, and included as budget adjustments, totalling a net increase in Transfers to Reserves of \$5.11 million be endorsed.
- (d) That the Certificate of the Responsible Accounting Officer dated 30 April 2014 be endorsed.
- (e) That Council endorse the Projects recommended for cancellation, deferral, being placed on hold or proposed to be carried over as detailed in the Report.

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Pickering, Simon and Yedelian OAM

Against the Motion: Councillor Salvestro-Martin

ITEM 1 (continued)

ATTACHMENT 1

8 INVESTMENT REPORT - April 2014

Note: Councillor Simon left the meeting at 8.25pm and was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Pickering and Etmekdjian)

- (a) That Council endorse the report of the Chief Financial Officer dated 5 May 2014 on Investment Report – April 2014.
- (b) That the actions of the Acting General Manager in accepting the counter offer of Lehman Brothers Australia Limited (in Liquidation) be endorsed.

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Pickering and Yedelian OAM

Against the Motion: Councillor Salvestro-Martin

Note: Councillor Simon returned to the meeting at 8.28pm.

9 LOCAL GOVERNMENT REMUNERATION TRIBUNAL DETERMINATION - Councillors and Mayoral fees for 2014/15

RESOLUTION: (Moved by Councillors Etmekdjian and Pickering)

That Council adopt the following increases to Councillor and Mayoral fees effective from 1 July 2014:

- (a) 2.5% increase to Councillor fees (total fee payment of \$22,800 per annum).
- (b) 2.5% increase to Mayoral fees (total fee payment of \$60,580 per annum).

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Pickering and Simon

Against the Motion: Councillors Salvestro-Martin and Yedelian OAM

10 REPORTS DUE TO COUNCIL

RESOLUTION: (Moved by Councillors Petch and Pendleton)

That the report on Outstanding Council Reports be endorsed.

ITEM 1 (continued)

ATTACHMENT 1

Record of Voting:

For the Motion: Unanimous

LATE ITEMS

14 PLANNING PROPOSAL - Relevant Planning Authority Question - 20 Waterview Street, Putney

RESOLUTION: (Moved by Councillors Etmekdjian and Simon)

- (a) That Council decline the offer to be the Relevant Planning Authority for the planning proposal for 20 Waterview Street, Putney, and the Department of Planning and Environment be advised of this decision.
- (b) That Council declines to be the Relevant Planning Authority for any planning proposal which is the subject of a Pre-Gateway Review determination that is not in accordance with Council's strategic planning position and/or resolutions.

Record of Voting:

For the Motion: Unanimous

CLOSED SESSION

ITEM 11 - NORTHERN SYDNEY REGIONAL WASTE PROJECT

Confidential

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

ITEM 12 - COR-RFT-04/14 CONCRETE REPAIR AND ASSOCIATED WORKS - GLEN STREET CAR PARK, EASTWOOD

Confidential

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

ITEM 1 (continued)

ATTACHMENT 1

ITEM 13 - ADVICE ON COURT ACTIONS

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.

Note: Councillor Salvestro-Martin left the meeting at 8.30pm and was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Simon and Pendleton)

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

Record of Voting:

For the Motion: Unanimous

Note: Council closed the meeting at 8.30pm. The public and media left the chamber.

Note: Councillor Salvestro-Martin returned to the meeting at 8.32pm.

11 NORTHERN SYDNEY REGIONAL WASTE PROJECT

RECOMMENDATION: (Moved by Councillors Petch and Pickering)

- (a) That Council resolves to participate in the Northern Sydney Councils Waste Services Alliance with the other participating Councils (Hunter's Hill, Ku-ring-gai, Lane Cove, North Sydney and Willoughby), by entering into a Participation Agreement which sets out how the Councils will make decisions in relation to the procurement and management of a joint Municipal Solid Waste processing and disposal contract.
- (b) That Council agrees to be party to engaging Local Government Procurement Pty Ltd through the Northern Sydney Regional Organisation of Councils to conduct the procurement process, as allowed for under section 55 (3) (a) of the Local Government Act 1993 and Local Government (General) Regulation 2005 - Regulation 163 (1A).
- (c) That Council agrees to the evaluation criteria for determining the tender under the process set out in the Participation Agreement and in accordance with regional and environmental objectives as outlined in this report.

ITEM 1 (continued)

ATTACHMENT 1

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Pendleton, Perram, Petch, Pickering, Simon and Yedelian OAM

Against the Motion: Councillor Salvestro-Martin

12 COR-RFT-04/14 CONCRETE REPAIR AND ASSOCIATED WORKS - GLEN STREET CAR PARK, EASTWOOD

Note: Councillor Salvestro-Martin left the meeting at 8.43pm and was not present for consideration or voting on this Item.

RECOMMENDATION: (Moved by Councillors Petch and Pickering)

- (a) That Council accept the tender from Metrocorp Technologies for the concrete repair works and to supply and install new guardrails/ wheel stops in the amount of \$188,871 (excludes provisional items) as recommended in the Tender Evaluation Report.
- (b) That Council advise all respondents of Council's decision.
- (c) That the Acting General Manager be delegated the authority to execute all relevant contract documents for the Concrete Repair and Associated Works for the Glen Street Car Park, Eastwood project.

Record of Voting:

For the Motion: Unanimous

Note: Councillor Salvestro-Martin returned to the meeting at 8.47pm.

13 ADVICE ON COURT ACTIONS

Note: Councillor Salvestro-Martin left the meeting at 8.48pm and was not present for consideration or voting on this Item.

Note: Councillor Petch disclosed a Significant non-pecuniary interest in this Item for the reason that he knows one of the defendants. He left the meeting at 8.52pm during consideration of this matter and did not return. He was not present for voting on this Item.

RECOMMENDATION: (Moved by Councillors Simon and Pendleton)

That the report of the General Counsel be received.

ITEM 1 (continued)

ATTACHMENT 1

Record of Voting:

For the Motion: Unanimous

Note: Councillor Salvestro-Martin returned to the meeting at 9.02pm.

OPEN SESSION

Note: Councillor Petch was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Simon and Pendleton)

That Council resolve itself into open Council.

Record of Voting:

For the Motion: Unanimous

Note: Open Council resumed at 9.02pm.

Note: Councillor Petch was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Pendleton and Yedelian OAM)

That the recommendations of Items considered in Closed Session be received and adopted as resolutions of Council without any alteration or amendment thereto.

Record of Voting:

For the Motion: Unanimous

SUSPENSION OF STANDING ORDERS – TABLING OF PETITIONS

Note: Councillor Petch was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Chung and Perram)

That Standing Orders be Suspended and that a petition from 159 local businesses and residents regarding Eastwood CCTV be tabled, the time being 9.03pm.

Record of Voting:

For the Motion: Unanimous

ITEM 1 (continued)

ATTACHMENT 1

NATIONAL ANTHEM

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

The meeting closed at 9.05pm.

CONFIRMED THIS 10TH DAY OF JUNE 2014

Chairperson

2 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 6/14 held on 3 June 2014

Report prepared by: Meeting Support Coordinator
File No.: CLM/14/1/4/2 - BP14/575

REPORT SUMMARY

The Minutes of the Works and Community Committee Meeting 6/14 held on 3 June 2014 are to be circulated on Thursday, 5 June 2014 after the meeting has been conducted. The Minutes will be listed for confirmation at the next Works and Community Committee Meeting.

A report detailing Items which were dealt with by the Committee within its delegated powers, together with any Committee recommendations will be circulated at the same time as the Minutes on Thursday, 5 June 2014.

3 PUTNEY HILL - CHANGE OF STREET NAME - LARDELLI DRIVE

Report prepared by: Business Support Co-ordinator
File No.: LIS/10/11/11 - BP14/670

REPORT SUMMARY

At its meeting of 22 April 2014 Council resolved:

- (a) *That Council undertake consultation with the new residents of Putney Hill, representatives of Frasers Group and Council with regard to making a submission to have the name Lardelli Drive changed.*
- (b) *That the Acting General Manager provide a further report back to Council on the results and feedback from the consultation.*

The consultation meeting was held on 15 May 2014 and was attended by 12 residents. A representative from Frasers Group and Council staff were also present. The consensus of the attendees was that an appeal to the Geographical Naming Board should be pursued, seeking to allow the name "Putney Hill Drive". It was also the consensus should the Board reject Council's appeal to use "Putney Hill Drive" then "Lardelli Drive" should be retained to avoid any further confusion.

It is advised that the Board met on 20 May 2014 and upheld its objection to the name "Putney Hill Drive".

This report therefore recommends Council proceed with the name "Lardelli Drive" and that utilities and service providers be advised of the name, once the name is gazetted.

RECOMMENDATION:

- (a) That Council proceed with the adoption of Lardelli Drive.
- (b) That Council advise key utilities and service providers once Lardelli Drive is gazetted to assist them in the correction of their databases and documents.

ATTACHMENTS

- 1 Notes from Consultation Meeting
- 2 Appeal Submission to Geographical Naming Board
- 3 Putney Hill Drive Appeal Determination

Report Prepared By:

Dyalan Govender
Business Support Co-ordinator

Report Approved By:

Dominic Johnson
Group Manager - Environment & Planning

ITEM 3 (continued)**Context**

On 24 September 2013 Council resolved to give notice of the name “Putney Hill Drive” under the Roads Regulation 2008 and to proceed with gazettal of the name should no specific objections be received. The Geographical Names Board objected to “Putney Hill Drive” on the grounds that it was similar to the name “Putney Parade”. The alternative was urgently required in order the progression of a range of operational matters such as the provision of Planning Certificates and in order to facilitate the efficient provision of emergency services should they be required. “Lardelli Drive” was selected to compliment the naming of Lardelli Park, named in honour of the longest serving Mayor of Ryde, Mr Mick Lardelli OAM.

Discussion

Following objections from residents who preferred “Putney Hill Drive” Council resolved:

- (a) *That Council undertake consultation with the new residents of Putney Hill, representatives of Frasers Group and Council with regard to making a submission to have the name Lardelli Drive changed.*
- (b) *That the Acting General Manager provide a further report back to Council on the results and feedback from the consultation.*

Consultation was undertaken on 15 May 2014 (notes from the meeting are attached) and was attended by 12 residents. A representative from Frasers Group and Council staff were also present.

Council staff clarified the circumstances by which the name “Lardelli Drive” was selected. It was noted that Council initially resolved to adopt the name “Putney Hill Drive”, which had been proposed and marketed by the Fraser Group. However, this was rejected by the Geographical Naming Board due to its similarity to the name “Putney Parade”, which is located approximately 1.5 to 2 kilometres from the site of the new road. In order to facilitate the provision of emergency services should they be required and for various other operation requirements, such as the issuing of Planning Certificates, the establishment of Waste and other services, an alternative to “Putney Hill Drive” needed to be established with some urgency.

The name “Lardelli Drive” was adopted in light of the street’s proximity to Lardelli Park, which was named in honour of Ryde’s longest serving mayor, Mr Mick Lardelli OAM. This was supported by Fraser’s Group.

Frasers advised that a number of utilities and private organisations, such as the publishers of the UBD, are likely to have sourced the name “Putney Hill Drive” from the linen plan. The linen plan does not have a role in the formation of street names or in their approval. Street names are finalised through the gazettal process outlined under the *Roads Regulation 2008*. It was noted that generally the linen plan will agree with the approved name, however, this was an unusual circumstance as the Geographical Naming Board objected to the name forcing an alternative to be sought.

ITEM 3 (continued)

The consensus of the attendees at the meeting on 15 May 2014, was that an appeal to the Geographical Naming Board should be pursued, seeking a reconsideration of its objection and its approval for the name “Putney Hill Drive” (Council’s submission to the board and the supporting documentation is attached). It was also the consensus that should the Board reject Council’s appeal, given the preference for the specific name “Putney Hill Drive” and no specific objection to “Lardelli Drive”, the latter would be retained to expedite the process of finalising the name and avoid any further confusion.

The Board met on 20 May 2014 and upheld its objection to the name “Putney Hill Drive” (the Board’s determination is attached).

In order to minimise any potential for further confusion and to expedite the resolution of this matter it is recommended that Council resolve to retain the name “Lardelli Drive”. A further change to new alternative street name will only create further legal and practical difficulties, incur further expense, and promulgate confusion. To further aid the adoption of the new name to common usage and to assist in ending the existing confusion, it is also recommended that in addition to the notification required under the *Roads Regulation 2008*, Council write to key service providers to advise them of the new name.

Clause 9 of the *Roads Regulation 2008* requires notification be provided to the following organisations and persons:

- (i) Australia Post,
- (ii) the Registrar-General,
- (iii) the Surveyor-General,
- (iv) the Chief Executive of the Ambulance Service of NSW,
- (v) New South Wales Fire Brigades,
- (vi) the NSW Rural Fire Service,
- (vii) the NSW Police Force,
- (viii) the State Emergency Service,
- (ix) the New South Wales Volunteer Rescue Association Incorporated,
- (x) in the case of a classified road—the RTA.


In addition, it is recommended that Council also advise telecommunications companies, utility providers, and Hardie Grant Publishing (Publishers of UBD Gregory’s Street Directories).

Financial Implications

Adoption of the recommendation will have no financial impact.

ITEM 3 (continued)

ATTACHMENT 1

 City of Ryde

Lifestyle and opportunity @ your doorstep

19 May 2014

Dear Sir/Madam,

Thank you for attending the Public Meeting (15 May 2014) or providing a written submission with respect to the name of the road currently listed as "Lardelli Drive".

Please find the following summary of matters discussed at the meeting:

- Council recognises the difficulties this unique situation has caused and apologises.
- In response to questions raised both at the Council meeting of 22 April 2014 and at the meeting of 15 May 2014 an overview of the matter to date was provided - as is standard practice for in-fill developments of this nature, proposed names were listed on various plans and advertising materials. These names are not official until they have been approved by the Geographic Names Board and lodged with the Land Titles Office. Despite this, a number of private entities (such as the UBD) and utilities will commonly use the un-approved name obtained from the plans before they are finalised. In this instance the name "Putney Hill Drive" was rejected by the Board (October 2013) on the grounds that there is a similar named street in the vicinity (Putney Parade). Following the rejection by the Board, various operational requirements demanded that a name be finalised; the issuing of various statutory planning certificates and other documents required a street name, as did Emergency Services, who had already encountered some difficulty in this regard when attempting to attend an emergency situation. Mindful of this urgent need and the Board's refusal of Putney Hill Drive, Council arranged for the name Lardelli Drive taking a cue from Lardelli Park, which is named in commemoration of Ryde's former Mayor, Michael Lardelli. In response to the issues raised by residents regarding this change an appeal has been lodged with the Board noting Council's and the resident's shared view, supported by Fraser's and their independent planning consultant, is that the name "Putney Hill Drive" is sufficiently unique and that the initial decision to reject the name should be overturned.
- The Geographical Names Board is considering the matter at its next meeting, to be held on 20 May 2014.
- Should you wish to make a submission directly to the Board, please email your submission to gmb@lpi.nsw.gov.au.
- With regard to the options to bring this matter to a conclusion it was generally agreed by the attendees that a further change to some third name is not appropriate and would not solve the issue. Subsequently, should the Board uphold our appeal we provide a report to Council confirming the decision and undertake the process to finalise "Putney Hill Drive. Should the Board reject our appeal the name "Lardelli Drive" will be retained.
- Some attendees noted a desire to consider the name of the Suburb to bring it into line with the name of the Estate. Staff noted that this is beyond the scope of the current activities regarding the street name and that the process for naming a Suburb is entirely different and has its own set of procedures. Staff added that in our view it would not be advisable to proceed with such a proposal until both the street name was finalised and the Estate became more established as it would currently be difficult to make a case for a new Suburb name.

