

**Meeting Date:** Tuesday 26 August 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 12 August 2014**

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**Report prepared by:** Section Manager - Governance**File No.:** CLM/14/1/4/2 - BP14/125

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**REPORT SUMMARY**

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

**RECOMMENDATION:**

That the Minutes of the Council Meeting 12/14, held on 12 August 2014 be confirmed.

**ATTACHMENTS**

- 1 Minutes - Ordinary Council Meeting - 12 August 2014

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Council Meeting  
MINUTES OF MEETING NO. 12/14**

**Meeting Date:** Tuesday 12 August 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, Li, Pendleton, Perram, Pickering, Salvestro-Martin and Simon.

**Apologies:** Councillor Yedelian OAM.

**Absent:** Councillor Petch (currently suspended).

**Staff Present:** Acting General Manager, Acting Group Manager – Community Life, Acting Group Manager – Corporate Services, Group Manager – Environment and Planning, General Counsel, Service Unit Manager – Project Development, Service Unit Manager – Governance, Risk and Audit, Service Unit Manager – Human Resources, Section Manager – Program Delivery, Mechanical and Essential Services Coordinator and Section Manager – Governance.

**PRAYER**

Reverend Michael Smith of the Eastwood Anglican Church was present and offered prayer prior to the commencement of the meeting.

**LEAVE OF ABSENCE**

Councillor Chung requested a Leave of Absence for the period 24 August 2014 to 29 August 2014 inclusive.

**RESOLUTION:** (Moved by Councillors Chung and Laxale)

That Council approve a Leave of Absence for Councillor Chung for the period 24 August 2014 to 29 August 2014 inclusive.

**Record of Voting:**

For the Motion: Unanimous

**DISCLOSURES OF INTEREST**

Councillor Simon disclosed a Significant Non-Pecuniary Interest in the Matter of Urgency – Pedestrian Safety, for the reason that his property backs onto Angas Street, Meadowbank.

**ITEM 1 (continued)**

**ATTACHMENT 1**

The Acting General Manager, Roy Newsome disclosed a Pecuniary Interest in Item 7 – Acting General Manager Arrangements – Confirmation of Advice from Office of Local Government, for the reason that he currently holds the position of Acting General Manager.

**TABLING OF PETITIONS**

No Petitions were tabled.

**PRESENTATION – COMMEMORATIVE PLAQUE FOR ERNA**

The Mayor, Councillor Maggio presented the President of ERNA, Anne Doring OAM and Committee Member Secretary Judy Watt with a plaque commemorating the 60<sup>th</sup> Anniversary of ERNA. The plaque recognises the work of the Committee and ERNA in providing commitment and leadership in the field of netball to the local community.

**MATTER OF URGENCY**

Councillor Pendleton advised that she wished to raise a Matter of Urgency regarding City of Ryde's submission on the Vegetation Clearing amendment to the Rural Fires Act.

Note: The Mayor, Councillor Maggio accepted this Item as an Urgent Item.

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

That Council consider a Matter of Urgency regarding City of Ryde's submission on the Vegetation Clearing amendment to the Rural Fires Act, the time being 7.40pm.

**Record of Voting:**

For the Motion: Unanimous

**MATTER OF URGENCY – VEGETATION CLEARING AMENDMENT TO THE RURAL FIRES ACT**

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

That the Acting General Manager write to the Minister of Environment and the members for Ryde and Lane Cove requesting their representation to the Minister for Police and Emergency Services and consideration of the City of Ryde's submission on the Vegetation Clearing amendment to the Rural Fires Act.

**Record of Voting:**

For the Motion: Unanimous

**ITEM 1 (continued)**

**ATTACHMENT 1**

**MATTER OF URGENCY**

Councillor Salvestro-Martin advised that he wished to raise a Matter of Urgency regarding pedestrian safety.

Note: The Mayor, Councillor Maggio accepted this Item as an Urgent Item.

Note: Councillor Simon disclosed a Significant Non-Pecuniary Interest in this Item for the reason that his property backs onto Angas Street, Meadowbank. He left the meeting at 7.44pm and was not present for consideration or voting on this Item.

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

That Council consider a Matter of Urgency regarding pedestrian safety, the time being 7.45pm.

**Record of Voting:**

For the Motion: Unanimous

**MATTER OF URGENCY – PEDESTRIAN SAFETY**

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

Note: Steven Gronau addressed the Council in relation to this Item, later in the meeting.

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

- (a) That the Acting General Manager conduct an urgent review of pedestrian safety in See Street, Meadowbank within the next two weeks.
- (b) That the Acting General Manager report to Council in September 2014 detailing an overall analysis of pedestrian safety, including the consideration of the conversion of the Angas Street Bridge (over Constitution Road) to a pedestrian and bicycle bridge as well as a review of the parking zones to ensure consistency with Resident Parking Scheme Zone 8.

**Record of Voting:**

For the Motion: Unanimous

Note: Councillor Simon returned to the meeting at 7.52pm.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**MATTER OF URGENCY**

Councillor Pickering advised that he wished to raise a Matter of Urgency regarding Item 9 – Request for Tender – COR-RFT-07/14 – Ryde River Walk.

Note: The Mayor, Councillor Maggio accepted this Item as an Urgent Item.

**MATTER OF URGENCY – ITEM 9 - RYDE RIVER WALK**

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

That Council consider a Matter of Urgency regarding Item 9 – Request for Tender – COR-RFT-07/14 – Ryde River Walk, the time being 7.52pm.

**Record of Voting:**

For the Motion: The Mayor, Councillor Maggio and Councillors Etmekdjian, Pickering and Salvestro-Martin

Against the Motion: Councillors Chung, Laxale, Li, Perram, Pendleton and Simon

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

The following persons addressed the Council:-

<b>Name</b>	<b>Topic</b>
George Citer (representing the Waterfront Action Group – Gladesville Sub-Committee)	<b>Item 9</b> – Request for Tender – COR-RFT-07/14 – Ryde River Walk

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

**RESOLUTION:** (Moved by Councillor Salvestro-Martin and Pickering)

That the owner of 52 Ross Street, Gladesville be allowed to address Council, the time being 8.05pm.

**Record of Voting:**

For the Motion: Unanimous

The following persons addressed the Council:-

<b>Name</b>	<b>Topic</b>
Leone Budge	<b>Item 9</b> – Request for Tender – COR-RFT-07/14 – Ryde River Walk
Tony Tang (representing Ryde Community Forum)	<b>Mayoral Minute 32/14</b> – Racial Discrimination Act – Section 18C Amendments

**ITEM 1 (continued)**

**ATTACHMENT 1**

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

The following persons addressed the Council:-

Name	Topic
Phil Jenkyn (representing the Inaugural Sydney Harbour and Coast Walk Steering Committee)	Thank you to Council for what is has and is doing regarding walking tracks and the Inaugural Walk
Steven Gronau	Traffic Issues and Parking Issues for residents in Angas Street to the north of Constitution Road, Meadowbank

**MAYORAL MINUTES**

**27/14 NAMING OF LOWER EASTWOOD OVAL - The Mayor, Councillor Roy Maggio**

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

- (a) That the Acting Group Manager – Community Life, prepare a report in relation to the possible renaming of the Lower Eastwood Oval.
- (b) That input be sought from all relevant stakeholders regarding the possible renaming of the Lower Eastwood Oval.

**Record of Voting:**

For the Motion: Unanimous

**28/14 INFORMATION PROGRAM – PLANNING CONTROLS - The Mayor, Councillor Roy Maggio**

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

That an information program on the changes to Council’s LEP, DCP’s and other planning controls be undertaken following the notification of Ryde Local Environmental Plan 2014.

**Record of Voting:**

For the Motion: Unanimous

**ITEM 1 (continued)**

**ATTACHMENT 1**

**29/14 WHITE BALLOON DAY - The Mayor, Councillor Roy Maggio**

**RESOLUTION:** (Moved by The Mayor, Councillor Maggio and Councillor Salvestro-Martin)

- (a) That Council support the initiative of Bravehearts by promoting the White Balloon Day event in the local community through its normal media channels.
- (b) That Council provide the sum of \$200.00 to the staff social club to host a White Balloon Day morning tea event.
- (c) That Councillors be invited to attend the morning tea event.

**Record of Voting:**

For the Motion: Unanimous

**30/14 CHRISTMAS LIGHT COMPETITION - The Mayor, Councillor Roy Maggio**

**RESOLUTION:** (Moved by The Mayor, Councillor Maggio and Councillor Salvestro-Martin)

- (a) That a further report be prepared by Council staff regarding the options available to Council in conducting a Christmas Light Competition.
- (b) That the above report be provided to Council by mid October 2014.

**Record of Voting:**

For the Motion: Unanimous

**31/14 WESTERN SYDNEY LIGHT RAIL PROJECT- The Mayor, Councillor Roy Maggio**

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

- (a) That Council note the update on the Western Sydney Light Rail Project.
- (b) That Council endorse the City of Ryde's involvement in the Western Sydney light Rail Project, including participation in both the Steering Committee and the Working Party as detailed in this Mayoral Minute.
- (c) That Council emphasise the significance of the Herring Road interchange in all future discussions on this project.