Further to the above, it is noted that Council and Frasers requested that the planner who compiled our submission to the Board be allowed to attend the meeting. This request was

ITEM 3 (continued)

ATTACHMENT 1

declined. Council will be sending a further email to the Board advising them of the issues raised at the Public Meeting and in your submissions.

I will ensure that you are advised of the Board's decision; should you have any further questions regarding this matter please contact me on 9952 8188 or via return email.

Regards,
Dyalan

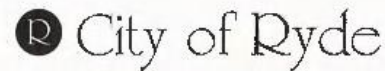


Dyalan Govender | Business Support Coordinator Environment & Planning
P: (02) 9952 8188 | E: DGovender@ryde.nsw.gov.au | www.ryde.nsw.gov.au

Provided to attendees of the Public Meeting and submitters via email on Monday 19 May 2014.

ITEM 3 (continued)

ATTACHMENT 2



Lifestyle and opportunity @ your doorstep

Monday 19 May 2014

Dear Sir/Madam,

Council notes that the Geographical Names Board is scheduled to consider the appeal of its rejection of the name "Putney Hill Drive" at its next meeting. Council thanks you for re-considering the matter.

On 22 April 2014 a number of residents addressed Council expressing their confusion relating to the rejection of "Putney Hill Drive". Council resolved to undertake consultation with the new residents of the Putney Hill Estate and Fraser's Group with regard to this matter. In accordance with this resolution, a meeting was held on 15 May 2014 and written submissions were received from residents who were unable to attend. The written submissions are attached for your reference.

At the meeting the residents unanimously expressed the view that "Putney Hill Drive" appears and sounds significantly different from "Putney Parade". The residents expressed the strong desire for the matter to be resolved as soon as possible indicating it is having a significant impact on their ability to organise utilities and services.

Council agrees with the assessment provided by JBA planning and with the views of the residents and strongly urges the Board to reconsider its initial decision.

To assist in your deliberation on the matter, please find the following documents attached:

- JBA Planning's Appeal Letter "13262 Final Road Naming Appeal 5 March 2014"
- Council's original report recommending the name "Putney Hill Drive" – "Attachment A – Council Report"
- Council's resolution approving the name "Putney Hill Drive" – "Attachment B – Council Resolution"
- Submissions received in relation to the Public Meeting of 15 May 2014 – "Attachment C – Submissions to Public Meeting"

Regards,



Dominic Johnson
Group Manager, Environment & Planning
P: 9952 8190 | M: 0401 714 876
E: djohnson@ryde.nsw.gov.au

Emailed To RoadNaming@lpi.nsw.gov.au on Monday 19 May 2014

ITEM 3 (continued)

ATTACHMENT 2



13262
5 March 2014

Mr Roy Newsome
Acting General Manager
The City of Ryde Council
Locked Bag 2069
NORTH RYDE NSW 1670

Attention: Lindsay Mason (Section Manager, Land Information)

Dear Lindsay

**PUTNEY HILL ROAD NAMING
600 VICTORIA ROAD, RYDE**

We write to you on behalf of Frasers Property Pty Ltd regarding the naming of roads within the new residential community 'Putney Hill'. We seek to lodge an appeal in accordance with the Geographical Names Board of NSW (GNB) publication *'New South Wales Road Naming Procedure and Process'* against the recent objection from the Geographical Names Board of NSW (GNB) to the name 'Putney Hill Drive'. It is our understanding that the basis of the GNB objection to the name 'Putney Hill Drive' was due to a lack of 'uniqueness'. The GNB objection stated that a similar road name, 'Putney Parade', exists within the suburb of Putney.

This letter provides a background to the Putney Hill development; addresses the basis of the GNB objection; and provides an assessment of the proposed road name against the principles of the GNB publication *'New South Wales Road Naming Policy'*. This letter should be read in conjunction with the following documents:

- Extract of Council Report for Council Meeting No. 20/13, dated Tuesday 24 September 2013 (Attachment A); and
- Extract of Minutes of the Council Meeting No. 20/13, dated 24 September 2013 (Attachment B).

1.0 BACKGROUND

1.1 Putney Hill

Putney Hill is a new residential community being delivered by Frasers Property Pty Ltd. The new master planned community includes expansive areas of open space, landscaped streetscapes and architecturally designed homes in a range of different forms, including detached houses, terraces and apartment buildings. The overall Putney Hill residential site is 13.7 hectares in area, comprising two residential stages of development and the central parkland and detention basin known as Lardellil Park. Putney Hill is the subject of an approved Concept Plan, with approval granted for residential development within a range of building envelopes. Stage 1 of the site (fronting Victoria Road) has separate development approvals in place for the construction of 447 residential dwellings, comprising 361 apartments across five apartment buildings and 86 detached and semi-detached homes.

ITEM 3 (continued)

ATTACHMENT 2

600 Victoria Road, Ryde • Putney Hill Road Naming • 5 March 2014

Development approvals for Stage 2 (fronting Morrison Road) will be sought in 2014 onwards for the construction of residential development with a total of 344 dwellings permitted on the Stage 2 portion of the site under the Concept Plan. These 344 dwellings will be provided in a mixture of apartments and semi-detached homes. The current state of Putney Hill is illustrated in Figure 1.



Figure 1 – Putney Hill Site

1.2 Council Resolution of Road Names

The naming of roads in Putney Hill has been a comprehensive process undertaken by Council in consultation with the local community and Frasers Property. This process is detailed in the Extract of the Council Report for Council Meeting No. 20/13, dated Tuesday 24 September 2013 (Attachment A).

As part of the progressive delivery of Stage 1 of Putney Hill, Council was required to select names for five different roads. In the selection of these names, Council considered several options for themes across the site. The preferred theme selected was a recognition of the Aboriginal heritage within the locality. The opportunities within this theme were discussed with Frasers Property and a strategy for the naming of roads within Stage 1 of Putney Hill was agreed.

This strategy involved the use of Indigenous names associated with Bennelong (an Indigenous Australian who was strongly associated with the City of Ryde) for minor roads, whilst the central road through the site would adopt the name of the master planned community, Putney Hill. Within Stage 1, the following names were selected:

- Road 4 - Bennelong Way
- Road 5 - Putney Hill Drive
- Road 8 - Colebee Street
- Road 16 - Wallumai Place
- Road 12 - Bowe Lane

ITEM 3 (continued)

ATTACHMENT 2

800 Victoria Road, Ryde - Putney Hill Road Naming 15 March 2014

Figure 2 illustrates the location of each road and the corresponding name.



Figure 2 – Road names and number

Source: City of Ryde Council

In the consideration of the above names, and in particular Putney Hill Drive, Council Officer's undertook an assessment against the principles of the GNB publication 'New South Wales Road Naming Policy'. Putney Hill Drive was deemed to satisfy most of the principles, with further consideration required of principles 1, 3, 4, 6 and 9. A more thorough assessment against those particular principles was undertaken, with reasons cited on how the name Putney Hill Drive was not inconsistent with each principle. Of relevance to this appeal, the following assessment of the 'road naming duplication principle' was provided:

The name does not duplicate a name in the City of Ryde although the first part of the name is used in a street within the suburb of Putney, being Putney Parade (off Pelfisier Road). Putney Parade is approximately 1.5 to 2 kilometres from the development site.

(our emphasis)

From this assessment it was acknowledged early in the process that a portion of the name, 'Putney', has been used in another street within the City of Ryde. Despite this, it was considered by Council Officers that the word 'Putney' was only a portion of the name, and the intent of 'Putney Hill' as a fuller phrase allowed for differentiation between the two street names. Ultimately, the Council Officer Report presented to Council summarised:

ITEM 3 (continued)

ATTACHMENT 2

600 Victoria Road, Ryde • Putney Hill Road Naming | 5 March 2014

The proposed names fully comply with the GNB recommendations and requirements for road naming.

On 24 September 2013 Council approved the naming of all roads within Stage 1 of Putney Hill and resolved that Notice of the names be given in accordance with the *Roads Regulation 2008*. An extract of the Minutes of the Council Meeting No. 20/13, dated 24 September 2013 are provided at Attachment B.

2.0 ASSESSMENT AGAINST THE 'NEW SOUTH WALES ROAD NAMING POLICY'

Section 3 of the GNB publication '*New South Wales Road Naming Policy*' provides eleven (11) general principles for the naming of roads. These principles have been modelled on the requirements of *AS/NZS 4819:2011 Rural and Urban Addressing* and have been developed to ensure that naming practices in NSW are of the highest standard, with all potential confusion, errors and discrimination minimised.

No objection has been raised by the GNB on the consistency of the proposed road name, 'Putney Hill Drive', with any principles of road naming except for '*Principle 4 - Uniqueness, Duplication*'. Principle 4 stipulates:

Uniqueness is the most essential quality to be sought in proposing a new road name. A road name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name, regardless of the road type. Road names shall not be duplicated:

- Within the same address locality.
- Within an adjoining address locality.
- Within a local government area, and
 - Within 10 kilometres in a metropolitan urban area
 - Within 20 kilometres in a regional urban area
 - Within 30 kilometres in a rural area
 - Within 50 kilometres in remote areas.
- Within a duplicated address locality anywhere in NSW (refer to list in Appendix B)

(Emphasis added)

This principle establishes clear criteria for assessing if a name is unique or if it constitutes a duplication of an existing street name. The proposed name is consistent with these criteria, as it does not exactly replicate an existing name and it does not sound the same as any existing street name. The existing street in question which has been cited as containing duplicated components is 'Putney Parade'.

Whilst it is not argued that there is not a level of similarity in the names, the differentiation between each street name is significant and unlikely to lead to any confusion. The intent of the 'uniqueness' aim is achieved as both names are distinctively different in terms of wording, sound and pronunciation. The names are distinctively different as:

- They fundamentally differ in name and phrasing, with only one consistent word being 'Putney';
- 'Putney Parade' and 'Putney Hill Drive' are unique sounding names with a clear difference when spoken and viewed;
- The use of alliteration in Putney Parade establishes a distinct character and sound, compared to Putney Hill Drive;

ITEM 3 (continued)

ATTACHMENT 2

600 Victoria Road, Ryde • Putney Hill Road Naming | 5 March 2014

- A different road type ('Parade' and 'Drive') is respectively provided to each street to provide further differentiation; and
- The phrase 'Putney Hill' reflects the locality of the new master planned community, whilst Putney Parade is reflective of the streets location near the Putney foreshore.

The Putney Hill Drive street name is important in the establishment of the new community at Putney Hill. The name offers a distinctive character to the master planned community, creating a sense of place and encouraging unity amongst the range of new residents. The name Putney Hill has been in use for over three years, with the marketing and sale of residential dwellings on the site. This name has been used in various forms of media and real estate related documents and websites to market and report on the development.

The continuous use of this name has secured its place as a locality within the Ryde area. Whilst it is not the intention for the name Putney Hill to conflict in any way with the established suburb name of Ryde, the creation of a locality within the suburb will contribute to the attainment of a sense of community and belonging for new residents. The reflection of the Putney Hill identity in the central road through the site will assist in achieving the aim of a cohesive community who take pride in their surrounds.

3.0 CONCLUSION

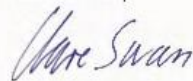
This letter supports an appeal against the recent GNB objection to the name Putney Hill Drive at the new residential master planner community, Putney Hill. The reason cited for this objection by the GNB was that the name is a duplication with Putney Parade, a street located in the nearby suburb of Putney.

The name Putney Hill Drive was selected after a comprehensive review process conducted by Council Officers in consultation with the developer of the site, Frasers Property. In this initial review, Council officers undertook an assessment of the name against the principles of road naming established by the GNB. It was determined that the name would achieve these principles and could be supported by Council. The name was then approved by Council at a full Council Meeting.

A further review of the name Putney Hill Drive has identified that there are clear and distinct differences between this name and the existing street, Putney Parade. Whilst there is a single consistent word, this is not considered to detrimentally affect the uniqueness of each name. The two street names are fundamentally different and as such, the name Putney Hill Drive satisfies the uniqueness principle of road naming established by the GNB. Furthermore, the name Putney Hill Drive will significantly contribute to establishing a character for the locality and securing a sense of place for the new community.

In light of the above, we request that the GNB reconsider their position on the name Putney Hill Drive and forward this name for gazettal. Should you have any queries about this matter, please do not hesitate to contact me on 9409 4920 or cswan@jbaplaning.com.au.

Yours faithfully



Clare Swan
Associate



Brendan Hoskins
Urban Planner

ITEM 3 (continued)
ATTACHMENT 2
10 NEW ROAD NAMES FOR PUTNEY HILL ESTATE AND FOR ROYAL REHABILITATION CENTRE SYDNEY SITE

Report prepared by: Client Manager
File No.: MIN2010/9 - BP13/1316

REPORT SUMMARY

The purpose of this report is to present names for several new roads currently under construction on the former Royal Rehabilitation Sydney Site (RRCS), now being marketed as "Putney Hill" residential estate by Frasers Properties (Putney) P/L and also to present a proposed name for a private road on the remaining RRCS (Hospital) site. If endorsed, the names will then form the subject of a public notice.

The current address of the "Putney Hill Stage 1" Residential Development site is 600–600A Victoria Road, Ryde and 55A Charles Street, Ryde. The current address of the RRCS is 235-245 Morrison Road, Ryde and 59 Charles Street, Ryde. The roads are currently under construction as part of the approved developments on each part of the former hospital site. Both were approved as Major Projects under the former Part 3A of the Environmental Planning and Assessment Act.

The subject roads are proposed to connect new properties on each site to surrounding streets. On the "Putney Hill" Stage 1 site, there are four (4) new roads which are to be dedicated to Council and one (1) road that will remain in the ownership of the Owners Corporation for the site (and therefore not be dedicated). The road on the hospital site will remain in the ownership of the RRCS but will carry a Right-of-Way that will permit public thoroughfare. Council may name both dedicated and private roads. A map showing the roads is included in the report. A list of the proposed names and assessment against road naming criteria of the Geographical Names Board (GNB) is also included. The proposed names fully comply with the GNB recommendations and requirements for road naming. Both landowners have indicated support for the proposed names.

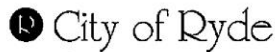
The proposed names are shown below:

PUTNEY HILL SITE ROAD Nos	RECOMMENDED NAME
4	BENNELONG WAY
5	PUTNEY HILL DRIVE
8	COLEBEE STREET
16	WALLUMAI PLACE
12 (Private)	BOWE LANE

RRCS SITE ROAD No.	RECOMMENDED NAME
1 Part 2 & 6 (Private)	SCHARDT CIRCUIT

It is recommended that the proposed names be placed on public notice and be advised to the GNB and other authorities in accordance with the Roads Regulation 2008.