**Record of Voting:**

For the Motion: Unanimous



**ITEM 1 (continued)**

**ATTACHMENT 1**

**32/14 RACIAL DISCRIMINATION ACT – SECTION 18C AMENDMENTS - The Mayor, Councillor Roy Maggio**

Note: Tony Tang (representing Ryde Community Forum) addressed the meeting in relation to this Item.

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

That Council write to the Prime Minister, The Hon Tony Abbott and thank him for the Federal Government's decision not to change Section 18C of the Racial Discrimination Act.

**Record of Voting:**

For the Motion: Unanimous

**COUNCIL REPORTS**

**1 CONFIRMATION OF MINUTES - Council Meeting held on 22 July 2014**

**RESOLUTION:** (Moved by Councillors Pendleton and Pickering)

That the Minutes of the Council Meeting 11/14, held on 22 July 2014 be confirmed.

**Record of Voting:**

For the Motion: Unanimous

**2 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING 7/14 held on 5 August 2014**

**RESOLUTION:** (Moved by Councillors Etmekdjian and Pickering)

That Council note that all items of the Planning and Environment Committee Meeting 7/14 held on 5 August 2014 were dealt with by the Committee within its delegated powers.

**Record of Voting:**

For the Motion: Unanimous

**3 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 9/14 held on 5 August 2014**

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

That Council determine Item 5 of the Works and Community Committee report 9/14 held on 5 August 2014, noting that Items 1, 2, 3 and 4 were dealt with by the Committee within its delegated powers.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

**3(5) BETTER WASTE AND RECYCLING FUND – EPA GRAN PROJECTS**

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

- (a) That Council notes receipt of the Funding from the EPA under the Better Waste and Recycling Fund.
- (b) That Council allocate the amount of \$549,725.15 from the EPA Better Waste and Recycling Fund grant for the purpose of projects listed below and that the amount also be consolidated into the next Quarterly Review.
  - i. Reduce Illegal Dumping – Living on the Block \$160,000.00
  - ii. Reduce Litter – Tackling Litter in the West Ryde Catchment \$256,725.15
  - iii. Manage Problem Waste Better \$ 23,000.00
  - iv. Supporting Better Practice \$110,000.00
- (c) That the necessary budget changes be made to reflect the funding so that the projects can begin to meet the 30 June 2015 deadline.
- (d) That Council staff be congratulated on the success of the grant application.

**Record of Voting:**

For the Motion: Unanimous

**4 CITY OF RYDE DEVELOPMENT CONTROL PLAN (DCP) - Review of DCP 2014**

**MOTION:** (Moved by Councillors Chung and Simon)

- (a) That Council authorise the preparation of an amending Development Control Plan that aims to comprehensively review DCP2014 in accordance with the review framework and program detailed in the report of the Strategic Planner dated 12 August 2014.
- (b) That Council adopt the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* as provided in **ATTACHMENT 1**.
- (c) That Council place a public notice in the local newspaper in accordance with the *Environmental Planning and Assessment Regulation 2000* to bring into effect the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* upon the gazettal of amendments to *Ryde Local Environmental Plan 2014* in relation to the Ryde Civic Centre site.

**ITEM 1 (continued)**

**ATTACHMENT 1**

- (d) That Council provides the Director-General with a copy of the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* as adopted, within 28 days of the making of the plan in accordance with the *Environmental Planning and Assessment Regulation 2000*.
- (e) That the parking requirements relating to restaurants be considered as part of the review of DCP 2014.

**RESOLUTION:** (Moved by Councillors Pickering and Etmekdjian)

That this matter be dealt with in Seriatim.

**Record of Voting:**

For the Motion: The Mayor, Councillor Maggio and Councillors Li, Chung, Pendleton, Salvestro-Martin, Pickering and Etmekdjian

Against the Motion: Councillors Simon, Laxale and Perram

Note: This Item was then dealt with in Seriatim.

**RESOLUTION:** (Moved by Councillors Chung and Simon)

- (a) That Council authorise the preparation of an amending Development Control Plan that aims to comprehensively review DCP2014 in accordance with the review framework and program detailed in the report of the Strategic Planner dated 12 August 2014.

**Record of Voting:**

For the Motion: Unanimous

**RESOLUTION:** (Moved by Councillors Chung and Simon)

- (b) That Council adopt the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* as provided in **ATTACHMENT 1**.

**Record of Voting:**

For the Motion: Councillors Chung, Laxale, Li, Pendleton, Perram, Salvestro-Martin and Simon

Against the Motion: The Mayor, Councillor Maggio and Councillors Etmekdjian and Pickering

**ITEM 1 (continued)**

**ATTACHMENT 1**

**RESOLUTION:** (Moved by Councillors Chung and Simon)

- (c) That Council place a public notice in the local newspaper in accordance with the *Environmental Planning and Assessment Regulation 2000* to bring into effect the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* upon the gazettal of amendments to *Ryde Local Environmental Plan 2014* in relation to the Ryde Civic Centre site.

**Record of Voting:**

For the Motion: Councillors Chung, Laxale, Li, Pendleton, Perram, Salvestro-Martin and Simon

Against the Motion: The Mayor, Councillor Maggio and Councillors Etmekdjian and Pickering

**RESOLUTION:** (Moved by Councillors Chung and Simon)

- (d) That Council provides the Director-General with a copy of the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* as adopted, within 28 days of the making of the plan in accordance with the *Environmental Planning and Assessment Regulation 2000*.

**Record of Voting:**

For the Motion: Councillors Chung, Laxale, Li, Pendleton, Perram, Salvestro-Martin and Simon

Against the Motion: The Mayor, Councillor Maggio and Councillors Etmekdjian and Pickering

**RESOLUTION:** (Moved by Councillors Chung and Simon)

- (e) That the parking requirements relating to restaurants be considered as part of the review of DCP 2014.

**Record of Voting:**

For the Motion: Unanimous

**RESOLUTION:** (Moved by Councillors Chung and Simon)

- (a) That Council authorise the preparation of an amending Development Control Plan that aims to comprehensively review DCP2014 in accordance with the review framework and program detailed in the report of the Strategic Planner dated 12 August 2014.

**ITEM 1 (continued)**

**ATTACHMENT 1**

- (b) That Council adopt the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* as provided in **ATTACHMENT 1**.
- (c) That Council place a public notice in the local newspaper in accordance with the *Environmental Planning and Assessment Regulation 2000* to bring into effect the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* upon the gazettal of amendments to *Ryde Local Environmental Plan 2014* in relation to the Ryde Civic Centre site.
- (d) That Council provides the Director-General with a copy of the amendments to *Ryde Development Control Plan Section 4.4 Ryde Town Centre* as adopted, within 28 days of the making of the plan in accordance with the *Environmental Planning and Assessment Regulation 2000*.
- (e) That the parking requirements relating to restaurants be considered as part of the review of DCP 2014.

**5 HERRING ROAD URBAN ACTIVATION PRECINCT PROPOSAL**

**RESOLUTION:** (Moved by Councillors Etmekdjian and Pickering)

- (a) That Council endorse the submission as attached with minor amendments as discussed with Councillors;
- (b) That Council forward the submission to the Department of Planning and Environment and the NSW Members for Lane Cove and Ryde.
- (c) That Council's submission be posted on the City of Ryde website and promoted through Council's usual channels.
- (d) That Council request the Department of Planning present the Herring Road Urban Activation Precinct Proposal to Councillors at a workshop.
- (e) That the City of Ryde recommend that the affordable housing target for this Urban Activation Precinct be 10% of the total housing in the precinct.

**Record of Voting:**

For the Motion: Unanimous

**6 REIMBURSEMENT OF SECTION 94 CONTRIBUTIONS TO GENERAL REVENUE**

**RESOLUTION:** (Moved by Councillors Simon and Pickering)

That Council endorse the transfer of \$5.490 million from the Section 94 contributions reserve as detailed in the report, with \$5.033 million being transferred to the Asset Replacement Reserve and \$0.455 million being transferred to Council's current Ryde River Walk Project in the 2014/2015 Operational Plan.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: Unanimous

**7 ACTING GENERAL MANAGER ARRANGEMENTS - Confirmation of Advice from Office of Local Government**

**RESOLUTION:** (Moved by Councillors Simon and Pickering)

That this matter be deferred to Closed Session for consideration.

**Record of Voting:**

For the Motion: Unanimous

**PRECIS OF CORRESPONDENCE FOR CONSIDERATION**

**1 PROPOSAL TO REZONING - 31-33 WATERLOO ROAD MACQUARIE PARK**

Note: Councillor Salvestro-Martin left the meeting at 9.41pm and was not present for consideration or voting on this Item.

**RESOLUTION:** (Moved by Councillors Simon and Pickering)

That the correspondence be received and noted.

**Record of Voting:**

For the Motion: Unanimous

Note: Councillor Salvestro-Martin returned to the meeting at 9.42pm.

**2 PLANNING PROPOSAL - CIVIC CENTRE PRECINCT**

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

That the Acting General Manager write to The Hon Victor Dominello MP thanking him for his offer of further help and that a meeting be organised for all interested Councillors with the Hon Victor Dominello MP to expedite the approval.

**Record of Voting:**

For the Motion: Councillors Etmekdjian, Laxale, Li, Pendleton, Perram, Salvestro-Martin and Simon

Against the Motion: The Mayor, Councillor Maggio and Councillors Chung and Pickering

**ITEM 1 (continued)**

**ATTACHMENT 1**

**3 GRANT OF \$200,000 AWARDED TO CITY OF RYDE FOR CCTV AND LIGHTING PROJECT IN EASTWOOD**

Note: Councillor Salvestro-Martin left the meeting at 9.55pm and was not present for consideration or voting on this Item.

**RESOLUTION:** (Moved by Councillors Li and The Mayor, Councillor Maggio)

That the correspondence be received and noted.

**Record of Voting:**

For the Motion: Unanimous

**CLOSED SESSION**

**ITEM 8 – REQUEST FOR TENDER - COR-RFT-26/13 - PROVISION OF ELECTRICAL SERVICES TO CITY OF RYDE BUILDINGS**

**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 9 – REQUEST FOR TENDER - COR-RFT-07/14 - RYDE RIVER WALK**

**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 10 – VOLUNTARY PLANNING AGREEMENT - SAN ANTONIO DA PADOVA NURSING HOME, 305 BLAXLAND ROAD, RYDE**

**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 7 – ACTING GENERAL MANAGER ARRANGEMENTS – Confirmation of Advice from Office of Local Government**

**Confidential**

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

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

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

**Record of Voting:**

For the Motion: Unanimous

Note: The Council closed the meeting at 9.56pm. The public and media left the chamber.

**8 REQUEST FOR TENDER - COR-RFT-26/13 - PROVISION OF ELECTRICAL SERVICES TO CITY OF RYDE BUILDINGS**

Note: Councillor Salvestro-Martin was not present for consideration or voting on this Item.

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

(a) That Council accepts the tenders for Electrical Services from the following companies for three (3) years with an option to extend for a further two one (1) year periods as recommended in the Tender Evaluation Report.

- Highco Electrics Pty Ltd
- MSB Electrical Services Pty Ltd
- Randall Electrics & Trade Services Pty Ltd
- Raven Electrical Pty Ltd
- Stowe Australia Pty Ltd
- Sydney Electrical & Data Pty Ltd

(b) That the Acting General Manager be delegated the authority to execute all relevant contract documents for Electrical Services to the City of Ryde.

(c) That Council advise all the respondents of Council's decision.

**Record of Voting:**

For the Motion: Unanimous



**ITEM 1 (continued)**

**ATTACHMENT 1**

Note: Councillor Salvestro-Martin returned to the meeting at 10.03pm.

**9 REQUEST FOR TENDER - COR-RFT-07/14 - RYDE RIVER WALK**

Note: George Citer (representing the Waterfront Action Group – Gladesville Sub-Committee) and Leone Budge addressed the meeting in relation to this Item.

Note: A sketch provided by George Citer was tabled in relation to this Item and a copy is ON FILE.

**RECOMMENDATION:** (Moved by Councillors Chung and Laxale)

1. (a) That Council accept the tender from Hargraves Landscapes Pty Ltd for the construction of a board walk, footpaths and landscape works (known as the Ryde River Walk) to the amount of \$1,649,859.78 as recommended in the Tender Evaluation Report.
- (b) That the Acting General Manager be delegated the authority to execute all relevant contract documents for the Ryde River Walk.
- (c) That Council advise all the respondents of Council's decision.
2. (a) That in the event Council's further investigations establish that riparian common law rights exist with respect to the property known as 52 Ross Street, Gladesville, the relevant part of the boardwalk is to be designed in such a manner so as to ensure that the owner of the property may, at his/her own cost, attach a reasonable private boat access facility to it for the purpose of obtaining access from the property to the waters of the Parramatta River, subject to the owner:
  - (i) obtaining all necessary approvals and licences from the relevant authorities for the boat access facility; and
  - (ii) entering into a written agreement with Council for the use of the boardwalk as part of the boat access facility.
- (b) That Council advise the owners of 52 Ross Street, Gladesville in respect of this resolution.

**Record of Voting:**

For the Motion: Councillors Chung, Etmekdjian, Laxale, Li, Pendleton, Perram and Simon

Against the Motion: The Mayor, Councillor Maggio and Councillors Pickering and Salvestro-Martin

**ITEM 1 (continued)**

**ATTACHMENT 1**

**10 VOLUNTARY PLANNING AGREEMENT - SAN ANTONIO DA PADOVA NURSING HOME, 305 BLAXLAND ROAD, RYDE**

Note: Councillor Salvestro-Martin left the meeting at 10.56pm and did not vote on this Item.

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

- (a) That Council support “in principle” the Voluntary Planning Agreement offer by Restifa and Partners on behalf of the San Antonio Da Padova nursing home subject to a maintenance component being added to the offer for the approval of the S96 development modification to accommodate a further six beds in the redevelopment of the nursing home.
- (b) That the Acting General Manager be delegated authority to finalise the Voluntary Planning Agreement with Restifa and Partners representing the San Antonio Da Padova nursing home.

**Record of Voting:**

For the Motion: Unanimous

Note: Councillor Salvestro-Martin returned to the meeting at 10.57pm.

Note: All staff with the exception of the Manager – Human Resources, General Counsel and the Minute taker left the meeting at 10.58pm.

**7 ACTING GENERAL MANAGER ARRANGEMENTS - Confirmation of Advice from Office of Local Government**

Note: The Acting General Manager, Roy Newsome disclosed a Pecuniary Interest in this Item for the reason that he currently holds the position of Acting General Manager. He left the meeting at 10.58pm and was not present for consideration or voting on this Item.

**MOTION:** (Moved by the Mayor, Councillor Maggio and Councillor Salvestro-Martin)

- (a) That Council note the information contained in this report pertaining to the requirements of the Local Government Act 1993 with respect to temporary appointments, in particular, in relation to the position of General Manager, as per Section 351 of the Local Government Act 1993.
- (b) That Council appoint Ms Angela Jones-Blayney to the position of Acting General Manager until the appointment of a permanent General Manager or for a period of 12 months, whichever occurs first.

**ITEM 1 (continued)**

**ATTACHMENT 1**

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

- (a) That Council note the information contained in this report pertaining to the requirements of the Local Government Act 1993 with respect to temporary appointments, in particular, in relation to the position of General Manager, as per Section 351 of the Local Government Act 1993.
- (b) That Council appoint Mr Dominic Johnson to the position of Acting General Manager until the appointment of a permanent General Manager or for a period of 12 months, whichever occurs first.

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

**Record of Voting:**

For the Amendment: Councillors Chung, Etmekdjian, Laxale, Li, Pendleton, Perram, Pickering and Simon

Against the Amendment: The Mayor, Councillor Maggio and Councillor Salvestro-Martin

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

- (a) That Council note the information contained in this report pertaining to the requirements of the Local Government Act 1993 with respect to temporary appointments, in particular, in relation to the position of General Manager, as per Section 351 of the Local Government Act 1993.
- (b) That Council appoint Mr Dominic Johnson to the position of Acting General Manager until the appointment of a permanent General Manager or for a period of 12 months, whichever occurs first.

**Record of Voting:**

For the Motion: Councillors Chung, Etmekdjian, Laxale, Li, Pendleton, Perram, Pickering and Simon

Against the Motion: The Mayor, Councillor Maggio and Councillor Salvestro-Martin

**OPEN SESSION**

**RESOLUTION:** (Moved by Councillors Etmekdjian and Pickering)

That Council resolve itself into open Council.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

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

Against the Motion: Councillor Salvestro-Martin

Note: Open Council resumed at 11.20pm.

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

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: The Mayor, Councillor Maggio and Councillors Chung, Etmekdjian, Laxale, Li, Pendleton, Perram, Pickering and Simon

Against the Motion: Councillor Salvestro-Martin

**NATIONAL ANTHEM**

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

The meeting closed at 11.23pm.

CONFIRMED THIS 26TH DAY OF AUGUST 2014

Chairperson

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**2 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING  
8/14 held on 19 August 2014**

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**Report prepared by:** Section Manager - Governance  
**File No.:** CLM/14/1/4/2 - BP14/995

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**REPORT SUMMARY**

The Minutes of the Planning and Environment Committee Meeting 8/14 held on 19 August 2014 are to be circulated on Thursday, 21 August 2014 after the meeting has been conducted. The Minutes will be listed for confirmation at the next Planning and Environment 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, 21 August 2014.