Agenda of the Council Meeting No. 20/13, dated Tuesday 24 September 2013.

ITEM 3 (continued)**ATTACHMENT 2**Lifestyle and opportunity
@ your doorstep

Council Reports Page 111

ITEM 10 (continued)**RECOMMENDATION:**

That the Council approve that:

- a) The new roads to be dedicated on land currently identified as Lots 1,2 & 3 DP 1129793 (600 & 600A Victoria Road and 55A Charles Street, Ryde) be named as follows:
 - (i) Road 4 as Bennelong Way
 - (ii) Road 5 as Putney Hill Drive
 - (iii) Road 8 as Colebee Street
 - (iv) Road 16 as Wallumai Place
 - (v) Road 12 as Bowe Lane
- b) That Council endorse that consultation be undertaken with the Aboriginal Heritage Office on the appropriateness of using the names of indigenous origin for this purpose.
- c) That the Council endorse that the new road to be constructed on land currently identified as Lot 5 DP 1129793 (235-245 Morrison Road, Ryde and 59 Charles Street, Ryde) as follows:
 - (i) Roads 1, Part 2 & Par 6 as Schardt Circuit
- d) That Council endorse that Notice of the names be given in accordance with the Roads Regulation 2008 and if no specific objections are received, the new names be sent for gazettal.

ATTACHMENTS

- 1 Proposed Names Assessed Against Geographical Names Board Criteria for Road Naming
- 2 A short biography of Susan Schardt
- 3 Biographical notes for Patrick John Augustine (Gus) Bowe

Report Prepared By:

Glenn Ford
Client Manager

Report Approved By:

Meryl Bishop
Acting Group Manager - Environment and Planning

Agenda of the Council Meeting No. 20/13, dated Tuesday 24 September 2013.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****Background**

The purpose of this report is present names for new roads currently under construction on the Royal Rehabilitation Centre Sydney (RRCS) site, both on the part of the site that will remain as hospital land and on the part of the site which is being developed for residential use and which is being marketed as Stage 1 of "Putney Hill" housing estate. The content of the report will then form the subject of a public notice under the Roads Regulation 2008.

Report

Redevelopment of the whole RRCS site was approved under the NSW State Government's Major Project State Environmental Planning Policy (SEPP) as part of MP05_0001 for a Concept Plan for a Health Facility (Hospital) and Residential development at a density of 50 dwellings per hectare. A number of separate approvals (and modifications) have followed for both the hospital site and the residential part of the site. The Residential portion of the site was sold to Frasers Properties P/L in 2010. Stage 1 of a 2 stage development is under construction. The new hospital and associated facilities is also nearing completion.

Developer Agreement

Associated with both development aspects of the site is a central corridor through the site containing facilities that will be publicly accessible (Recreation Circle) and stormwater infrastructure and a park which is proposed to be dedicated to Council for public use. The delivery of both items is guided by provisions within a Developer Agreement made between Council and the other parties (RRCS and Frasers).

Recreation Circle: Roads within the hospital site will remain in the ownership of RRCS with Rights-of-Way being implemented to allow public access. This includes the road identified in the Concept Plan as the "Recreation Circle". The Chief Executive Officer (CEO) of RRCS has advised that his organisation proposes to name the roads on site and has indicated an intention to use names that commemorate people associated with the establishment and history of the hospital.

At this stage, Council has not received advice on all the names proposed. However, it is proposed by RRCS to name the main access through the site after the founder of RRCS ("Susan Schardt). A short biography of Miss Schardt is attached for information to this report. It is recommended that as an eminent and worthy person directly associated with the hospital, the use of her name should be supported by Council.

Lardelli Park: In anticipation of the future dedication of the parkland across the centre of the site, Council resolved in 2011 to name this area "Lardelli Park" in commemoration of the former long-serving Mayor of the City of Ryde, Councillor Mick Lardelli. A naming ceremony has already taken place but the land will not be dedicated until other development works on the site have been completed.

Agenda of the Council Meeting No. 20/13, dated Tuesday 24 September 2013.

ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

Putney Hill Site

Location of Roads

Five roads are being constructed on Stage 1 of the Putney Hill site. The roads are located between Victoria Road and the "Recreation Circle" within the former RRCS site. The map below shows the location of the roads

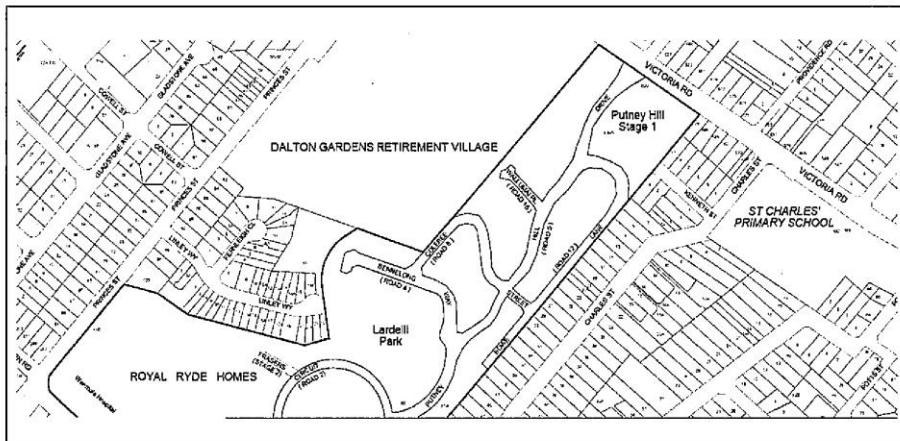


Figure 1: Configuration of proposed roads on Stage 1 of "Putney Hill" estate

Existing themes surrounding the site

Streets surrounding the "Putney Hill" site represent a number of themes. For example, "Victoria", "Princes", "Regent" and "Charles" have a "Royal" connection (the latter by default as it is actually named for Saint Charles Borromeo, the nearby church). "Morrison" Road is named for Archibald Morrison, a Private in the NSW Rum Corps who was given a 155 acre grant in 1795 near the head of Morrison Bay. "Linley" and "Fernleigh" were suggested by the subdivider as pleasant sounding names.

Options considered

The preferred theme for this site is one that recognises an association with the aboriginal heritage of the area. Where a suitable indigenous name is not available, then the theme should be the name of a local noteworthy person.

One reason for the preferred aboriginal theme relates the strong association of this land with the person of Woollarawarre Bennelong. In this regard:

- Bennelong is a noteworthy Australian with a strongly recognised association with the City of Ryde. The Federal Electorate is named for him.

Agenda of the Council Meeting No. 20/13, dated Tuesday 24 September 2013.

ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

- Bennelong is known to have lived in the locality and in the vicinity of "Squireville" (512 Victoria Road), the former home of James Squire.
- Bennelong is believed to be buried in this vicinity on land that was once owned by James Squire and near to Bennelong Park on the Parramatta River.
- Bennelong Park (located at No. 22 Waterview Street and adjoining Kissing Point Park) is located at the end of Douglas Street which also intersects with Morrison Road opposite the RRCS site. A future road on the RRCS site will connect Douglas Street to the "Recreation Circle" and hence to the roads in the Putney Hill estate.
- Council has resolved to mark the 200th anniversary of Bennelong's passing in 2013. This is an appropriate way to mark it.

Council has previously received the following advice (dated 7 June 2012) from the Aboriginal Heritage Office advising on its position on a related matter (providing a memorial to Bennelong)

City of Ryde Council is undertaking several activities to commemorate the bicentenary of Bennelong, including a proposal to create a permanent Bennelong memorial / artwork. The Aboriginal Heritage Office (AHO) supports the activities and the proposed memorial. The AHO feels it is important to provide greater recognition to Bennelong and all Aboriginal people who made great efforts to survive maintain their culture against the odds. (TRIM Reference D12/54305)

Although Bennelong lived in Ryde, he belonged to the Wangal Clan from the south side of the Parramatta River. The local clan is the Wallumedigal. Below is an extract from Council's website "Aboriginal History of Ryde" explaining the clan name:

Wallumedegal

*Aboriginal people lived for thousands of years in what we call the City of Ryde. When the first Europeans settled at Sydney Cove in 1788 the traditional owners of this area were the Wallumedegal. That name was told to Captain Arthur Phillip, first governor of the convict colony of New South Wales, by **Woollarawarre Bennelong** who came from the clan called the Wangal on the south side of the river. It is likely that the name Wallumedegal or Wallumattagal was derived from **wallumai** the snapper fish, combined with **matta**, a word used to describe a place, usually a water place, as with Parramatta and Cabramatta. That would mean they were the snapper clan and the fish was their totem, just as burra (the eel) was the totem of the Burramatta or Boromeda-gal or clan at Parramatta and cobra (the white grub of the shipworm) that of the Cobragal at ... Cabramatta.*

ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

Relevant Names NOT available for use

The following names are not available to use in this case as they are already used for street elsewhere in the City of Ryde with the exception of the last name which has recently been assigned to the new development area on the eastern shore of Darling Harbour in the City of Sydney.

Name	Relevance
Nanbaree	Bennelong's friend (and nephew of Colebee)
Bidgee	Bennelong's friend (possibly related) and leader of the local clan after his death
James & Squire	Bennelong's friend and supporter
Tyrell or variants	Early land grantee
Chadwick or variants	Early land grantee
Dalton	Benefactor of Mount Saint Margarets Hospital next door to the subject site. He is also commemorated in the modern name of the facility: "Dalton Gardens".
Barangaroo	One of Bennelong's wives.

Road Names Suggested by the Developer of the land

The suggested road names have been discussed with representatives of Frasers Putney P/L as the current landowner and developer of the site. In general, they have accepted the approach that recognises an indigenous link to the land (Bennelong, Colebee & Wallumai) but also wished to incorporate the Putney Hill estate name in the main access road. The landowner's suggestion included the name of the first European grantee of the land (Chaddock) but that person is already commemorated in the nearby "Chadwick" street in Putney. The recommendation of this report is that for the purposes of undertaking public notification:

- The aboriginal names be used for the dedicated minor roads;
- Use the name "Bennelong" for the road next to "Lardelli Park";
- Use the name of "Colebee" for the road connecting to 'Bennelong Way' given their connection in life. The Dictionary of Sydney identifies that in late 1789, Colebee (along with Bennelong) was abducted from Manly Cove on the orders of Governor Arthur Phillip who wished to learn at firsthand about the local language and customs. According to other sources, the relationship between the men continued through their lives. (Another association between the City of Ryde and a different aboriginal man named "Colebee" is linked to that person's role as a guide assisting William Cox to survey the first road across the Blue Mountains following the trail blazed by Gregory Blaxland of Brush Farm, William Lawson and Charles Wentworth).
- Use "Wallumai" for the road at the northern end of the site. "Wallumai" is believed to mean "snapper" in the local aboriginal language and is a totem for the indigenous inhabitants of Ryde. As such, it is an aboriginal word with a direct reference to the earliest known inhabitants of the area. It also has a link to recent work by Council to install the "Wallumai" sculpture in nearby Kissing Point Park.

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ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

- Adopt a name for the undedicated lane way that commemorates an eminent local person. In this case, the suggested name is "Bowe" for Patrick John Augustine "Gus" Bowe. Biographical notes for Mr Bowe are attached to this report. The available sources indicated that Gus Bowe was a person who was active in the community of Ryde including an association with sporting teams in Putney. He was appreciated and admired for providing support to local residents at a time of economic hardship. It is likely that Mr Bowe was a parishioner of Saint Charles Borromeo Church at the corner of Charles Street and Victoria Road and would have therefore been very familiar with the RRCS site.
- The estate name be used for the main access road from Victoria Road. The landowner has sought this name as an identifier for the site which has been marketed as "Putney Hill". The site is currently located within the suburban boundaries of Ryde. Ryde and Putney shared the same postcode of 2112.

Royal Rehabilitation Centre Sydney (Rrcs) Site.Location of Roads

Four roads are being constructed on the hospital site but only one will be provided as a through access for general public use. The others will provide access to car parking or shared pedestrian vehicle access. The access road for the hospital will run from Morrison Road, around part of the "Recreation Circle" to Charles Street.

At this time, RRCS has only sought to name the main connecting road to the site. The approach has been main the name the road "Susan Schardt Circuit". It is suggested that this should be shortened to "Schardt Circuit" for the following reasons:

1. The Geographical Names Board guidelines recommended that first or given names should not be used. It is noted that many past examples exist in Ryde and elsewhere that use a person's full name. The GNB has issued a Draft Road Naming Policy that says the *use of given or first names in conjunction with a surname is not normally acceptable, but may be considered if required to provide uniqueness for a significant name... However, (this) can only be applied in limited circumstances and use of a Suitability Assessment form is required.*
2. In practice, the strongly alliterative nature of "Susan Schardt Circuit" may be difficult for some people to pronounce (noting that the surname is pronounced as "Shart").

For the purposes of public notification, it is recommended that the road be named "Schardt Circuit".

A brief biography of Susan Schardt is attached to this report. It is clear from the available sources that she was a generous, dedicated and inspirational person who was admired in her own time and deserves recognition as someone who has made an enduring contribution to the City of Ryde. Her legacy will continue in the form of the new hospital, the new Weemala (providing accommodation for people with

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ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

disability) and the associated facilities that will also be available to local residents as part of the Developer Agreement for the redevelopment of the site.

The route of the proposed road is shown in Figure 2 below.

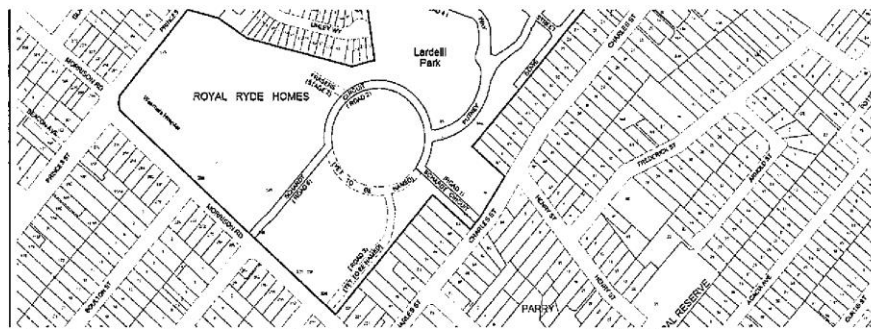


Figure 2: Configuration of proposed access road on RRCS site.

Council's policy

Preference will be given to names linked with the general history of the area within which the road is located or the City generally or names in character with those of the surrounding streets. Names should not conflict in spelling or phonetics with nearby existing street names and should not be the same as any in adjoining postal districts or adjoining local government areas.

All of the proposed names satisfy the above criteria although the historical link for "Putney Hill" is limited to the reference to Putney as an existing suburb name in the vicinity of the development site.

Process

Under the Road Regulation 2008, Council has power to name local roads including private roads. All the proposed roads are local roads. The proposed names are considered non-controversial, are acceptable to the affected landholders and comply with all road naming guidelines.