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### **3 CIVIC CENTRE - MAINTENANCE SCHEDULE - UPDATE AND REVISED ESTIMATE OF WORKS**

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**Report prepared by:** Project Manager  
**File No.:** GRP/09/7/8 - BP14/672

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#### **REPORT SUMMARY**

This report is referred back to Council, following Council's deferral of this item at its meeting on 13 May 2014. The previous report is ATTACHMENT 2 (CIRCULATED UNDER SEPARATE COVER).

The report submitted to Council on 13 May 2014 detailed three (3) options and recommended Option 2 (Schedule 2) at an estimated cost of \$11.91 million.

As detailed in Council's adopted 5 Year Costed Maintenance Schedule – Civic Centre, Council staff engaged specialist consultants to undertake assessments of all key related areas including the external façade and internal services of the Civic Centre and Civic Hall. The schedules 1 – 3 did not include BCA and fire services related compliance works.

These assessments have identified and detailed specific items that need to be addressed under each of the following areas;

- Refurbishment and Fitout Works Contract Documentation
- Fire Services
- Hazardous Materials
- Electrical & Data
- Electrical & Switchboard Works
- Hydraulic Systems
- Mechanical Services
- Building & Structure Work
- Access & Accessibility Compliance (DDA)

Details of the assessment undertaken, including a revision of the estimated costs for the works, are detailed in the reports from both Cardno and SGA Compliance.

In respect of compliance issues, the Cardno report highlighted the following compliance issues;

- The building does not have an Annual Fire Safety Statement (AFSS)
- It should be noted that as the building is greater than 25 metres in height, current standards require sprinklers to be installed throughout the building
- The building is equipped with a fire hydrant system. It should be noted current codes and regulations (AS 2419) require hydrants to be located within the fire stairs.

**ITEM 3 (continued)**

SGA Compliance highlighted Complying Development Certificate (CDC) applications received prior to 22 February 2014 are not subject to the current building fire safety provisions of the current legislation. As a minimum, works approved under these CDC applications, are to result in no lesser level of fire safety being achieved.

In respect of the Civic Centre works, the City of Ryde has Complying Development Certificate applications in place that were obtained prior to the 21 February 2014, in delivering a structured program of planned refurbishment works over 5 years.

In addition, from 18 July 2014, the Environmental Planning & Assessment Amendment (Fire Safety) Regulation 2014 came into effect, that has introduced new rules which affect applications for Complying Development Certificates (CDC), Construction Certificates (CC) that requires notification to the Consent Authority (Council), if any significant fire safety issues affecting an existing building are identified.

Despite Council not technically being required to meet these new provisions, it is proposed that the City of Ryde demonstrates leadership and commitment to meet the relevant components of the new regulations, where appropriate. Accordingly, it is recommended that Council volunteer to undertake an independent third party fire safety review, in identifying recommendations that Council should consider.

At a minimum, it is proposed that Council install a sprinkler system in the Civic Centre as part of Option 2, given Council's commitment to remain in the Civic Centre, that has been reinforced again recently, through various resolutions of Council. An independent third party review would determine the appropriate fire safety measures that should be considered, having regard to the age of the building and the encroachment of the building being over 25m in effective height (due to the basement being incorporated in the calculation).

Some of the systems that would be considered for inclusion to improve the existing building safety measures are;

- Sprinklers to all parts of the building.
- Fire Stairs pressurisation fans to the office tower fire isolated stairs.
- Fail safe door latches to the fire isolated stairs to enable re-entry in a fire event.
- Install up to date fire hydrant system and locate in the fire stairs.
- Install emergency warning and intercommunication system Emergency Warning Intercom System (EWIS).
- Replace emergency lighting and exit signage that is non-compliant.
- Emergency lift capable of accommodating a stretcher and is DDA compliant.
- Smoke separation of EDB Panels.

**ITEM 3 (continued)**

It should be noted that as Options 1 – Essential Compliance and Services Maintenance Works and Option 3 – Essential Compliance and Service Maintenance Works (includes new carpet, painting and workstations), do not propose any structural changes to the Civic Centre, that no provision has been made in either of these two options for the voluntary fire safety measures.

However, due to the works proposed in Option 2 and Council's previous resolutions in respect of the retention of the Civic Centre, Option 2 includes an estimate of approximately \$1.5 million for additional voluntary fire safety measures.

As a result of the building services and access assessment reviews, a much more detailed breakdown and cost estimate of the required works has been completed. This report in **ATTACHMENT 1**, details the 3 options and the estimated costs as follows;

- **Schedule 1 (Option 1)**  
Essential compliance and services maintenance works only. Excluded are works associated with voluntary fire service works – Estimate \$4.3 million.
- **Schedule 2 (Option 2)**  
Essential compliance and services maintenance works including refurbishment / fit out works and including voluntary fire service works – Estimate \$14.076 million.
- **Schedule 3 (Option 3)**  
Essential compliance and services maintenance works including minor fit-out works, excluding voluntary fire service works – Estimate \$9.4 million.

The above estimates for schedules 1 – 3 include a 10% contingency sum and a project management fee (15%) that was not included in the original estimate. Also these schedules exclude the amount of \$275K per year (\$1.375 million over 5 years) for 'Business as usual' maintenance for the Civic Centre, which was shown in the original estimates as adopted by Council. The reason for this exclusion is that the works proposed in the schedule will in effect, replace a majority of the 'business as usual' maintenance items. It is therefore suggested to utilise \$175K of this allocation towards the cost of this project, leaving a balance of \$100K for unforeseen maintenance.

This matter is therefore reported back to Council for its determination.



**ITEM 3 (continued)****RECOMMENDATION:**

- (a) That Council approve and delegates to the Acting General Manager authority to implement the four year costed essential compliance and maintenance works and Refurbishment works schedule as detailed in Schedule 2 in ATTACHMENT 1, at an estimated total cost of \$14.076 million and that this option be incorporated into Council's 4 year Delivery Plan, 2014-2018 and 1 year Operational Plan for 2014-2015.
- (b) That Council endorse the allocation of funds for these works as detailed in the report, from the unexpended funds for the urgent works at the Civic Centre, with \$5 million being allocated from the Asset Replacement Reserve and the balance up to \$9.076 million being allocated from Council's Investment Property Reserve.

**ATTACHMENTS**

- 1 Estimated Cost Schedule - Civic Centre Refurbishment - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL
- 2 Previous Report to Council (13 May 2014) Civic Centre Refurbishment - CIRCULATED UNDER SEPARATE COVER
- 3 Attachment to Council Report 13 May 2014 - Civic Centre Refurbishment (previous Council Report dated 14 May 2013) - CIRCULATED UNDER SEPARATE COVER
- 4 Attachment 1 to Council Report - Costed Schedule 24 April 2014 - Civic Centre Refurbishment Schedule - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL
- 5 Attachment 3 to Council Report - SGA Access Report 1 Devlin Street Ryde - March 2014 - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL
- 6 Attachment 4 to Council Report - Cardno Building Services Due Diligence Report 1 Devlin Street Ryde - February 2014 - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL
- 7 Attachment 5 to Council Report - Condition Survey Report - Civic Centre and Civic Hall - April 2014 - CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL

Report Prepared By:

**Garo Aroutunian**  
**Project Manager**

Report Approved By:

**Roy Newsome**  
**Acting General Manager**

**ITEM 3 (continued)****Discussion**

Following this matter being considered by Council at its meeting on 13 May 2014, a Councillor workshop was held on 15 July 2014, to discuss this report's recommendations and the options relating to the Civic Centre Maintenance Schedule Works.

The assessments undertaken and reports prepared on the Civic Centre, have been prepared on a basis that these refurbishment works do not initiate the BCA upgrade works. Whilst the current building is reflective of the standards likely to have been applicable at the original time of construction, and has been the subject of some partial upgrading works over time, it falls well short of current codes and standards. Significant additional measures would need to be provided to the building to even partially upgrade the building toward compliance with current standards.

**Overview of Findings from Building and Services Assessment of Civic Centre**

The following summary of the key findings from the assessment reports of the Civic Centre are provided to highlight the key issues.

**1. Cardno Report - Civic Centre & Civic Hall - Building Structure General Condition**

- The façade panels and facing elements need refurbishment and make good works undertaken. Major Façade panels need to be replaced and or re-secured.
- Majority of the mastic joints and seals associated with the window glazing and Curtin wall panels needs replacing.
- Roof sheeting and membrane including associated capping/façade elements coming to their serviceable life and require replacement.
- Water penetration - due to the failure of these seals, moisture damage to the interior finishes has occurred. These defects including façade Elements falling off the building and causing harm to the public visitors and building occupiers is a significant risk.

**General Condition of the Interior finishes and services.**

- The interior furnishings and finishes are in poor condition. Poor layout and storage, leading to poor communication due to departmental adjacency. Inadequate number of meeting rooms.
- Staff rooms and kitchen facilities are cramped, very tired, well used and poorly located.
- Bathroom facilities - finishes are well used, and are inadequate as a facility. Lack of water saving cisterns and mixer taps. Poor sound proofing and poor riser condition.