If supported, the following process is followed:

1. A notice is placed in the local newspaper (or in the Ryde City View). The notice period is at Council's discretion but given that only the current owners are affected, 14 days may be sufficient.
2. The notice would also include a map and would also be placed on the website.
3. The notice and map needs to be posted to Geographical Names Board and to Government Authorities listed in the Roads Regulation 2008. These include Australia Post, NSW Police and NSW Fire Brigade. The advice of the Aboriginal Heritage Office can be sought at this time. The GNB requires notice of one month under the Roads Act.

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ITEM 3 (continued)
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4. When the GNB has responded, a further notice is published in the local newspaper and in the NSW Government Gazette

Proposed Names

The names proposed for the roads are on the shown in Attachment 1. This includes a detailed assessment against the Geographical Names Board Guidelines.

Financial Implications

Adoption of the recommendation will have no financial impact,

Conclusion

For the purpose of proceeding to notification for the proposed names, the names in Table 1 below are recommended.

Also, given the relationship between Bennelong and Colebee, it is recommended that the connecting streets be named for them and the separate street be named for the local clan. (Bennelong was from the Wangal clan not the Wallumai clan).

The access road connecting to Victoria Road is proposed as "Putney Hill Drive" reflecting the estate name for Stage 1 of the site.

The rear lane which is not proposed to be dedicated is proposed to be named for a locally eminent person who has association with the local area. In this case, the suggested name Bowe Lane in commemoration of Patrick John Augustine (Gus) Bowe (a cinema entrepreneur and benefactor) who was active during the great Depression of the 1930s.

The proposed road that will provide access to the RRCS facility should be named for Susan Schardt who was its original founder and main benefactor through its early years of operation.

Table 1

PUTNEY HILL SITE ROAD No.	RECOMMENDED NAME
4	BENNELONG WAY
5	PUTNEY HILL DRIVE
8	COLEBEE STREET
16	WALLUMAI PLACE
12 (Private)	BOWE LANE
RRCS SITE ROAD No.	
1 Part 2 & 6 (Private)	SCHARDT CIRCUIT

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ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

Financial Implications

Adoption of the recommendation will have no financial impact.

Conclusion

Having regard to the matters addressed in this report, it is recommended that the suggested names be assigned to the proposed roads and that the required notice under the Roads Regulation 2008 be carried out. Unless specific objection is received to a proposed name, the final gazettal of the names should be undertaken.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****ATTACHMENT 1****PUTNEY HILL SITE****ASSESSMENT OF PROPOSED NAMES AGAINST
GEOGRAPHICAL NAMES BOARD CRITERIA****Recommended Name: PUTNEY HILL DRIVE****Geographical Names Board Guidelines of NSW**

The proposed name satisfies most of the NSW Geographical Names Board guidelines as identified below with the possible exceptions of Items 1, 3, 4, 6 and 9.

1. The name does not duplicate a name in the City of Ryde although the first part of the name is used in a street within the suburb of Putney, being Putney Parade (off Pellisier Road). Putney Parade is approximately 1.5 to 2 kilometres from the development site.
2. The name is easily pronounced and spelled.
3. The name does not have a relevant historical background. The name has been attached by the landowner to the residential estate development for marketing purposes. The site is not in the suburb of Putney and is arguably part of the Victoria Road ridgeline rather than being a hill.
4. The name does not lend to or detract from the multicultural nature of our society.
5. The name relates to a new unnamed road.
6. The name does not refer to an eminent person with links to the history of the City of Ryde.
7. The name does not relate to a person.
8. The name does not include a first or given name.
9. The name is not long or clumsily constructed but it does contain two separate words.
- 10 & 11. The name does not represent a multiplication of names for one feature. As indicated above, the "feature" is a manufactured one.
12. The name does not use cardinal points of the compass as a prefix or suffix.
13. The spelling represents general usage of the name.
14. & 15. The name does not include the possessive form and does not include an apostrophe.
16. The name does not use hyphens.
17. The name is not considered offensive or likely to give offence.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****ATTACHMENT 1****Recommended Name: BENNELONG WAY****Geographical Names Board Guidelines of NSW**

The proposed name satisfies all the NSW Geographical Names Board guidelines as identified below:

1. The name does not duplicate a name in the City of Ryde.
2. The name is easily pronounced and spelled. It is familiar to the local community because it is the same as the Federal Electorate for the district.
3. The name has a relevant historical background.
4. Names acknowledging the multicultural nature of our society are encouraged.
5. The name relates to a new unnamed road.
6. The name refers to an eminent person with links to the history of the City of Ryde.
7. The name is given posthumously.
8. The name does not include a first or given name (i.e. It is the accepted and recognised part of the name for the person being commemorated).
9. The name is not long or clumsily constructed and is not composed of two or more words.
- 10 & 11. The name does not represent a multiplication of names for one feature.
12. The name does not use cardinal points of the compass as a prefix or suffix.
13. The spelling represents general usage of the name.
14. & 15. The name does not include the possessive form and does not include an apostrophe.
16. The name does not use hyphens.
17. The name is not considered offensive or likely to give offence. In part, this is because, it is a historical reference. However, there is a need to ensure that the use of the name of a deceased person of aboriginal descent is appropriate. The Aboriginal Heritage Office has already advised by letter that it supports commemoration of Bennelong. However, further consultation will be undertaken to ensure that the use of all the indigenous names and words is supported.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****ATTACHMENT 1****Recommended Name: COLEBEE STREET****Geographical Names Board Guidelines of NSW**

The proposed name satisfies all the NSW Geographical Names Board guidelines as identified below:

1. The name does not duplicate a name in the City of Ryde.
2. The name is easily pronounced and spelled.
3. The name has a relevant historical background.
4. Names acknowledging the multicultural nature of our society are encouraged.
5. The name relates to a new unnamed road.
6. The name refers to an eminent person with links to the history of the City of Ryde.
7. The name is given posthumously.
8. The name does not include a first or given name (i.e. It is the accepted and recognised part of the name for the person being commemorated).
9. The name is not long or clumsily constructed and is not composed of two or more words.
- 10 & 11. The name does not represent a multiplication of names for one feature.
12. The name does not use cardinal points of the compass as a prefix or suffix.
13. The spelling represents general usage of the name. There are other spellings in the literature.
14. & 15. The name does not include the possessive form and does not include an apostrophe.
16. The name does not use hyphens.
17. The name is not considered offensive or likely to give offence. In part, this is because, it is a historical reference. However, there is a need to ensure that the use of the name of a deceased person of aboriginal descent is appropriate. This can be achieved through liaison with the Aboriginal Heritage Office. Further consultation will be undertaken to ensure that the use of all the indigenous names and words is supported.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****ATTACHMENT 1****Recommended Name: WALLUMAI PLACE****Geographical Names Board Guidelines of NSW**

The proposed name satisfies all the NSW Geographical Names Board guidelines as identified below:

1. The name does not duplicate a name in the City of Ryde.
2. The name is easily pronounced and spelled.
3. The name has a relevant historical background.
4. The name acknowledging the multicultural nature of our society.
5. The name relates to a new unnamed road.
6. The name refers to an indigenous group with strong links to the history of the City of Ryde.
7. The name is given posthumously in the sense that it seeks to commemorate the pre-European inhabitants of the City of Ryde.
8. The name does not include a first or given name.
9. The name is not long or clumsily constructed and is not composed of two or more words.
- 10 & 11. The name does not represent a multiplication of names for one feature.
12. The name does not use cardinal points of the compass as a prefix or suffix.
13. The spelling represents general usage of the name.
14. & 15. The name does not include the possessive form and does not include an apostrophe.
16. The name does not use hyphens.
17. The name is not considered offensive or likely to give offence. In part, this is because, it is a historical reference. However, there is a need to ensure that the use of the name of a deceased person of aboriginal descent is appropriate. This can be achieved through liaison with the Aboriginal Heritage Office. Further consultation will be undertaken to ensure that the use of all the indigenous names and words is supported.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****ATTACHMENT 1****Recommended Name: BOWE LANE**

NOTE: This is a laneway running along the eastern boundary of Stage 1 parallel to Charles Street and Road 5 (proposed as "Putney Hill Drive"). The laneway is NOT proposed to be dedicated to Council.

Geographical Names Board Guidelines of NSW

The proposed name satisfies all the NSW Geographical Names Board guidelines as identified below:

11. The name does not duplicate a name in the City of Ryde.
2. The name is easily pronounced and spelled.
3. The name has a relevant historical background.
4. The name acknowledges the multicultural nature of our society.
5. The name relates to a new unnamed road.
6. The name refers to an eminent person with links to the history of the City of Ryde.
7. The name is given posthumously.
8. The name does not include a first or given name.
9. The name is not long or clumsily constructed and is not composed of two or more words.
- 10 & 11. The name does not represent a multiplication of names for one feature.
12. The name does not use cardinal points of the compass as a prefix or suffix.
13. The spelling represents general usage of the name.
14. & 15. The name does not include the possessive form and does not include an apostrophe.
16. The name does not use hyphens.
17. The name is not considered offensive or likely to give offence. In part, this is because, it is a historical reference.

ITEM 3 (continued)**ATTACHMENT 2****ITEM 10 (continued)****ATTACHMENT 1****ROYAL REHABILITATION CENTRE SYDNEY SITE
ASSESSMENT OF PROPOSED NAMES AGAINST
GEOGRAPHICAL NAMES BOARD CRITERIA****Recommended Name: SCHARDT CIRCUIT**

NOTE: This is a road that will run from Charles Street to Morrison Road via a section of the "Recreation Circle". The road will provide access to the hospital site laneway is NOT proposed to be dedicated to Council.

Geographical Names Board Guidelines of NSW

The proposed name satisfies all the NSW Geographical Names Board guidelines as identified below:

11. The name does not duplicate a name in the City of Ryde.
2. The name is easily pronounced and spelled.
3. The name has a relevant historical background.
4. The name acknowledges the multicultural nature of our society.
5. The name relates to a new unnamed road.
6. The name refers to an eminent person with links to the history of the City of Ryde.
7. The name is given posthumously.
8. The name does not include a first or given name.
9. The name is not long or clumsily constructed and is not composed of two or more words.
- 10 & 11. The name does not represent a multiplication of names for one feature.
12. The name does not use cardinal points of the compass as a prefix or suffix.
13. The spelling represents general usage of the name.
14. & 15. The name does not include the possessive form and does not include an apostrophe.
16. The name does not use hyphens.
17. The name is not considered offensive or likely to give offence. In part, this is because, it is a historical reference.

ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

ATTACHMENT 2

ATTACHMENT 2 Extract from Australian Dictionary of Biography

Susan Katherina SCHARDT (1872–1934)

by P. T. Downie

This article was published in Australian Dictionary of Biography, Volume 11 (MUP), 1988.

Susan Katherina Schardt (1872–1934), hospital founder, was born on 15 January 1872 at Queanbeyan, New South Wales, second surviving child of Frederick Schardt, German-born farmer, and his wife Hannah, née Harris. Her father, son of Count Adam von Schardt, had been lured to Australia by the discovery of gold and had settled near Captains Flat in 1860. Born blind, as was her younger brother Charles, Susan attended the Darlington, Sydney, school run by the New South Wales Institution for the Deaf and Dumb and the Blind in 1880–87.

Deeply religious, Susan Schardt devoted herself to charitable work. Visiting Royal Prince Alfred Hospital, she worried about the plight of a destitute paralysed man who was to be discharged. With the help of friends she found a room at Surry Hills with a woman prepared to care for him for fifteen shillings a week. A further six shillings a week provided wages for an assistant and adequate furniture. She collected the money in small amounts from a growing circle of friends and, continuing her hospital visits, made similar arrangements for other incurably ill patients.

Miss Schardt and her friends formed a committee, rented a house in Cleveland Street, Redfern, and made it suitable for sixteen patients and their nurses. The Commonwealth Home for Destitute Invalids (New South Wales Home for Incurables) was opened on 29 October 1900 and by 1902 (Sir) George Reid was president of the committee and Professor (Sir) Thomas Anderson Stuart vice-president. The home had provided refuge for fifty inmates by 1906, when the building was condemned. At a public meeting, chaired by Governor Sir Harry Rawson, on 1 June Sir Henry Moses offered Weemala, his mansion on forty-two acres (17 ha) at Ryde, at half the auctioneer's valuation of £7000. Other philanthropists, including (Sir) Hugh Dixon and Waller Hall and their wives, made generous donations. Later, Miss Schardt raised more money by speaking to groups of interested women and the new home for the Incurables was officially opened on 10 April 1907. It provided accommodation for sixty-five patients.

As the home's country lecturer, Miss Schardt travelled by train throughout the State with her friend and companion Beatrice Ricketts. Authorised by the Minister of Public Instruction, she regularly addressed schools and public meetings. By 1921, when an appeal was launched for the building of a home for cancer patients, she had raised £15,500. When she was forced by ill health to give up her work about ten years later, the sum had grown to over £35,000.

Susan Schardt died at Ryde in the institution she had founded on 9 October 1934. Following a funeral service conducted by Bishop Kirkby at St Philip's, Church Hill, she was buried with Methodist rites in the family grave in the Baptist section of Waverley cemetery.

Select Bibliography

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Citation details

P. T. Downie, 'Schardt, Susan Katherina (1872–1934)', *Australian Dictionary of Biography*, National Centre of Biography, Australian National University, <http://adb.anu.edu.au/biography/schardt-susan-katherina-8352/text14657>, accessed 9 September 2013.

ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

ATTACHMENT 3

ATTACHMENT 3

Patrick John Augustine (Gus) BOWE



*The Rialto Junior Soccer Football Club, A Grade, 1932. The gentleman in the centre of the middle row and wearing a straw boater is Gus Bowe, proprietor of the Rialto Cinema and President of this club. Gus Bowe sponsored several local sporting teams that often contained members who lived at Putney. Ryde and Gladesville clubs embraced Putney and consequently, there were few Putney-based sporting clubs.
(Ryde District Historical Society)*

SOURCE: "Putney, that special place" by Gregory Blaxell
<http://www.putneyprogress.com.au/downloads/Putney-PPAssoc.pdf>



Gus Bowe's funeral procession moving down Victoria Road from St Charles' Catholic Church. Ryde, 9 November 1941

ITEM 3 (continued)

ATTACHMENT 2

ITEM 10 (continued)

Windsor and Richmond Gazette (NSW : 1888 - 1954), Friday 21 February 1936, page 1 Page 1 of 1

ATTACHMENT 3

Windsor and Richmond Gazette (NSW : 1888 - 1954), Friday 21 February 1936, page 1

MR. GUS. BOWE

WINDSOR'S NEW PICTURE MAN

SOMETHING ABOUT HIM

MR. GUS. BOWE, who has just purchased the Royal Theatre at Windsor, is a well-known man with the reputation of giving his patrons the best value obtainable. His theatre, The Rialto, at Ryde, is one of the most beautiful in Sydney and suburbs. Mr. Bowe started the picture business of the city by building the Rialto when the depression was at its height, and it says much for his ability and showmanship that the Rialto, situated at the rear terminus Ryde, was an outstanding success from the beginning, and is now one of the most valuable picture propositions in the suburbs.

20 YEARS' EXPERIENCE

Although a young man in years, Mr. Bowe is old in ability, as far as pictures are concerned. For 20 years or more he has been running shows of his own, and by giving the people the quality of entertainment they needed, and the best of a square deal, has won a well-deserved reputation. The picture of Windsor and District will therefore, they observe, the quality of his shows that here is a man to support.

The young ladies of the district will be interested to learn that the new picture proprietor of Windsor is a single man. There is the knowing what Windsor may provide for him.

His record of service as Ryde has been one of merit. During the terrible influenza epidemic some years ago, he took his life in his hands and brought food to the homes of many unfortunate people who were stricken down. He does not talk about this, but many families in Ryde and Gladesville districts who were continually under his care while the flu epidemic lasted, know just how valuable and acceptable his services were.

CHARITABLE WORKER

Mr. Bowe during the last two or three years at Ryde has conducted many Sunday night concerts at his Rialto Theatre, for deserving families in distress. He secures unemployed but high class city artists, gives his theatre, staff and light free, and the full proceeds, less artistic expenses, to the cause the concert has been prepared for. By this method he has also endowed the Rialto Theatre at the Ryde District Soldiers' Memorial Hospital.

He is on the executive of every sporting body in Ryde and Gladesville districts, and his support has always been most generous. Usually he supplies the schools of his district with football, and every Christmas he supplies two gold and two silver medals to every school within a radius of miles of his theatre. Last Christmas he supplied

his theatre. Last Christmas he supplied over forty medals to the various schools. Not a bad record!

There is no more popular or no more unassuming man in the Ryde and Gladesville districts. To every man, woman and child here "Gus" seldom does over anyone think of addressing him as Mr. Bowe. Windsor people are sure to get on well with him.

Windsor and Richmond Gazette (NSW : 1888 - 1954),
Friday 14 November 1941,

THE sad news of the passing of Mr. Patrick John Augustine "Gus" Bowe, popular proprietor of the Royal Theatre, was received with profound regret throughout the whole Windsor district on Friday last, and general sympathy is extended to the bereaved relatives in their sad loss. In the several years in which he had conducted his theatre business in this district, Mr. Bowe set a fine example of citizenship in many ways. Generous almost to a fault, he repeatedly donated, unasked, the use of his theatre for various patriotic and charitable functions held at Windsor from time to time, and in addition was always a generous contributor to such appeals. In his passing many of the district schools have lost a good friend, for his donations of prizes, sporting equipment, etc., had been an annual institution in their care. Taking a keen interest in all local affairs, and serving, when time permitted, on several local bodies, the late Mr. Bowe's quiet and unassuming nature was a big factor in the popularity which he had gained in his comparatively brief association with the district, and when it was learned last week that he was seriously ill in Ryde Hospital, following a stroke, shoals of inquiries poured in on his local friends. He was, in fact, a citizen whose example will be long held in affectionate remembrance in this district. The funeral, at which there was a representative attendance of local residents, took place on Sunday afternoon, when the interment was conducted in the Catholic cemetery, Field of Mars.

<http://nla.gov.au/nla.news-article86047100>

<http://trove.nla.gov.au/ndp/del/printArticleJpg/86047100/27print=y>

ITEM 3 (continued)**ATTACHMENT 2****9 PROPOSED NEW ROAD NAME IN MACQUARIE PARK - SAUNDERS CLOSE****RESOLUTION:** (Moved by Councillors Etmekdjian and Perram)

- (a) That the Council approve that the new road to be dedicated on land currently identified as Lots 12 & 16 DP 1163232 be named Saunders Close.
- (b) That Council endorse that consultation be undertaken with the Aboriginal Heritage Office on the appropriateness of using the name for this purpose.
- (c) That Council endorse that notice of the name be given in accordance with the Roads Regulation 2008 and if no specific objection is received, the new name be sent for gazettal.

Record of Voting:For the Motion: Unanimous**10 NEW ROAD NAMES FOR PUTNEY HILL ESTATE AND FOR ROYAL REHABILITATION CENTRE SYDNEY SITE****RESOLUTION:** (Moved by Councillors Etmekdjian and Simon)

- (a) That the Council approve that the new roads to be dedicated on land currently identified as Lots 1, 2 & 3 DP 1129793 (600 & 600A Victoria Road and 55A Charles Street, Ryde) be named as follows:
 - (i) Road 4 as Bennelong Way
 - (ii) Road 5 as Putney Hill Drive
 - (iii) Road 8 as Colebee Street
 - (iv) Road 16 as Wallumai Place
 - (v) Road 12 as Bowe Lane
- (b) That Council endorse that consultation be undertaken with the Aboriginal Heritage Office on the appropriateness of using the names of indigenous origin for this purpose.
- (c) That the Council endorse that the new road to be constructed on land currently identified as Lot 5 DP 1129793 (235-245 Morrison Road, Ryde and 59 Charles Street, Ryde) as follows:
 - (i) Roads 1, Part 2 & Part 6 as Schardt Circuit
- (d) That Council endorse that Notice of the names be given in accordance with the Roads Regulation 2008 and if no specific objections are received, the new names be sent for gazettal.

ITEM 3 (continued)**ATTACHMENT 2**

- (e) That the Mayor, Councillor Maggio and Acting General Manager make representations to the Minister for Roads the Hon Duncan Gay with regards to access onto Victoria Road as a result of the Royal Rehabilitation Centre, Sydney site, and clearways on Lane Cove Road

Record of Voting:

For the Motion: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Li, Pendleton, Perram, Petch, Simon and Yedelian OAM

Against the Motion: Councillor Pickering

11 DRAFT 2012/2013 FINANCIAL STATEMENTS**RESOLUTION:** (Moved by Councillors Etmekdjian and Pendleton)

- (a) That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that it has prepared General Purpose Financial Statements for the 2012/2013 financial year ending 30 June 2013 and has formed an opinion, based on the advice of Council officers, that these reports:
- (i) Have been prepared in accordance with:
 - The Local Government Act 1993 (as amended) and the Regulations made thereunder
 - The Australian Accounting Standards and professional pronouncements
 - The Local Government Code of Accounting Practice and Financial Reporting.
 - (ii) Present fairly the operating result and financial position of the City of Ryde for the year ended 30 June 2013
 - (iii) Accords with Council's accounting and other records and policies
- (b) That the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.
- (c) That the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, Acting General Manager and Responsible Accounting Officer (Chief Financial Officer) in accordance with section 413 (2)(c) of the Local Government Act 1993.
- (d) That pursuant to the provisions of Section 413 of the Local Government Act 1993, Council hereby declares that the Financial Statements (including General Purpose and Special Purpose Reports) for the year ending 30 June 2013 be referred for audit.

Minutes of the Council Meeting No. 20/13, dated 24 September 2013.

ITEM 3 (continued)

ATTACHMENT 2

>
>> Attention: Council attendees, Frasers, Residents.
>>
>> I am extending my apologies on behalf of myself and Mario Millo. As I mentioned to the council contact last week before the meeting date was confirmed, we were not going to be available on 15th May as we are out of Sydney. We are really sorry not to be there to support our neighbours, Frasers and the Council to come up with a viable plan to take to the Geographical names board.
>>
>> We would like to contribute the following to the discussion, which I will ask Tim Nash to speak about on our behalf.
>>
>> We are grateful for the councils support in this matter to support the Mayor in appealing to the Geographic Names Board to look into and consider changing the name back to the original known name of Putney Hill Drive.
>>
>> We are extremely pro re-instating the name Putney Hill Drive. This is not about rejecting any other street name, but more about retaining the name Putney Hill somewhere on the estate, as this is the dream estate we bought into and it will disappear entirely if the name is not re-instated.
>>
>> We have been told by Council that the Geographic Names Board changed the name as it was too similar to Putney Parade. We would like the council to challenge the GNB on this lame explanation as you only have to look at any local map to see the similarities between street names in any locality and this rarely causes confusion.
>>
>> We protest that a decision like this can be made so lightly by the GNB who probably consist of one or two people at most sitting at computers making these decisions for everyone with no impact at all on their own lives as they don't live here. We feel that the council could object to Putney Hill Drive being rejected without the council being able to put a case forward for keeping the name.
>>
>> Finally, if this bid to keep the name Putney Hill Drive is unsuccessful, I would suggest that as an alternative, Council give very strong consideration to creating a suburb called Putney Hill within the Ryde district. I am sure that every single purchaser in the estate would be delighted to have an address which includes Putney Hill. (Similar example is Boronia Park in Hunters Hill council area, which consists of less than a dozen streets and mostly single family homes, so, much less of a population than Putney Hill Estate will be when it is completed).
>>
>> Thank you to everyone for your time and assistance in this matter.
>> Best regards,
>> Liz & Mario Millo

ITEM 3 (continued)

ATTACHMENT 2

14 May 2014

TO WHOM IT MAY CONCERN

I wish to extend my apologies for not being able to attend the above meeting as I do not arrive back in Ryde until after 7 pm due to work commitments.

My husband, Paul Dawson, will be attending and will also be supporting my views at this meeting.

We have had a very exciting journey purchasing our new home within the "Putney Hill Estate". Our first disappointment was to learn that this estate was not going to be recognised as a Putney suburb.

To later find out that the only recognition of this estate with the name "Putney" being the "Putney Hill Drive" had been changed, without any consultation, to Lardelli Drive was devastating.

I request that the name "Putney Hill Drive" be reinstated to allow the many purchasers of this Putney Hill Estate an affinity to that name.

Regards

Lynda Dawson

ITEM 3 (continued)

ATTACHMENT 2

Hi,

I am unable to make this Thursday's meeting at 6pm.

Here are my comments

I feel I have a right to pass on my opinion on the street name change from Putney Hill Drive to Lardelli Drive.

I have a very strong affinity with Putney / Ryde area, I currently live in Bennelong Way, I was born in Putney, attended the local schools - Putney & Malvina (now Ryde Secondary College), I raised my family in Putney and my son attends Ryde Secondary College. My father worked on the Weemala 1969 modifications, my great aunt was a cook at Mount St Margaret's, my Putney school friends adjusted their horses on the paddocks.

The next phase of this historic area is the residential development which has been advertised, publicised in the local media as Putney Hill for more than 3 years. The new development is 200 odd metres from Putney Village.

Street names historically represent the area they reside and Putney Hill Drive is a very apt description of the roadway that winds up a steep hill so typical in the Putney area.

I do not agree with the argument that Putney Parade, Putney and Putney Hill Drive, Ryde are similar.

For 6 weeks my Sydney Morning Herald was delivered to Bennelong Parkway, Homebush
Why did the Geographic Board allow Bennelong Way when it is so close to Bennelong Parkway ?

Today there are numerous examples in Ryde of duplicate / similar names -

Railway Parade, Eastwood and Railway Road, Meadowbank

Riverside Avenue, Putney and Riverview Street, West Ryde

Rowe Street, Eastwood and Rowell Street, North Ryde

Typically street names have a close association with the area they are in and Putney Hill Drive name associates with the large residential development that is seen clearly by anyone traveling along Victoria Road.

The renaming of the roadway to Lardelli Drive occurred with no consultation with the current residents.

In the event that Putney Hill Drive cannot be allowed then please consider another name that represents the area as Lardelli Park already honors the longest serving Ryde Mayor Mick Lardelli.

a) (Hon.) Henry Moses, who donated Weemala in 1906

b) Weemala Drive (Weemala means expansive view) and Weemala is well known to any local

regards

ITEM 3 (continued)**ATTACHMENT 2**

Dear Ryde City Council,

My partner and I are quite shocked by the recent name change of Putney Hill Drive to Lardelli Drive. We are future residents to the area and will be affected by the name change. The changing of the name never involved the community and most importantly the residents that live or will be living there. We had been told by developers that the name would in fact be Putney Hill Drive. I recently searched the Geographic Names Board and found that no name has been registered on their website for either Putney Hill Drive or Lardelli Drive.

As mentioned in the following article (<http://www.weeklytimes.com.au/new-sign-isnt-up-their-street/>), the name change is affecting the connection of services, mail and places the residents there at risk due to confusion with emergency services.

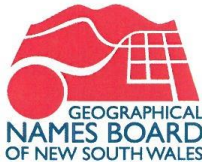
The name Putney Hill Drive should be restored. The Council's Group Manager Environment and Planning Dominic Johnson has no right to make this decision on his own without consultation of the community.

Regards,

Stephen Tan
Concerned Future Resident

ITEM 3 (continued)

ATTACHMENT 3



PO Box 143
Bathurst NSW 2795
T: 02 6332 8214
F: 02 6332 8217
E: gnb@lpi.nsw.gov.au
www.gnb.nsw.gov.au

Your Reference:
Our Reference:
Contact Officer:
Telephone No:
Email:

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

ATTENTION: Lindsay Mason

Dear Lindsay

RE: Road Naming Objection – Putney Hill Drive

With reference to your email dated 6 May 2014 appealing the objection raised by The Geographical Names Board (the Board) to the use of the road name Putney Hill Drive in the Ryde Local Government Area.

The Board at its meeting held on 20 May 2014 considered Council's correspondence and resolved to uphold the objection to the use of Putney Hill Drive as it is similar with the already in use Putney Parade which is located in the suburb of Putney.

The use of the word 'Putney' could cause confusion as it implies that the road has an association with the suburb of Putney when in fact it is located within Ryde. There is also no official geographic feature called 'Putney Hill' there for the name could be construed to be promoting the estate of "Putney Hill".

NSW Road Naming Policy Principle 5 – Acceptable Road Names, Commercial and Business names shall not be used, particularly where the name can be construed to be promoting the business.

If you require any further advice on this issue please feel free to contact this office on 02 6332 8214.

Yours faithfully

 21/5/2014

Rhet Humphrys for
Kevin Richards Acting Secretary
Geographical Names Board of NSW

4 PUBLIC LIABILITY COVER FOR SMALL INCORPORATED BODIES

Report prepared by: Manager - Risk and Audit

File No.: GRP/09/7/8 - BP14/541

REPORT SUMMARY

At its meeting on 25 February 2014, Council resolved as follows:

That the Acting General Manager review the mandatory requirement for public liability insurance cover, for hire of Council's halls and meetings rooms as it relates to small incorporated groups, particularly when the use of facilities is for low risk activities.

This report recommends that Council retains its current policy position in relation to the requirement that all incorporated bodies carry a minimum level of insurance coverage. This is in accordance with external advice received from Council's insurance broker. It is also in recognition of the need to protect the individual office bearers of incorporated bodies from potential personal claims in the event of an incident occurring. It is also proposed that a reduction from the \$20 million indemnity requirement to \$10 million for small incorporated groups be introduced.

RECOMMENDATION:

- (a) That in accordance with the advice received from Council's insurance broker, Council retain its current policy position in relation to the mandatory requirement for separate insurance cover being required for all incorporated bodies.
- (b) That Council reduce the required level of cover to \$10 million from \$20 million for small incorporated groups based on the definition of Category 4 unfunded non-profit Groups in Council's Fees and Charges schedule, who undertake low risk activities.
- (c) That the current review of Council's Community Grant Policy include purchase of public liability cover when exploring options to assist the establishment of emerging and small community organisations.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

John Schanz
Manager - Risk and Audit

Report Approved By:

Roy Newsome
Acting General Manager

ITEM 4 (continued)**Discussion**

At its meeting on 25 February 2014, Council resolved as follows;

That the Acting General Manager review the mandatory requirement for public liability insurance cover, for hire of Council's halls and meetings rooms as it relates to small incorporated groups, particularly when the use of facilities is for low risk activities.