**ITEM 3 (continued)**

- Generally office accommodation is in poor condition well below industry standards.

**2. Cardno Report - Civic Centre & Civic Hall – Building Services Condition Report.**Overall Services and Base Building Plant Condition

- Majority of the existing services installed within Civic Centre are past their economic life span and are due for replacement. Replacement parts are not available and will be struggling to keep operating.
- Significant numbers of the services are non-compliant and any works associated with any upgrade works will need to be compliant.

Electrical Services –Power Lighting Communication and Security

- The substation needs upgrade. The existing substation is shared and will not service Civic Centre in the long term. Separation of the residential load from the Civic Centre load is a must. All cabling to and from the building substation also requires upgrade. The feed lines are paper wrapped, non-compliant and expose the Civic Centre to a significant risk.
- Electrical distribution boards on all levels are obsolete and non-compliant.
- Light fittings on all the floors are outdated T12 type. Alternative new fittings that are energy efficient are recommended.
- Data communication cabling needs reorganisation and to be rationalised. No flexibility exists with the system at present.

Mechanical Plant and Services

- Air conditioning plant further upgrades required.
- Zoning for the air supply to improve air circulation.
- Boiler replacement mandatory

Hydraulics Services

- Upgrade sewer water pipes supply. Existing pipes old and connection joints compromised.
- Upgrade taps, fittings and sanitary fittings.

**ITEM 3 (continued)****3. SGA Compliance report -Accessibility, DDA compliance and Premises Standards**

- The standards relate to the path of travel between proposed works through the principal entry doors, which includes the lifts. Existing lifts are non-compliant and cannot be upgraded economically to give compliance.
- The standards also affect paths and ramps. These items are mandatory upgrade works, irrespective of which option Council chooses.
- The standards also relate to ambulant and disabled toilet facilities within the building.
- Determination by alternative solution, the requirement is to accommodate one Ambulant and disabled toilet facility on each alternative floor of the building.
- Fire stairs access amendments required to partitions, compliant circulation spaces.
- Circulation spaces at ramp landings and entry landings

**4. Fire Services**

If Council were to undertake voluntary fire service safety measures, these would include the installation of:

- Sprinklers to all parts of the building, including pumps and tank. Significant levels with higher ceiling voids would require sprinklers installed within this void.
- Fire Stairs pressurisation fans to the office tower fire isolated stairs.
- Fail safe door latches to the fire isolated stairs to enable re-entry in a fire event.
- Install up to date fire hydrant system and locate in the fire stairs.
- Install emergency warning and intercommunication system (EWIS).
- Replace emergency lighting and exit signage.
- Emergency lift capable of accommodating a stretcher and complies with DDA and access requirements.
- Smoke separation of EBD Panels

**ITEM 3 (continued)**
**Options**

<b>OPTION 1</b>	<b>Schedule 1 - Essential Compliance and Service Maintenance Estimate \$4.3 million</b>
	<p>This option details what works are required to be undertaken to the Civic Centre and Civic Hall that are essential either from a compliance or maintenance perspective.</p> <p>This option varies from the original estimate with the following variances:</p> <ul style="list-style-type: none"> <li>▪ Project management fee(\$614K)</li> <li>▪ Replacement of distribution boards (\$90K)</li> <li>▪ Replace lighting controls (\$12K)</li> <li>▪ Increased Building Management System / LED Lighting (\$44K additional)</li> <li>▪ Various hydraulic system replacements (\$220K)</li> <li>▪ Various mechanical services (\$200K)</li> <li>▪ Various Civic Centre façade repairs (\$635K)</li> <li>▪ Various building and structural repairs to the Civic Hall (\$278K)</li> <li>▪ Access issues (\$198K)</li> <li>▪ Contingency (\$391K)</li> <li>▪ No voluntary fire services compliance works included</li> </ul> <p>This option is not recommended given Council's decision to remain in the Civic Centre. This option does not address improving the amenity of the Civic Centre for staff and visitors to the building which has been detailed in this report.</p>
<b>OPTION 2</b>	<b>Schedule 2 - Essential Compliance and Service Maintenance, Fit-Out and Refurbishment Works Estimate \$14.076 million.</b>
	<p>This option directly correlates to the intention of the Scope of Works that was provided and adopted by Council at its meeting on 14 May 2013.</p> <p>The additional variances in this option to the original estimate are:</p> <ul style="list-style-type: none"> <li>▪ Civic Hall refurbishment including new ceilings – includes interior refurbishment (\$430K)</li> <li>▪ New lift shaft structure allowance (\$500K)</li> <li>▪ New lift car shaft external (\$400K)</li> <li>▪ Level 6 works (\$160K)</li> <li>▪ Interior design and fitting drawings / designs (\$200K)</li> <li>▪ Project management fee (\$1.53 million)</li> <li>▪ Data cabling and power (\$410K)</li> </ul>

**ITEM 3 (continued)**

	<ul style="list-style-type: none"> <li>▪ Hydraulics system (\$750K)</li> <li>▪ Mechanical services (\$260K)</li> <li>▪ Refurbishment works (\$3.2 million)</li> <li>▪ Contingency (\$1.08 million)</li> <li>▪ Voluntary fire services and compliance works detailed in the report, estimated at \$1.5 million</li> </ul> <p>This option is recommended as it addresses all compliance and maintenance issues, in addition to refreshing and refurbishing all floors of the Civic Centre as was proposed in Council's resolution of 14 May 2013. The fit-out estimate has been calculated to the same standard that was previously implemented for Level 1A Pope Street, in providing accommodation for Council's Community Life Group. This option also includes the provision for voluntary fire services as detailed in the report.</p>
<b>OPTION 3</b>	<b>Schedule 3 - Essential Compliance and Service Maintenance, Minor Fit-Out and Refurbishment Works Estimate \$9.38 million.</b>
	<p>This option includes all of the essential compliance and maintenance works detailed in Schedule 1 with a scaled down fit-out including new desks, painting and carpet only.</p> <p>Key variances to note with this option are:</p> <ul style="list-style-type: none"> <li>▪ Project management fee (\$1.2million)</li> <li>▪ Level 6 works (\$160K)</li> <li>▪ Refurbishment works (\$2.7million)</li> <li>▪ Contingency (\$850K)</li> <li>▪ No fire services and BCA compliance works included</li> </ul> <p>This option is not recommended due to the minimal variance to the complete fit-out works proposed in Schedule 2.</p>

**Summary of Options**

The revised estimates include scope of works associated with Fire Services and compliance related items.

With the additional estimates relating to the external building, building services and in particular accessibility issues, this report recommends Council endorse Option 2 which will require Council to approve an increased allocation for these works, that totals \$14.076 million as detailed in Schedule 2 (Option 2).

**ITEM 3 (continued)**

It should be noted that the standards of fit-out works that the estimates have been based upon are equivalent to the fit-out works that were previously implemented for level 1A Pope Street, for the provision of accommodation for Council's Community Life group. This option also includes the provision for a new lift shaft, new lift car and the voluntary fire safety works. These additional works are recommended, based on Council's decision to retain this building in the medium to long term.

For comparative purposes only, it is estimated that a new Civic Centre building, accommodating all Council administration staff and Council Chambers, is estimated to be approximately \$40 million. Such a facility would be built to meet the current BCA, best practice accommodation and sustainable building practices.

**Consultation**

A comprehensive communication and engagement plan has been prepared, with the next stage of the plan to be implemented, based on Council's resolution of this matter. This will include regular information / updates being provided to staff, together with Councillors as this project continues.

There has been extensive consultation with all Civic Centre staff, the Consultative Committee and the Executive Team

**Risks**

The key risks associated with these proposed works and how Council is proposing to manage these risks are detailed below;

- That throughout this project, Council does not meet Work, Health and Safety standards.
  - Compliance with the Work Health and Safety Act is targeted to be maintained at all times, noting there is no intent in this maintenance program to initiate the need for overall compliance with the Building Code of Australia.
- If an unexpected defect is discovered that requires immediate attention, thereby disrupting the program and costs.
  - The mitigation action is to ensure that the specialists carrying out the assessment work to AS/NZ ISO 31000 risk management protocols and are thoroughly briefed to ensure they give sufficient warning of a new issue in order that it can be incorporated in the budget and program with least impact.

**ITEM 3 (continued)**

- During the building assessment or works a matter arises that would appear to require an unexpected degree of regulatory compliance.
  - Council has approached this project on the basis of avoiding the need to make the Civic Centre fully compliant with the Building Code of Australia. The initial guard against this will be the specifications of the checks and works and the ultimate mitigation would be to seek dispensation from the relevant Authority on grounds of reasonableness, practicality or cost.
- Council will maintain its present position in respect of its compliance with the Disability Discrimination Act (DDA). However there may be claims that Council will have to respond to in accordance with its obligations. All proposed works will be undertaken to meet all required standards as applying to the Civic Centre as it stands, noting that Council will not be undertaking any works that activate Council being required to meet the current Building Code of Australia standards.
- Council will need to manage its financial risks with the proposed works. Initially Council will be required to provide its commitment in allocating the required funds to undertake the works. In addition, there is the risk that during the course of these works there are additional works required to be undertaken, that may require additional funding to be allocated.

**Financial Implications**

Recognising the age, condition and long term potential of the Civic Centre caution has been taken in specifying works to avoid triggering the need for extensive compliance work to the current Building Code of Australia (BCA) standards. Accordingly, this report is provided to Council for its consideration with the costed Maintenance Schedule of Works detailed in **ATTACHMENT 1**. The Schedules provided in this report detail the following options for Council;

- **Original Budget Estimate** - \$4.85 million
- **Schedule 1 (Option 1):** Essential compliance and maintenance works only - Estimate \$4.34 million excludes fire services compliance works.
- **Schedule 2 (Option 2):** Essential compliance and maintenance works including fit out and refurbishment works - Estimate \$14.076 million which includes voluntary fire service compliance works.
- **Schedule 3 (Option 3):** Essential compliance and maintenance works including minor fit out works - Estimate \$9.38 million excludes voluntary fire service compliance works.



**ITEM 3 (continued)**

Council should note that the expenditure on the project to date is \$0.42 million. As detailed in the Schedule of Works, the recommended Option (Option 2) estimates the total costs for the maintenance and refurbishment works to be \$14.07 million, which includes a contingency of \$1.08 million. It is proposed that this revised estimate be funded as follows; \$0.46 million previously allocated for urgent works on the Civic Centre, \$0.18 million from the Civic Centre maintenance budget, with the remaining funds of up to \$14.07 million to be funded from the Asset Replacement Reserve (\$5 million) and the Investment Property Reserve (up to a balance of \$9.076 million).

If Council supports this recommendation, this will result in an estimated balance of \$6.31 million in the Investment Property Reserve from its current balance of \$16.48 million and \$7.33 million in the Asset Replacement Reserve.

**Conclusion**

The aim of this four (4) year maintenance and refurbishment program is to extend the viability of the Civic Centre and Civic Hall, by making the minimum feasible improvements at the most economical cost. It is proposed that all works are carried out in such a way to avoid significant disruption to the business of Council.

The works also include refreshing the building both externally and internally, to ensure Council maintains a safe, healthy and productive work environment for both staff and visitors to the building.

As a result of the independent professional assessments undertaken of all key components of the Civic Centre and Civic Hall related to the buildings' condition, services (externally and internally) and accessibility, this has resulted in a significant increase in the estimate of the required works as detailed in this report.

To be consistent with Council's previous resolution on this matter, it is recommended for Council to endorse Option 2, at a revised estimate of \$14.076 million, as detailed in this report.

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## 4 CODE OF MEETING PRACTICE

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**Report prepared by:** Section Manager - Governance

**File No.:** CLR/07/8/9/3 - BP14/755

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### REPORT SUMMARY

At its meeting held 25 February 2014, Council resolved to adopt the City of Ryde Code of Meeting Practice and also resolved inter alia;

*That a trial commence as soon as practicable for Business Papers to be distributed to the Mayor, Councillors and public on Thursday, one week earlier than the current practice (ie. 12 days) prior to Council and Committee Meetings taking place, noting that the deadline for the submission of Notices of Motion is to be 5.00pm on Wednesday, one week earlier than the current practice (ie. 13 days) prior to a Council Meeting.*

The trial provided for in this resolution commenced with regard to the Business Papers for the Committee Meetings held 6 May 2014.

The purpose of this report is for Council to consider feedback regarding the trial arrangements and to determine whether the Code of Meeting Practice should be amended to reflect this timeframe for the future.

In addition, some small areas of clarification are proposed to the Code of Meeting Practice to reflect feedback with regard to matters other than the distribution of Business Papers.

### RECOMMENDATION:

- (a) That Council adopt the draft City of Ryde Code of Meeting Practice as amended and **ATTACHED – CIRCULATED UNDER SEPARATE COVER** to this report for public exhibition, for a period of not less than 28 days:
- (b) That a copy of the draft Code of Meeting Practice be provided to the Office of Local Government for comment.
- (c) That public submissions be invited on the draft Code of Meeting Practice from 3 September 2014 to 24 October 2014.
- (d) That a further report be provided to Council on 25 November 2014 to consider adoption of the draft Code of Meeting Practice.

### ATTACHMENTS

- 1 DRAFT Code of Meeting Practice - August 2014 - CIRCULATED UNDER SEPARATE COVER

**ITEM 4 (continued)**

Report Prepared By:

**Amanda Janvrin**  
**Section Manager - Governance**

Report Approved By:

**John Schanz**  
**Manager - Governance, Risk and Audit**

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

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

At its meeting held on 25 February 2014, Council considered a draft Code of Meeting Practice and resolved as follows:

- (a) *That Council adopt the draft City of Ryde Code of Meeting Practice as **ATTACHED (Under Separate Cover)** to this report noting that in accordance with Section 362 of the Local Government Act, 1993 the changes are not considered substantive.*
- (b) *That a copy of the adopted Code and this report be forwarded to the Division of Local Government for their information, including a letter from the Acting General Manager in appreciation of their feedback.*
- (c) *That a trial commence as soon as practicable for Business Papers to be distributed to the Mayor, Councillors and public on Thursday, one week earlier than the current practice (ie. 12 days) prior to Council and Committee Meetings taking place, noting that the deadline for the submission of Notices of Motion is to be 5.00pm on Wednesday, one week earlier than the current practice (ie. 13 days) prior to a Council Meeting.*
- (d) *That Practice point number 2 on page 12 of the Draft Code of Meeting Practice be amended to read as follows:*

*The Mayor and Councillors will be provided with business papers at the same time through BoardVantage (Council's online document system), noting that Councillors will have the option to be provided with a hard copy version of the business papers.*

Following this resolution of Council, the trial set out in (c) above commenced with regard to the Committee Meeting Business Papers for 6 May 2014.

Feedback regarding trial timeframes*Public Access to Agendas*

It is noted that the longer lead period during which Agendas are available supports the principles of openness and transparency. In the past there has been feedback from the community that there is little notice of important matters to be considered by Council. It is clear that the revised timeframe has gone some way to address this issue.

**ITEM 4 (continued)***Timely consideration of complex matters*

Late Items notwithstanding, the revised timeframes afford Councillors greater time to read and consider the matters to be brought before Council. In addition, there is greater capacity for Councillors to seek further clarification from staff well in advance of the meeting.

*Minutes from Planning and Environment and Works and Community Committees*

One of the results of the revised timeframes is that the Minutes from the Planning and Environment Committee and the Works and Community Committee Meetings are not able to be distributed with the Agenda for the relevant Council Meeting. This is because the Council Meeting Agenda has already been published before the Committee Meetings are conducted.

This is considered more of an inconvenience rather than a significant issue.

*Administrative and resource impacts*

Generally, the revised timeframe does not have a significant impact on the resources required to generate and distribute the Agenda. However, the revised timeframes has resulted in a greater number of Late Items and this does increase the amount of work required.

Generating an Agenda is a task that requires a certain amount of resources regardless of the size of the document produced. Consequently, generating an Agenda and then a further Agenda of Late Items is resulting in a level of rework and an increased workload.

*Late items and information*

In some instances the revised timeframe may result in the facts surrounding a matter having changed. This could result in an increase in late advice to Councillors regarding Agenda items, however this has been minimal during the trial period.

It is acknowledged that the trial timeframe has resulted in an increase in Late Items. Council staff try and avoid the number of late items as it may mean that Councillors and the community do not have sufficient time or notice to consider matters that are to come before Council. It is noted that during the trial period there have been ten Late Items to Council and Committee Meetings.

During the trial period, there were some occasions where internal timeframes had not been adjusted to meet the revised deadlines and this resulted in Late Items. However, this has now been taken into consideration and it is hoped that these instances would be rare, if the longer lead time was to be maintained.

**ITEM 4 (continued)**

There were, however, clearly occasions where the provision of Late Items was due to timeframes and circumstances outside the control of Council staff. These included short notice periods from State agencies, submission timetables, legal matters, deadlines that could not be changed and matters of urgency.

The decision as to whether the number of Late Items is acceptable is a matter for Council and should be balanced against the increased transparency achieved by the lengthened notice period for most items.

*General feedback*

Councillors were asked to provide any general feedback they had regarding the trial.

- Feedback was received from eight Councillors.
- Four Councillors indicated their support for the revised timeframes.
- Four Councillors advised that they were not supportive of the revised timeframes.

The four Councillors not supportive of the revised timeframes provided feedback that the changed timeframes caused confusion. This is most particularly with regard to the use of hard copy Agendas as the soft copies are filed by meeting date. To try and alleviate this confusion, staff have commenced marking the hard copy delivery envelopes with the relevant meeting date.