This matter has been reviewed by the Risk and Audit unit in conjunction with Council's Insurance brokers Jardine Lloyd Thompson ('JLT').

Background

Whenever Council is approached for the hire of Council Halls, meeting rooms or other venues it has certain conditions that must be met by the venue hirer. One of the conditions of hire relates to the hirer having the appropriate level of Public Liability Insurance. This is required to be to the value of \$20 million. An exception to this rule is available to 'casual hirers' whose exemption to holding their own Public Liability Insurance is defined under the conditions of hire as follows;

Insurance

Any hirer who is unable to effect or take out such insurance will notify the Council of such inability at the time of application to use a Venue. In this event, Council may be able to provide public risk insurance of \$20,000,000 for designated casual hirers. Such insurance will include a \$2,000 excess which must be paid by the hirer in the event of a claim arising.

The provision of insurance by Council is subject to the following. Incorporated Bodies, Sporting Clubs or Associations of any kind or profit making / commercial / money raising activities cannot be covered through Council's insurance arrangements and must produce their own cover.

Casual hirers are currently charged an insurance coverage fee of \$60.50 (2013/14 fees and charges) per hire under Council's Casual Hirers Public Liability policy.

This is also reiterated in Council's Casual Hirers Insurance Policy which gives a definition of what is considered to be a casual hirer;

1.1 Casual Hirer

Means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or 12 times per calendar year.

ITEM 4 (continued)

This was confirmed with Council's Insurance broker (Jardine Lloyd Thompson ('JLT')) who confirmed the following;

"The intention of the policy is to provide cover for those organisations or groups which are not "a sporting body, club, association, corporation or incorporated body".

The reasoning behind this is that incorporated bodies may be required to hold insurance under their applicable legislation as well as part of their corporate governance obligations.

JLT and insurers have tailored this policy specifically for 'Casual Hirers' who are not required to do this or do not have any obligations to purchase insurance other than by Council for events held on or in Council owned properties.

The application of Council's current conditions of hire is in line with the insurance policy requirements. If Council was to move away from its current conditions of hire, there would be a risk that would leave Council exposed in the event that a 'sporting body, club, association, corporation or incorporated body' was granted access to a venue without holding a separate public liability policy.

In the event that an incident did occur involving an uninsured incorporated body (where Council was not negligent), any liabilities would be assumed by the incorporated body. This could result in the office bearers potentially being held personally liable for any losses arising from the incident. In this event, Council could also be 'joined' in the claim as it was at a Council venue.

In this instance, Council would be classified as a 'Prudent Uninsured' whereby even though Council has its own Public Liability and Casual Hirers policy, these policies would not be able to be claimed upon and Council would therefore be liable for any loss arising from the claim.

Furthermore, even if Council were able to consider the application of the removal of the separate Public Liability Insurance requirements for small and less risky ventures, from a practical viewpoint a complication would be in the form of an additional administrative load that would be placed upon Council's resources. This would require an assessment to be done upon application, including the checking of relevant legislative requirements, deeds of incorporation and separate risk assessment of the nature of the activities being undertaken. Parameters would also need to be set determining the definition of a small, less risky body.

ITEM 4 (continued)**Availability of Public Liability Insurance for small incorporated bodies**

The Risk and Audit unit, through discussions with JLT, has determined that Public Liability Insurance is readily available for any type of community group or association. This is of course, dependent upon the nature of the activities being undertaken but for a small incorporated body this would be estimated to be available at a cost of between \$500 and \$1,000 per annum. This is based on coverage of \$10 million which is considered to be adequate by Council's Brokers for this type of activity. Any reduction in the level of insurance cover would only result in minimal cost reductions to the incorporated body and JLT advise that they only offer \$10 million cover, as a minimum, or a higher level of cover.

It is recommended in this report that Council reduce its required level of indemnity from \$20 million to \$10 million for smaller incorporated bodies.

Examples of the types of bodies eligible for this type of cover include:

- Progress Associations
- Senior Citizens Groups
- Social Clubs
- Amateur Sporting Groups
- Hall Management Committees
- Community and Neighbourhood Houses
- Street Parade Organising Committees
- Resident Associations
- Community Concert Bands
- Literacy Groups

Any association / incorporated body with other activities than those shown above can contact JLT or a range of insurers to provide a public liability cover at a reasonable cost.

Review of Community Grants Policy (current)

Council is currently reviewing its Community Grants Policy and one of the objectives of the Review Project is to explore opportunities to assist small and emerging organisations to become established. The issue of insurance for small and emerging groups can be considered in this context. The review is currently exploring options for Council's consideration and consultation. Staff managing this review have indicated that a solution to this issue can be canvassed as part of this review. This is incorporated in part (c) of the recommendation of this report.

ITEM 4 (continued)**Options Available**

1. For Council to retain its current position in relation to the necessity for all incorporated bodies to hold Public Liability Insurance to the value of \$20 million. This option is not recommended.
2. For Council to retain its current position in relation to the necessity for all incorporated bodies to hold Public Liability Insurance, however the level of indemnity can be reduced to \$10 million for small incorporated groups based on the definition of 'Category 4 - unfunded non-profit groups' in Council's Fees and Charges Schedule, who undertake low risk activities. This option is recommended.

Financial Implications

Adoption of the recommendation will have no financial impact.

Consultation with relevant external bodies

Council's insurance brokers (Jardine Lloyd Thompson) have been consulted in relation to this issue.

5 DRAFT CUSTOMER SERVICE CHARTER

Report prepared by: Acting Group Manager - Corporate Services
File No.: CUS/10/3/13 - BP14/528

REPORT SUMMARY

As part of Council's consideration of a possible Ombudsman System it was suggested that the development of a Customer Service Charter could assist the community in understanding the level of service that can be expected from Council and avenues available should that service level not be met.

As a result, a draft Customer Service Charter has been developed and is **ATTACHED**. It is recommended that Council adopt this Charter noting that it will be promoted to the community through channels such as the website, social media, on-hold call messages and the Mayor's Community Message. It is also proposed that staff would be provided training to support the principles of the Charter.

RECOMMENDATION:

- (a) That Council adopt the **ATTACHED** draft Customer Service Charter.
- (b) That the adopted Customer Service Charter be promoted to the community through the usual communication channels and other channels where appropriate.

ATTACHMENTS

- 1 2014-15 Customer Service Charter - draft for Council

Report Prepared and Approved By:

Shane Sullivan
Acting Group Manager - Corporate Services

ITEM 5 (continued)**Background**

At its meeting held 12 March 2013, Council resolved the following:

That a report for Council be prepared with options for an Ombudsman system that ensures citizens' complaints are dealt with fairly and impartially, that assists staff to focus on policies, guidelines and controls and which addresses systemic issues relating to poor administration, weak internal controls or unethical conduct within the Council.

The report should include consideration of the effective management of complaints and in particular how an Ombudsman system might be implemented by Ryde Council to:

- *impartially investigate complaints by citizens about poor administration, maladministration or misconduct by council staff or councillors (in an administrative capacity).*
- *reach resolutions that are fair and reasonable.*
- *If a resolution can't be reached, the Ombudsman provides advice to Council to facilitate a final decision.*
- *to provide guidance and education for staff and councillors about ethical decision-making, proper conduct, council policies.*
- *ensure learnings from complaints and feedback are utilised for continuous improvement in Council systems and processes.*

This report was provided to Council at its meeting held 11 June 2013 where Council resolved that this matter be deferred to a Councillor Workshop. It is noted that as part of the report provided by staff to the meeting on 11 June 2013 that it was recommended that a Customer Service Charter be developed.

The Councillor Workshop was conducted on 24 September 2013 and there was, from this Workshop, general support for the development of a Customer Service Charter.

Discussion

The purpose of a Customer Service Charter is to set out to our customers what services are provided by Council and to what standard of service. By providing transparency regarding service provision, a well implemented Charter can assist in improving access to Council's services and promote the quality provision of those services.

ITEM 5 (continued)

A useful Customer Service Charter tells customers the standard of service that can be expected and, importantly, sets out what action can be taken when performance does not meet those standards. It is noted that a Customer Service Charter also assists staff by clearly stating the customer service requirements and levels of accountability expected.

Industry best practice has identified that a Customer Service Charter should do the following:

- Set out clearly the standards of service customers can expect;
- Tell customers how they can complain when those expectations are not met;
- Inform customers how they can contact an organisation and get further information;
- Be accessible and easy to understand;
- Involve employees in its development; and
- Be honest, achievable and current.

Draft Customer Service Charter

In developing the **ATTACHED** draft Customer Service Charter a review was done of all NSW local government areas to establish whether they had a charter and what any charter included. Further research was done regarding the best practice principles in establishing a charter and some examples of well written and constructed documents.

Using this research a team of staff from all areas of Council with customer service interface was brought together to review the common elements of charters and identify the best elements from the charters collected. From this a draft was developed for further consultation with staff and the Executive Team. Particular focus was given to complaint avenues and CALD communities.

The draft Customer Service Charter includes the following:

- The aims of the City of Ryde with regard to customer service
- What customers can expect when contacting Council by phone
- What customers can expect when visiting the Civic Centre or Ryde Planning and Business Centre
- What customers can expect when contacting Council by mail, email or social media
- What customers can expect when they see City of Ryde staff in the community
- What customers can expect when visiting the City of Ryde website
- How customers can provide feedback regarding our performance

ITEM 5 (continued)

- What we will do to continue to improve the services provided
- What we expect from our customers
- How customers can contact the City of Ryde

It should be noted that Council's ability to deliver on the standards set out in the draft Customer Service Charter can be impacted by resource availability and significant changes in demand.

The key performance indicators that relate to the charter are the following:

- Number of CRM (Customer Request Management) requests actioned within time – this reflects the number of phone call requests completed or responded to within the required timeframe
- Number of TRIM requests actioned within time – this reflects the number of mail and email requests completed within the required timeframe
- Average customer wait time – this reflects the average customer wait time when calling 9952 8222.
- Percentage of calls resolved at the first point of contact – this reflects the number of enquiries to 9952 8222 resolved by the answering Customer Service officer.
- Average customer wait time (Civic Centre and Ryde Planning Business Centre) – this reflects the average customer wait time for face to face customer enquiries.
- Results from customer satisfaction surveys, community satisfaction surveys and mystery shopper reports.

The performance indicators are reported to Council quarterly. They are monitored more regularly by staff. For example, the average customer wait time is monitored daily. Where appropriate staff are accountable for delivery with regard to these key performance indicators and their performance is assessed with consideration on their ability to consistently deliver.

Implementation and promotion of a Customer Service Charter

Should Council resolve to adopt the **ATTACHED** draft a number of actions have been identified to embed and promote the charter.

It is proposed that training would be provided to all staff who have customer interactions to make them aware of the charter and to have the necessary skills to provide quality customer service. In addition, the accountabilities and requirements for provision of customer service will be reflected in the responsibilities for positions as appropriate. It is noted that this is already the case with regard to many positions.

ITEM 5 (continued)

It is also proposed that the adopted Charter would be translated into the community languages to make it more accessible to the Ryde community.

Promotion of the charter is proposed through a number of avenues including social media, Council's website and the Mayor's Community Message. It is also proposed to include a reference to the Charter as part of the current on-hold messaging advising customers of its existence and where they can go to obtain more information.

Copies of the charter would also be placed at customer service interface points and fliers will be developed for provision to customers as required.

A key element of any Customer Service Charter is that it is current and as a result, the charter would be reviewed as required but at least annually.

Financial Implications

Adoption of the recommendation will have no financial impact. Funds for the provision of training and translations are available from within the current budget provisions.

Options

Council may resolve not to adopt a Customer Service Charter.

It is noted that the performance indicators and standards in the Charter are currently reflected in Council's adopted Delivery Plan. In addition, Council has an adopted Complaints Management process that operates effectively and efficiently. As a result, it may not be considered necessary to duplicate these standards and processes in a further document.

In addition, in Council's current financial position and the increasing pressure on Council resources, serious consideration needs to be given to the ongoing ability to deliver against the current performance standards. It may not be appropriate to adopt a Customer Service Charter outlining the standards at a time when the organisational capacity to deliver against that standards is diminishing. In fact, doing so may be counter-productive and result in decreased customer service satisfaction levels.

ITEM 5 (continued)

ATTACHMENT 1



At the City of Ryde we value our customers

Our customers are our residents, visitors, ratepayers, businesses, workers and shoppers.



Our Aims

We will engage and consult with our customers on issues that affect them.

We will listen to our customers. We will provide explanations for our decisions.

We will be honest, courteous and professional in our dealings with you. We will provide you with accurate, consistent and timely information using plain English.

We will be accountable for the information and service we provide.

We will listen carefully to your needs.

We will respect your privacy.

We respect the diversity of our community.



On the Phone

We will answer your calls promptly and will continue to measure our performance in this area.

Sometimes, during periods of heavy volume the wait time may be longer.

We aim to have your enquiry addressed by the first person you speak to. We resolve approximately 85% of calls at the first point of contact.

We will return your call within two working days if you leave a message. We will respond to urgent calls received outside of business hours in a timely manner.

We record calls received at our Customer Service Centre and use those recordings for staff development and training. We will not record your call if you ask when we answer the phone.



At the Civic Centre or Ryde Planning and Business Centre

We will assist you as soon as possible and our goal is that you will wait no more than five minutes.

We aim to have your enquiry addressed by the first person you speak to.



Mail, email and Social Media

We aim to respond to your letters and emails within 10 working days.

We aim to acknowledge Social Media enquiries posted on our official channels between 8.00am – 4.00pm, Monday - Friday on the same business day (excluding public holidays). Social media enquiries posted outside of these times will be acknowledged the following business day.

For Social Media enquiries, we may request more information and ask for alternate contact details such as email or phone in order to more accurately respond to your request.

Complicated enquiries may take some time to resolve, but we will keep you up to date on the progress.



Our Website

We will make every effort to provide accurate information and will update our website regularly.

We encourage you to provide feedback both through, and about, our website.



Our staff and people who represent Council out and about

We will be easily identifiable when you see City of Ryde staff in the area.

We will assist you where possible and if we can not assist you we will direct your enquiry to the right person or area.

We will be on time for scheduled meetings with you and if we are running late or need to cancel we will call and let you know.



We want your Feedback

We encourage feedback about the services we provide, both compliments and complaints.

We will use that feedback to improve our services and the way we serve our customers.

We are committed to delivering quality customer service and to communicating effectively with our community. We realise that sometimes, despite our best efforts, you may not be happy with the way we have performed.

We view feedback as a valuable opportunity to review policies, procedures and practises and make changes where necessary. We take feedback seriously (compliments, suggestions and complaints).

Your feedback regarding your dealings with the City of Ryde can be provided by letter, email, verbally (in person or over the telephone) or by completing the feedback form on our website: www.ryde.nsw.gov.au/FeedbackForm.



Our Future

We will continue to explore and implement ways to make our information and services more accessible for our community.