While some Councillors did not support the changed timeframe, there was a suggestion that where appropriate, complex matters or matters in which there is significant community interest, could be circulated well in advance of the meeting. Were the Code of Meeting Practice to be amended to the previous timeframes, this would not preclude circulating some Items well in advance of the required deadline. The deadline simply states when Agendas will be available.

*Recommendation*

It is recommended that Council continue with the current timeframe as set out in the amended Code of Meeting Practice (**ATTACHED – CIRCULATED UNDER SEPARATE COVER**).

On balance, it is considered that the increased transparency and opportunity for community involvement and participation outweighs the administrative burden and inconvenience of Late Items. However, the number of Late Items would have to be monitored to ensure that they did not become commonplace or standard practice.

#### ITEM 4 (continued)

##### Feedback regarding Confidential Items

One Councillor has raised the question as to whether confidential matters should be printed on pink paper as was past practice. It is noted that currently confidential items or documents are provided to Councillors with a watermark identifying them appropriately.

The reason for this change was twofold. Feedback had been received from Councillors that the pink paper made reading items difficult. Secondly, with the increased use of softcopy Agendas there was no capacity to “print” on pink paper.

##### *Recommendation*

For the reasons stated above, it is not recommended that this practice change.

##### Removal of Items/Cancellation of Meetings

Currently the Code of Meeting Practice provides that once the Agenda for a meeting has been sent to Councillors, an item of business on the Agenda cannot be removed from the Agenda prior to the meeting. It is noted that this is the City of Ryde Practice and is not a requirement of the Local Government Act.

Recently there was an instance where there was a single matter of substance to be considered by a Committee (in addition to Confirmation of the Minutes). This related to an application which was subsequently withdrawn.

##### *Recommendation*

It is proposed to amend Section 1.3 - Practice Note 3 of the Code of Meeting Practice as follows:

3. Once the Agenda for a meeting has been sent to Councillors an item of business on the Agenda cannot be removed from the Agenda prior to the meeting, ***unless events have occurred which will render consideration of the matter inappropriate (eg: withdrawal of a Development Application) and it is possible to give adequate notice to Councillors and the public (eg: three working days). It is noted that Committees can resolve to defer an Item on an Agenda to a later date, provided that the resolution states that the Item is listed on a future Agenda for that Committee.***

##### Exhibition of the draft Code of Meeting Practice

In accordance with Section 362 of the Local Government Act, after considering all submissions received, Council may decide to amend the Code or adopt the draft Code as its Code of Meeting Practice.

**ITEM 4 (continued)**

If Council resolves to amend the draft Code it may publicly exhibit the amended draft in accordance with the Act, or, if Council is of the opinion that the amendments are not substantial, it may adopt the amended draft Code without public exhibition as its Code of Meeting Practice.

Following adoption of the Code of Meeting Practice, a copy will be forwarded to the Office of Local Government, the Code will be placed on Council's website and copies will be available at meetings for reference.

In order to support a transparent process, it is recommended that Council place the draft Code on Public Exhibition.

**Critical Dates**

There are no critical dates or deadlines to be met.

It is noted that Council is required to give public notice of the draft code. The public exhibition period must not be less than 28 days. It is proposed to place the draft Code on a public exhibition from Wednesday, 3 September 2014 to Friday, 24 October 2014.

Council is also required to specify a period of not less than 42 days during which submissions may be made to Council. As a result, it is anticipated that a further report will be presented to Council at its meeting to be held on 25 November 2014.

Despite the public exhibition requirements, it is appropriate for Council to operate under the draft Code.

It should be noted that should Council resolve to amend its draft Code as placed on public exhibition, it may publicly exhibit the amended draft again. Alternatively, if Council is of the opinion that the amendments are not substantial, it may adopt the amended draft code without further public exhibition.

**Financial Implications**

Adoption of these recommendations will have no financial impact.

**Options**

Council may resolve to revert to the previous practice of publishing Agendas on the Thursday prior to the meeting. While this will address concerns raised regarding circulation of Committee Minutes and confusion regarding information circulated, it is not recommended as it is felt this is not in the public interest. From a Civic Governance perspective, it is felt that the revised timeframes support the principles of openness and transparency to a greater extent than previous practice.



**ITEM 4 (continued)**

As stated within the report, Council may resolved to revert to the previous practice of publishing Agendas on the Thursday prior to the meeting and publishing matters of significance prior to this deadline. Were Council to support this option, it would be appropriate for clear parameters to be set as to what constitutes a matter of significance and who should make that determination.

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## 5 POLICY ON EXPENSES AND FACILITIES FOR THE MAYOR AND OTHER COUNCILLORS

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**Report prepared by:** Governance Support Coordinator  
**File No.:** CLR/07/8/9/6/4 - BP14/960

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### REPORT SUMMARY

This report is presented to Council to endorse the public exhibition of the revised “Policy on Expenses and Facilities for the Mayor and other Councillors”.

As required by the *Local Government Act, 1993* (the Act), Council is required to annually review and adopt the “Policy on Expenses and Facilities for the Mayor and other Councillors”. As part of this process, Council is required to place the draft policy on public exhibition for a period of 28 days. Following adoption, Council is required to submit the policy to the Office of Local Government (OLG), including a copy of the public notice and any public submissions received.

This policy was last adopted by Council on 12 November 2013.

The amendments proposed in the **ATTACHED** draft policy are minor and include:

- rewording and additions to provide clarity;
- updating references to the Division of Local Government (DLG) to the Office of Local Government (OLG); and
- additions to reflect current practice and provide reasoning behind requirements.

There are no recommended changes to the limits and range of Councillor expenses and facilities.

### RECOMMENDATION:

- (a) That Council endorse the public exhibition of the revised “Policy on Expenses and Facilities for the Mayor and other Councillors”, as **ATTACHED** for a period of at least 28 days.
- (b) That the draft policy be sent to the Office of Local Government seeking their feedback by close of the exhibition period.
- (c) That after the exhibition period a further report be provided to Council detailing any submissions received, and seeking the adoption of the draft ‘Policy on Expenses and Facilities for the Mayor and other Councillors’.

### ATTACHMENTS

- 1 Draft Policy on Expenses and Facilities for the Mayor and other Councillors - 2014

**ITEM 5 (continued)**

Report Prepared By:

**Lorie Parkinson**  
**Governance Support Coordinator**

Report Approved By:

**John Schanz**  
**Manager - Governance, Risk and Audit**

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

## ITEM 5 (continued)

### Discussion

The City of Ryde “Policy on Expenses and Facilities for the Mayor and other Councillors” must comply with the *Local Government Act 1993* (the Act). This policy aims to ensure that all Councillors have the resources and facilities required to fulfil their civic duties, and promotes accountability and transparency.

In accordance with the requirements of the Office of Local Government (OLG) and the Act, Council is required to annually review and adopt this policy. Section 252 says adoption is required “*within 5 months of the end of the year*”, which is by 30 November 2014.

Section 253 (1) of the Act requires Council to give public notice to amend or adopt this policy and to allow at least 28 days for public submissions. After Council has adopted the policy, Council is required to submit the policy to the OLG, including a copy of the public notice and any public submissions received.

### History

This policy was last adopted by Council on 12 November 2013 and focussed on significantly revising the structure and layout of the Policy to add extracts and summaries from legislation, OLG circulars and guidelines, and the Code of Conduct. The 2013 revision provided clarity around requirements, consistency and reasoning, and demonstration of compliance.

### Overview of 2014 proposed changes to the ATTACHED draft Policy

The 2014 review proposes minor changes and updates that further improve readability and provide clarity around requirements, consistency and reasoning. Additions to the policy and procedure are noted in ***bold italics***. Deletions are in ~~strikethrough~~.

### Details of the proposed changes to the ATTACHED draft Policy

(1) Simplify the policy name

To reduce the wordiness of the policy title while maintaining clarity of meaning, it is proposed that it be changed from ‘Policy on the Payment of Expenses and Provision of Facilities for the Mayor and other Councillors’ to ***‘Policy on Expenses and Facilities for the Mayor and Other Councillors’***.

**ITEM 5 (continued)****(2) Simplify the Policy Objectives**

To reduce the wordiness of the Policy Objectives while providing increased clarity of meaning, it is proposed that Objective 1 is changed from:

“The objective of this Policy is to describe those expenses incurred or to be incurred by, and the facilities provided to the Councillors of the City of Ryde, the cost of which shall be met by the Council” to

***“The objective of this Policy is to describe the facilities and expenses that Council will provide, fund or reimburse, to the Councillors of the City of Ryde.”***

**(3) Provide clarity around direct payment and reimbursement**

As a result of feedback and questions on this policy, it is proposed that further detail is needed to show that the stated expense and facilities limits apply whether there is direct payment to the supplier by Council, through reimbursement to the Councillor, or through a cash advance to the Councillor.