We will develop online systems. We will use new technologies available to us to make it easier for our customers.

We will continue to strive for excellent customer service and we will listen to your feedback when we do not meet your expectations.

ITEM 5 (continued)

ATTACHMENT 1



What we expect from our Customers

We expect that our customers will treat staff and other customers with respect and courtesy.

We expect that customers will provide the information we need to assist them and that they will listen to the information we provide.

We expect that customers will be able to understand that sometimes we will not be able to give them the answer they want. But we will explain the reasons and deliver the information in an honest, respectful and courteous manner.

We do not expect to be offered gifts for providing our services, a Thank you is enough.

We expect that our customers will respect the diversity of our community.



Contact us

In Person

Customer Service Centre
Civic Centre
1 Devlin Street, Ryde, NSW 2112
Open Monday to Friday, 8.30am - 4.30pm
(Note: second Thursday of each month hours are 10.00am - 4.30pm)

Telephone Enquiries

Customer Service Call Centre
Phone: **9952 8222**
Open Monday to Friday, 8.00am - 5.30pm
(Note: second Thursday of each month hours are 10.00am - 5.30pm)

After Hours Assistance

Phone: **9952 8222**

Postal Address

All correspondence should be addressed to the
General Manager
Locked Bag 2069
North Ryde NSW 1670

Other Contact Details

Email: cityofryde@ryde.nsw.gov.au
Fax: **9952 8070**

Ryde Planning and Business Centre

A specialist support service for planning, development and business.

1 Pope Street, Ryde (corner Pope and Devlin Streets, within Top Ryde City shopping centre)
Open Monday to Friday, 9.00am to 5.00pm
(Note: second Thursday of each month from 10.00am and first Saturday of each month - 9.00am - 1.00pm)
Online bookings: www.ryde.nsw.gov.au/rpbc

Language Assistance

Translating and Interpreting Service: **131 450**

We also have some staff trained as Language Aides to assist you in languages other than English. Please ask when you arrive or call.

Compliments and Complaints

Coordinator Feedback and Business Improvement: **9952 8222**

Privacy Management Complaints: Manager, Customer Service and Governance: **9952 8034**

Public Officer: General Counsel: **9952 8080**

Access to Information (Government Information (Public Access) Act)

Information Access Officer: **9952 8079**




Twitter.com/CityofRyde
Facebook.com/CityofRyde
Instagram.com/CityofRyde
Pinterest.com/CityofRyde
YouTube.com/CityofRydeCouncil
www.ryde.nsw.gov.au/eNews

Customer Service C H A R T E R

"At City of Ryde we value our customers"



 **City of Ryde**
Lifestyle and opportunity
@ your doorstep

6 GENERAL MANAGER RECRUITMENT - Recommendations Regarding The Process for Recruitment of a General Manager

Report prepared by: Manager - Human Resources
File No.: HRS/07/5/30/1 - BP14/631

REPORT SUMMARY

At its meeting on 13 May 2014, Council resolved (inter alia) as follows:

- (b) *That Council commence a merit based recruitment process for the position of General Manager. If Council supports this option a further report to Council would be provided outlining the recruitment process for Council's confirmation.*

This report outlines the recommended process for this recruitment activity and estimated time frames for the major milestones in this process. **ATTACHED** is the recommended Expression of Interest (EOI) document to be published with a view to requesting submissions for this work on Council's behalf.

Council should note that it is proposed the staff coordinating this recruitment activity on behalf of Council will be the Manager - Human Resources, Melissa Attia, and the Manager - Risk and Audit, John Schanz.

It is recommended that Council endorse the process outlined in this report and that Expressions of Interest be called for in relation to this matter.

RECOMMENDATION:

- (a) That Council endorse the process and approximate time frames outlined in this report for the recruitment of the General Manager.
- (b) That the **ATTACHED** Expression of Interest (EOI) document is endorsed and is to be published immediately following endorsement of the outlined process.
- (c) That the recommended providers as set out in this report be contacted and requested to provide a submission in response to the (EOI) documents.

ATTACHMENTS

- 1 EOI Brief City of Ryde General Manager June 2014

Report Prepared By:

Melissa Attia
Manager - Human Resources

Report Approved By:

Shane Sullivan
Acting Group Manager - Corporate Services

ITEM 6 (continued)**Discussion**Selection of Providers

It is recommended, for purposes of probity, that the recruitment for the position of General Manager be conducted by an external provider; suitably experienced and qualified in the appointment of senior executive positions. It is also proposed that such agency should be engaged through a competitive process, calling for Expressions of Interest from suitable providers listed on the Local Government Procurement (LGP808-2). Again, for the purposes of probity, it is appropriate that Council draw from the Local Government Procurement preferred providers list.

It is recommended that the following providers from this list be contacted with respect to making such a submission:

- Chandler MacLeod Group Limited
- Hays Specialist Recruitment (Australia) Pty Ltd
- Local Government Appointments
- McArthur
- Michael Page International (Executive Division)
- Randstad Pty Ltd

The above providers have been selected from the LGP list based on the fact that they have divisions specialising in the recruitment of senior executive roles.

Six providers have been chosen as this quantity has worked well with similar processes in the past. From the six submissions received, the list will be reduced to three after the initial scoring by Councillors. Then the three remaining providers would be invited to make a presentation to be scored by the recruitment panel, with the results of the scoring determining the provider to be engaged.

Composition of Panel

The recruitment of such a position generally requires that a panel be formed consisting of Councillors to conduct interviews with the candidates and subsequently make a determination regarding the appointment of their preferred candidate.

In order to ensure transparency, it is recommended that the panel consist of all Councillors. However, it is appreciated that it will not be possible for all Councillors to be present at all points of the recruitment process. In the case where a decision is required to be made and not all Councillors are present, a quorum consisting of a minimum of seven Councillors must be reached.

ITEM 6 (continued)

As a guide, the significant decisions that will need to be made during the process are:

- The initial shortlisting of providers,
- The appointment of the preferred provider,
- The shortlisting of candidates (determining those to be interviewed); and
- A decision regarding the preferred applicant.

The table below indicates the approximate times during which the above activities will occur. As much notice as possible will be provided to Councillors prior to all meetings and workshops, in order to facilitate the highest degree of Councillor involvement in the recruitment of the General Manager.

Where a meeting or workshop is held in which there is no requirement for a decision to be made, a quorum will not be required and the process will be deemed to have continued so as to avoid any unnecessary delay.

For the purposes of interviews with the shortlisted candidates it is proposed that all Councillors are invited to attend these interviews. Whilst it is appreciated that it may not be possible for all Councillors to attend the interviews, it is recommended that to ensure a holistic view of each candidate is obtained at interview, that at least six Councillors (and these should be consistent for each candidate and each interview) are present in this stage of the process.

It is recommended that following the appointment of the provider, a determination is made regarding the composition of the interview panel. This is required to ensure consistency of attendance at every interview and it is therefore recommended that the panel be comprised of a minimum of six Councillors. It is proposed that instructions regarding the composition of the interview panel be provided to the Manager Human Resources along with details regarding the availability of all panel members so that interviews with the shortlisted candidates can be scheduled well ahead of time.

Suggested Time Frame

The following table is an approximation of the time frame suggested for the recruitment process (based on previous experience with Executive positions).

ITEM 6 (continued)

Action	Participants	Date of Completion
EOI document published and providers contacted	Manager Human Resources / Manager Risk and Audit	13 June 2014
Deadline for submissions	Providers	27 June 2014
Councillors' confidentiality declarations and initial scoring of submissions	Councillors	11 July 2014
Three shortlisted providers presentations to panel (Workshop – 22 July 2014)	Councillors and shortlisted providers	25 July 2014
Successful provider engaged	Councillors, Manager Human Resources and Manager Risk and Audit	28 July 2014
Advertising period	Selected provider	29 July 2014 – 15 August 2014
Shortlist provided to panel	Selected provider	5 September 2014
Candidate interviews with panel	Councillors	19 September 2014
Reference checking	Selected provider	26 September 2014
Determine appointment (Council report)	Council	14 October 2014
Negotiations and offer	Council and selected provider	24 October 2014
Commencement of General Manager	Preferred candidate	1 December 2014 (dependent on required notice period in current employment)

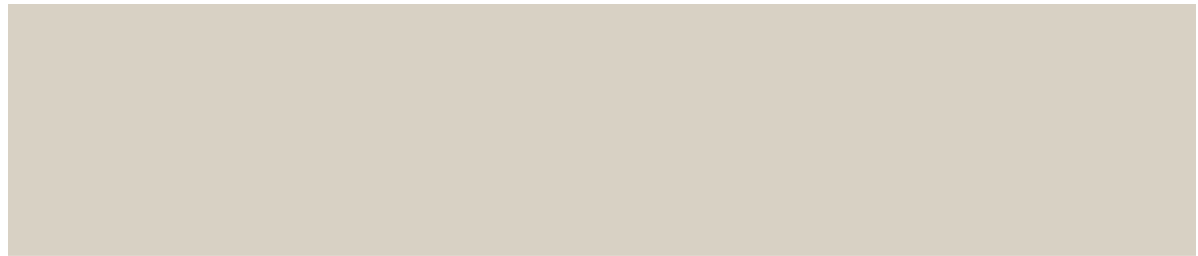
Whilst this is the anticipated schedule, any delay in reaching a decision during the process will result in an extension to the above time frames.

Financial Implications

It is estimated that engaging an agency to undertake this recruitment activity will cost Council in the range from \$40,000.00 to \$70,000.00. Adoption of the recommendation to proceed using a recruitment provider will have no financial impact as the cost of undertaking this exercise will be covered by salary savings made since this position has been vacant.

ITEM 6 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



**Expression of Interest -
Provision of specialist recruitment services
for the recruitment of the General Manager at
City of Ryde.**

COR-EOI-#/14

Closing Date – 4.30pm
[Date]

ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

Foreword**Expression of Interest Documents**

The Expression of Interest documents have been structured into the following sections.

- Section A – Introduction and Conditions
- Section B – Returnable Schedules

Section A - provides a brief overview of the background of the City Of Ryde and the requirement for the Expression of Interest. This section also outlines the conditions under which the Expression of Interest will be governed.

Section B - provides the returnable schedules which must be completed and returned to Council for evaluation. If any of these returnable schedules are not returned the Expression of Interest may be declared to be non-conforming.

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ITEM 6 (continued)

ATTACHMENT 1



SECTION A – INTRODUCTION AND CONDITIONS

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ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

Section A - Introduction

The City of Ryde has a rich history with traditional Aboriginal owners on the land being the Wallumedegal clan of the Dharug people.

The City of Ryde is located in Sydney's north-western suburbs 12 kilometres from the Sydney CBD. Set in scenic surrounds between the Parramatta River and Lane Cove River, we are connected to other parts of metropolitan Sydney via major road systems, rail, bus and ferry services and bounded by neighbouring local government councils.

Council anticipate that respondents, by assisting in the process improvement and total quality management processes, will ensure that Council achieves the best value for money solutions for the acquisition of products and services.

1.1 Introduction to Expression of Interest

The position of General Manager at City of Ryde has been vacant since the resignation of the former General Manager on 22 February 2013. As a result, City of Ryde is seeking a new General Manager to be appointed for a five year term. Expressions of Interest are sought from suitably qualified providers to work with Council in recruiting for this critical senior staff role.

It should be noted that recruitment process and subsequent appointment must conform to legislative requirements applicable to Local Government, with the decision for the appointment of the successful candidate for the role of General Manager, to be made by the whole of Council.

1.2 Scope of Services Sought

City of Ryde is looking for a suitably skilled, experienced and qualified provider to provide professional recruitment services for the recruitment of a new General Manager. The services required include, but are not limited to:

- Advertising
- Shortlist of candidates
- Facilitation of shortlist interviews with Council
- Reference Checking
- Liaison between Council and candidates as appropriate

1.3 General

The intention, subject to the terms of this Expressions of Interest ("EOI") is to form a short list of suitably qualified respondents who will then be invited to participate in a further process in order to identify a suitable provider of the required services. This second phase may include the preparation of a detailed response and the attendance at interview(s) conducted by the selection panel, which will consist of the whole of Council.

1.4 Management

Responsibility for day to day management of the EOI has been assigned to Melissa Attia, Manager Human Resources, to monitor progress and serve as a contact point.

Any correspondence and queries regarding this EOI document can be directed to Manager Human Resources, Mrs Melissa Attia. Contact details are provided below:

ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

Melissa Attia
Phone: 02 9952 8072
Mobile: 0478 322 133
Email: melattia@ryde.nsw.gov.au

1.5 Key Milestones

Program schedule to be completed:

The following dates provide an approximate time frame in which City of Ryde anticipates each of the steps in the recruitment process will be completed for the General Manager's position:

- Provider appointed – 28 July 2014
- Advertising Commences – 29 July 2014
- Initial assessment of candidates provided to Council – 5 September 2014
- Interviews held – 19 September 2014
- Appointment ratified by Council – 14 October 2014

1.6 Submission

The Submission is to be submitted in accordance with the following conditions.

Lodgement and Closing Date

Council will be utilising the e-Tendering portal provided through Tenderlink for this Submission. Submission documents can be obtained by registering on the e-Tender portal at <http://www.Tenderlink.com/ryde>

If you experience difficulties accessing this website please contact the Tenderlink helpdesk on 1800 233 533.

Contract enquiries should be directed to Melissa Attia via the online forum accessed on the portal. Requests for additional information may be made via the online forum at www.Tenderlink.com/ryde

Completed submissions should be lodged in the Electronic Submission Box at www.Tenderlink.com/ryde (preferred) by the time and date nominated using the attached word version of the returnable Schedules. Respondents will receive a Successful Submission Receipt timed and dated upon completion. Should assistance be required please use the online manual on the portal under Support/Online Manuals/Making a Submission or contact Tenderlink Customer Support on 1800 233 533 or email support@Tenderlink.com.

Respondents should be aware that Tenderlink advises that the submission of tender responses should be commenced at least one hour before the advised closing time.

The nominated closing time and date is 4.30pm, Tuesday [Date].

Alternatively, responses can be submitted in a sealed envelope and endorsed with the Submission title; number and closing date, and placed in the Submission Box located at the following address by the nominated time.

The Tender Box
Ground Floor, Civic Centre
1 Devlin Street

ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

Ryde NSW 2112

It shall be posted in sufficient time to be received before the closing date and time.

A Submission received by facsimile will not be accepted. Failure to comply with these conditions may lead to the Submission not being considered

1.7 Late Submissions

A submission lodged after the stipulated closing time shall be deemed late. A late quote shall be excluded from consideration unless it can be clearly established to the satisfaction of City of Ryde that it was dispatched in sufficient time to be lodged in the Submission Box before the time and date named in the advertisement or other invitation for submission of Submissions. Late Submissions will generally not be considered for acceptance if they are:

Hand delivered, including courier delivered; or received through Australia Post unless the envelope is clearly postmarked or stamped prior to the time and date of Submission closing

1.8 Enquiries

All correspondence and queries regarding this invitation document are to be directed to the Tenderlink online forum. Contact details are provided below:

The On-line forum can be accessed at www.Tenderlink.com/ryde

Melissa Attia, Manager Human Resources can be contacted on 02 9952 8072 for clarification if necessary.

1.9 Number of Copies (Hard Copy Submissions)

If submitting a hard copy into the Submission box, respondents must submit an original along with one copy of the Submission (**total 2 copies to be submitted**). They must be marked "original" and "copy" respectively. The Respondent must also lodge a copy of their submission (scanned in PDF format). The Respondent must ensure that the copy is a true copy in all respects. In the event of any discrepancy, the original will prevail.

1.10 Submission Box Lodgement by Facsimile Machine

Lodgement of submissions by facsimile is NOT acceptable and will be rejected in this case.

1.11 Opening of Submissions

Council will only open the Submissions after the closing time. The Submissions will be opened by a minimum of two designated Council Officers. Any member of the public may attend this opening of Submission.

1.12 Acceptance, Clarification and Evaluation of Quotes

Once submitted, a Submission may only be varied to provide further information by way of explanation or clarification or to correct a mistake or anomaly. Such variations shall not substantially alter the original Submission.

ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

The Council at its own discretion may accept Submissions, which do not conform strictly to all requirements of the tender documents.

The Council shall not be bound to accept the lowest or any offer nor shall the Council be responsible for the time or expense involved in the preparation of any Submission.

A Submission is not accepted until notice of acceptance is handed to the Respondent or is sent by prepaid post to, or left at the address stated in the Form of Submission, or transmitted by facsimile to the Respondent facsimile number.

1.13 Clarification of Submissions

The Council reserves the right to amend any document forming part of this invitation to quote at any time during the submission period. Any such amendments will be issued in the form of Notices to Respondent or Addenda.

A Respondent, who wishes to have any aspect of the documents issued for Submission, or the evaluation process clarified, should direct the inquiry in writing to the Contact Officer nominated in these Conditions of Submission. The Respondent must not rely on any information provided by any other officer of the Council. Any additional relevant information provided in response to such inquiries will also be communicated by means of Addenda or Notices to Respondent.

The Council may request the Respondent to clarify its Submission, after close of Submissions, during the evaluation process.

1.14 Consultancy Agreement

Respondents are requested to attach their standard Terms of Business. These terms will be assessed as part of Council's selection process.

1.15 Conditions

The City of Ryde is not bound contractually or in any other way to any Respondent in relation to this EOI. The EOI does not necessarily indicate an intention by City of Ryde to enter into legal relations with any Respondent. The EOI and any conduct or statement whether prior to or subsequent to the issue of this document is not and must not be deemed to be: an offer to contract; or a binding undertaking of any kind by City of Ryde (including, without limitation, quasi-contractual rights, promissory estoppel, or rights with a similar legal basis).

The request is issued subject to the conditions set out in this EOI, and by responding to this EOI all Recipients and Respondents agree to be bound by these conditions.

The City Of Ryde may require a respondent to complete additional disclosures or agreements when provided with access to information systems and/or records.

Important Note:

Returnable documents: The Respondent shall submit a response which includes all returnable schedules (pricing schedules must be returned in the supplied format), including the Respondents Form completely filled in and signed, together with any other documents, information and details necessary to make the Expression of interest complete.

ITEM 6 (continued)

ATTACHMENT 1

COR-EOI-#/14

1.16 Confidentiality

Any information disclosed or obtained from either Council or the Respondent about this Submission/quote must be kept strictly confidential except in the situations where disclosure is:

- a) necessary in the process of assessing Submissions, or
- b) where Council discloses all or part to any of its advisers and consultants or where Council publishes in its business papers, quoted prices and other details of the quote as may be required and permitted by law.
- c) under compulsion of law or it is already public knowledge, or
- d) with the written consent of Council

1.17 EVALUATION OF SUBMISSIONS

Submissions will be evaluated on the basis of the criteria specified in these Conditions of Tender and the information provided by the Respondent in the Submission Schedules. A Respondent should not place any significance on the order in which the criteria are listed nor should it be assumed the criteria have equal weight or significance.

Council will compile a short-list of candidates following evaluation of the submissions and, if required invite each short-listed Respondent to attend an interview with Council. However there is no obligation on Council, legal or otherwise, to invite the Respondent to attend an interview.

Following evaluation of the submissions, and any interviews held, Council will make its decision.

The Council may treat any required detail in the Submission that is left out, illegible or unintelligible as failing to fulfil the relevant requirement.

Council is not bound to accept the lowest Submission or any Submissions submitted. Council, in its discretion, will accept one or more Submission/s that it determines provide the most advantageous result. Submissions will be assessed on "conformity to the documentation" and "value for money" (the most cost effective offer determined by considering all price and non-price factors relevant to the proposed contract) and the following assessment criteria (in no particular order or restricted to). The evaluation criteria may attract a weighting and/or be determined as being a mandatory requirement.

Selection Criteria

- | | |
|-----------------------------------------------------------------------------------------|--------------------|
| 1. Conforming Submission | (Schedules 1 to 6) |
| 2. Scope of services offered | |
| 3. Nominated rates and/or percentages for the provision of the service | (value to Council) |
| | (refer schedule 3) |
| 4. Nominated individuals for the project | (refer schedule 3) |
| 5. Demonstrated and proven experience of the consultancy in Executive level recruitment | (refer schedule 4) |
| 6. Approach and methodology of the respondent consultancy | (refer schedule 3) |
| 7. Experience in similar projects with referees | (refer schedule 4) |
| 8. Respondents standard terms of business (respondent to include) | |
| 9. Insurances | (refer schedule 5) |
| 10. Work Health and Safety systems | (refer schedule 6) |
| 11. Achieve timeframe | (refer 1.5 above) |

1.18 PUBLIC ACCESS TO INFORMATION

Respondents should note that the name of each Respondent will be presented in Council records and may be made public. This will include the apparent order of Submissions on the basis of Quoted price but without the specific amounts. The names of Respondent's will also be publicly

ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

posted in accordance with submission requirements under the **Local Government Act 1993 (the "Act")** and in accordance with the requirements of the **Government Information (Public Access) Act 2009 (the "GIPA Act")** the details of the Contract may be made publicly available in accordance with the terms of the **GIPA Act**.

1.19 CONTACT BY PROSPECTIVE RESPONDENTS

With regard to matters concerning this Submission, there shall be no Respondent initiated contact with Council after the Submission has closed and prior to the announcement of the successful Respondent. The only communication shall be at the initiation of Council for the purposes of clarification. The only exception to this is where the Respondent contacts Council (and with Councils consent) provides further clarifying information or corrects a mistake or anomaly. Any Respondent not complying with this clause will have their Submission rejected.

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ITEM 6 (continued)

ATTACHMENT 1



SECTION B – RETURNABLE SCHEDULES

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ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

SECTION B - RETURNABLE SCHEDULES**RETURNABLE SCHEDULES**

The following schedules **must be completed** as part of this request for Submission:

Schedule 1	Submission Form
Schedule 2	Statutory Declaration
Schedule 3	Approach and Methodology of Respondent Organisation
Schedule 4	Previous Experience
Schedule 5	Schedule of Insurances
Schedule 6	Work Health, Safety and Rehabilitation

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ITEM 6 (continued)
ATTACHMENT 1

COR-EOI-#/14

SCHEDULE 1: EXPRESSION OF INTEREST (EOI) FORM

I/We having read, understood and fully informed myself/ourselves of the contents, requirements and obligations of the request for EOI, submit this response for the performance by myself/ourselves of **the provision of specialist recruitment services for the position of General Manager** for the City of Ryde.

I/We hereby offer to supply the services described in the Submission at the prices offered as laid out in the Schedule of Prices and upon and subject to the key and standard conditions of Expression of interest and general conditions of contract set out in the Expression of Interest. This offer remains open for acceptance for 90 calendar days from the Submission closing date.

Name of Respondent	
Subsidiary Company (if applicable)	
Address of Respondent	
Postal Address	
Refer enquiries to: (name, telephone number and email address)	
Phone Number	Email / Fax Number
Legal Entity	ABN
Signature and Date	Official Position Held
Signature of Witness	Address of Witness

ITEM 6 (continued)

ATTACHMENT 1

COR-EOI-#/14

SCHEDULE 2: FORM OF OFFER (Respondent's Statutory Declaration)

I, [insert name]
of..... [address]
a director/authorised officer of [company name]
(ACN.....) (ABN.....) ("Respondent")

do solemnly and sincerely declare as follows:-

- that I am authorised by the Respondent to make this declaration:
- and I hereby declare that:

The Respondent wishes to provide a submission on the basis of the Response annexed to this Statutory Declaration and submitted in accordance with the Request for Expression of Interest (EOI).

- The Response to which this statutory declaration is appended has not been prepared with the benefit of:
 - information obtained from a current or former officer or employee of the City of Ryde
 - information otherwise improperly obtained from City of Ryde or any department or agency of the State
- The Respondent is aware that giving false or misleading information is a serious offence
- The Respondent through its officers, employees or agents, has/have not attempted and will not attempt, to influence improperly any officer or employee of City of Ryde in connection with the EOI process.
- The Respondent understands and agrees to all conditions including without limitation obligations and acknowledgments included in the EOI.
- The Respondent hereby:

Consents to and authorises the City of Ryde, its officers, employees, agents or advisers to seek any information, including financial information, required for the purpose of the EOI; and

- agrees to provide at the Respondent's expense reasonable assistance to City of Ryde to assist it in any checking it wishes to have undertaken under or in respect of the EOI.

I make this solemn declaration by virtue of the Statutory Declarations Act 1959 and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

..... (1)

ITEM 6 (continued)

ATTACHMENT 1



Declared at the day of 2013, before me

..... (2)

Notes: (1) Signature of the person making the declaration.
(2) Signature and title of the person before whom the declaration is made.

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ITEM 6 (continued)**ATTACHMENT 1**

COR-EOI-#/14

SCHEDULE 3: APPROACH AND METHODOLOGY OF THE RESPONDENT ORGANISATION**SCHEDULE – 3 REQUESTED INFORMATION****1. PROPOSED RECRUITMENT APPROACH**

Respondents are requested to outline their proposed approach for this assignment, including key activities, advertising strategy and anticipated interactions with Council.

2. SCHEDULE OF FEES

Respondents are requested to outline their schedule of applicable fees:

1. Recruitment Services
 - Percentage of Annual Total Remuneration Package (ATRP) (if applicable)
 - Flat fee
2. Advertising charges (if applicable)

Please nominate the basis for charging of any fees associated with advertising.

3. PROPOSED PERSONNEL

Respondents are requested to nominate key personnel likely to be involved in the provision of the services to Council and their background in conducting similar assignments.

4. CAPACITY OF THE RESPONDENT

Respondents must provide the following information:

A **BRIEF** overview of the Respondent's organisation in terms of its;

- o Size
- o Financial turnover
- o Years in operation in recruitment
- o Management structure
- o Technical capacity and capability in terms of Senior Executive recruitment
- o Quality systems

5. RESPONDENT STANDARD TERMS AND CONDITIONS OF BUSINESS

Respondents are requested to attach their standard terms and conditions of business. These will be assessed by Council as part of the evaluation process.

ITEM 6 (continued)

ATTACHMENT 1

COR-EOI-#/14

SCHEDULE – 4: PREVIOUS EXPERIENCE

Describe the organisation's experience in the provision of Senior Executive recruitment services referred to in the document of a similar nature during the last 5 years:

Note: Council reserves the right to make its own independent enquiries.

Professional Service

Client: _____

Contact: _____

Telephone: _____

Contract Value: \$ _____

Duration: _____

Description of the contract or task: _____

Professional Service

Client: _____

Contact: _____

Telephone: _____

Contract Value: \$ _____

Duration: _____

Description of the contract or task: _____

Professional Service

Client: _____

Contact: _____

Telephone: _____

Contract Value: \$ _____

Duration: _____

Description of the contract or task: _____

ITEM 6 (continued)

ATTACHMENT 1

COR-EOI-#/14

SCHEDULE 5: INSURANCES

The following insurances will be required and shall state details of current policies for these insurances.

WORKERS COMPENSATION OR PERSONAL ACCIDENT AND ILLNESS INSURANCE:

Insurance against any death of or injury to persons employed by the Service Provider as required by the Workers Compensation Act 1987.

ALTERNATIVELY: Where the Service Provider has **no employees** and in lieu of Workers Compensation Insurance, insurance for personal accident and illness under a policy.

Insurance Company: _____ Amount of coverage: As detailed above

Yes ✓	No X
-------	------

Policy Number: _____ Expiry Date: _____

PUBLIC LIABILITY INSURANCE

Insurance against the death or injury to any third party or parties or loss of or damage to any property including loss of use of property whether it is damaged or not whatsoever caused during the course of the contract. The policy shall have a limit of indemnity of not less than the amount indicated for any one occurrence, but shall be unlimited in the aggregate.

Insurance Company: _____ Amount of coverage: _____

Yes ✓	No X
-------	------

Policy Number: _____ Expiry Date: _____

PROFESSIONAL INDEMNITY INSURANCE

The policy must be in effect for a period of not less than 2 years after the completion of the work.

Insurance Company: _____ Amount of coverage: _____

Yes ✓	No X
-------	------

Policy Number: _____ Expiry Date: _____

ITEM 6 (continued)
ATTACHMENT 1

COR-EOI-#/14

SCHEDULE 6: WORK HEALTH SAFETY & REHABILITATION

Demonstrate commitment to WHS&R and understanding and acceptance of the principles of WHS&R.

SUBJECT		YES ✓	NO X
1.	Does the organisation have a WHS&R Management Plan as part of its overall management system? (If yes give details)		
	Is the WHS&R Management Plan accredited by a NSW Government agency or an accredited third party? (If yes give details)		
2.	Has WorkCover NSW issued the organisation with any Prohibition Notices, Improvement Notices or fines in the past 12 months? (If yes give details)		
3.	Is the organisation able to provide documented evidence that within its organisation, there are people or resources nominated to:		
	• Define WHS&R management policies and objectives, priorities and targets;		
	• Define the responsibilities of personnel for WHS&R matters;		
	• Identify system verification requirements and allocating human, technical and financial resources adequate to meet those requirements;		
	• Ensure compliance with WHS&R legislation and regulations;		
	• Keep abreast of changes in legislation and regulations;		
	• Acquire and disseminate WHS&R management information;		
	• Plan and conduct training in WHS&R management, including inducting new employees;		
	• Oversee the development and implementation of WHS&R procedures;		
	• Assess subcontractors' and suppliers' abilities to comply with WHS&R requirements;		
	• Ensure compliance with safe work practices and procedures.		

Note: Further information may be required to be submitted as substantiation.

CONFIDENTIAL ITEMS**7 REQUEST FOR TENDER - COR-RFT-04/14 - PROVISION OF BUSH
REGENERATION SERVICES**

Confidential

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

Report prepared by: Coordinator - Passive Parks and Streetscapes

File Number: PCM2014/8/4 - BP14/625

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**8 PROPOSED VOLUNTARY PLANNING AGREEMENT FOR 10 BYFIELD
STREET, MACQUARIE PARK**

Confidential

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

Report prepared by: Development Contributions Coordinator

File Number: LDA2013/220/001 - BP14/640

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