Therefore minor amendments have been made to the policy to reflect this clarification. These are given below:

Within the Purpose section of the Policy:

“In addition, the purpose of this Policy, and associated procedures and guidelines, is to ensure that there is accountability and transparency in the **payment and reimbursement** of expenses incurred or to be incurred by the Councillors”.

Within Section 3.2 – Monetary limits:

***“Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.”***

Within 4.3.10 - Attendance at dinners and other non-Council functions, and 4.3.12 - Expenses for spouses, partners and accompanying persons, the draft policy states:

“Each Councillor is entitled to seek reimbursement up to \$300 per annum for the purpose of this section. Official receipts are required **to claim** for reimbursement under this clause.”

**ITEM 5 (continued)**

- (4) Provide clarity in the payment and reimbursement of partner expenses (4.3.12)

The OLG Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (2009), addresses “*Expenses for spouses, partners and accompanying persons*” in some detail. In this review of the City of Ryde policy, it was identified that further clarity on this topic would be valuable.

In addition, due to feedback received from Councillors, clarification was sought from the OLG. Their advice, as well as additional extracts from the OLG Guidelines have been included in this draft policy. The amended clauses under **4.3.12 - Expenses for spouses, partners and accompanying persons** are given below. It should be noted that these amendments will not result in an increase in expenses to Council.

- (4) *Where a spouse, partner or accompanying person attends an event away from home with the Councillor, additional costs of the person/s will not be met by Council, with the exception of those associated with the Local Government NSW annual conference as addressed in clause 5 below.*
- (5) *Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government NSW annual conference will be met by Council. These expenses will be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc would be the personal responsibility of individual councillors.*
- (6) *Eligible events (ie Local Government NSW Annual Conference, civic events in the Ryde LGA, and civic events throughout NSW for the Mayor or their representative) should be distinguished from circumstances where spouses, partners or accompanying persons accompany councillors at seminars and conferences and the like. In these situations all costs, including any additional accommodation costs, must be met by the councillor or the spouse/partner/accompanying person.*

5. Emphasise and explain the need for tax invoices in all but exceptional situations

The following minor additions to Section 3.7 (3) are proposed:

“If receipts and tax invoices are not able to be submitted, a Councillor shall be required to sign a Statutory Declaration to confirm that the expense was incurred. If a Statutory Declaration is provided in lieu of receipts and tax invoices, Councillors are required to personally retain any supporting documentation for audit purposes and shall be required to produce this documentation to Council upon request. **Councillors are advised that Council is unable to claim the GST on the purchase if a tax invoice is not submitted, thus increasing the real cost of the item.**”

**ITEM 5 (continued)**

It is also proposed that Section 6.2.2 - Home Office and Equipment, be amended to “(1) All amounts stated are ~~inclusive~~ **exclusive** of GST”, to maintain consistency with the rest of the given expense limits. Advice from the Chief Financial Officer supports this amendment.

6. Provide consistency in the reporting requirements following attendance at a Conference or other events

The City of Ryde supplementary conferences provision requires that:

“Within two (2) months following the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors Information Bulletin. This action is not required for the Local Government NSW Conference or the Australian Local Government Association Conference.”

Within the Policy on Expenses and Facilities for the Mayor and other Councillors, the requirement to “*provide a written report to Council on the aspects of the event relevant to Council business and/or the local community*” is included in

- 4.2 Attendance at seminars and conferences,
- 4.3.3 Interstate travel (including ACT), and
- 4.3.4 Overseas travel

This draft policy proposes the statement be extended to match the requirements already given in the supplementary Conferences provision, and will thus become:

“...shall provide a written report to Council on the aspects of the event relevant to Council business and/or the local community ***within two (2) months of the event. This report will be included in the Councillors Information Bulletin.***”

7. Reflect current practice regarding Intrastate Travel

Currently, Section 4.3.2 – Intrastate Travel addresses travel by vehicle only, however in practice Councillors may take the train or fly if the distance warrants it. Therefore, it is proposed that the following clause is added:

***“Councillors travelling into country NSW may choose the mode of transport that is most suitable, considering economy and convenience.” Air travel will require prior approval.***”

Secondly, country NSW trips may require accommodation, and there is a note within the Intrastate Travel section to refer to Section 4.3.5 – Accommodation costs. For clarity it is proposed to amend the note to:

- (4) If any intrastate travel requires payment or reimbursement of accommodation expenses, please refer to Section 4.3.5 – Accommodation costs, ***as prior approval is required.***

**ITEM 5 (continued)**8. Reflect change to NSW Government agency change of name

Throughout the policy, amendments have been made to reflect the change of title of the Division of Local Government (the Division or DLG) to the **Office of Local Government (OLG)**.

**Consultation**

In accordance with Section 253 of the Act, Council is required to publicly exhibit the draft policy for a minimum of 28 days. Following Council's endorsement of the public exhibition of the draft policy, it is proposed that the exhibition commence Monday, 1 September to Friday, 3 October 2014. During this period, it is also proposed that the draft policy is sent to the Office of Local Government for comment.

It is then anticipated that the revised policy will be submitted to Council on 28 October 2014. This report to Council will include any submissions received during the exhibition of the draft policy, including feedback from the Office of Local Government.

At this meeting, Council can resolve to make further amendments to the policy. However, if the amendments are considered to be significant, Council would be required to place the policy on public exhibition again for a period of at least 28 days, before it can be adopted.

**Critical Dates**

Council is required to annually adopt the Policy on Expenses and Facilities for the Mayor and Other Councillors Policy "*within 5 months of the end of the year*" (Section 252), which is by 30 November 2014.

Following adoption, Council is required to submit the policy, a copy of the public notice and attach any submissions received, to the Office of Local Government within 28 days.

**Financial Impact**

There are no financial or budget implications as a result of the recommendations detailed in this report. However, should Council resolve to increase the amount of the entitlements currently offered to Councillors, it may impact Council's current budget provisions.



**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on Expenses and Facilities for the Mayor and other Councillors**



**Scope**

- (1) This Policy, and associated procedures and guidelines, may be cited as the Policy on the ~~Payment of Expenses and Provision of Facilities~~ for the Mayor and other Councillors, and is effective from ~~12 November 2013~~ xx month xxxx.
- (2) In this Policy, and associated procedures and guidelines, unless otherwise stated, the expression "Councillor" refers to all Councillors of the City of Ryde, including the Mayor and Deputy Mayor.

**Purpose**

This Policy ensures that Councillors have adequate access to the facilities and support required to fulfil their civic duties as elected representatives. It also aims to ensure that the facilities provided to Councillors to carry out their civic functions are equitable and in keeping with legislative requirements.

In addition, the purpose of this Policy, and associated procedures and guidelines, is to ensure that there is accountability and transparency in the **payment and** reimbursement of expenses incurred or to be incurred by the Councillors.

Council may disburse money only if the disbursement is authorised by the Local Government Act, either expressly or because it is supplemental, incidental to or consequential upon the exercise of its functions.

**Objectives**

- ~~(1) The objective of this Policy is to describe those expenses incurred or to be incurred by, and the facilities provided to the Councillors of the City of Ryde, the cost of which shall be met by the Council.~~
- (1) **The objective of this Policy is to describe the facilities and expenses that Council will provide, fund or reimburse, to the Councillors of the City of Ryde.**
- (2) This Policy also aims to uphold and demonstrate the following key principles:
  - (a) Conduct: Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the *Local Government Act 1993* or any other Act.
  - (b) Participation, equity and access: The provisions of the Policy are to be non-discriminatory and used in an equitable manner to enable the full participation by Councillors from different walks of life. The provisions of the Policy shall also be at an appropriate level to encourage members of the community, particularly under-represented groups such as those in primary caregiver roles, to seek election to Council by ensuring that they would not be financially or otherwise disadvantaged by undertaking the civic functions of a Councillor.

Draft Policy on Expenses and Facilities for the Mayor and other Councillors		
Owner: Governance, Risk & Audit	Accountability: Mayoral and Councillor support service	Policy: CSG005
Trim Reference: D14/64644	Adopted by Council:	Page: 1

**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

The Policy shall also take into account and make reasonable provision for the special needs of Councillors to allow access to the appropriate parts of Council premises, and facilities, and maximise participation in the civic duties and business of Council.

- (c) Accountability and transparency: The details and range of benefits provided to the Councillors are to be clearly stated and be fully transparent and acceptable to the local community.
  - (d) Reasonable expenses: Councillors shall only be reimbursed for expenses reasonably incurred in their performance of their role as a Councillor.
  - (e) Private benefit: Councillors shall not obtain private benefit from the provision of equipment and facilities. Occasional incidental private use is acknowledged, and is not subject to a compensatory payback. Should substantial private use occur, payback or reimbursement will be required.
- (3) Only those entitlements specifically described in this Policy shall be provided by the Council.

**References - Legislation**

This Policy is made pursuant to Sections 252 - 254 of the Local Government Act 1993, Clause 403 of the Local Government (General) Regulation 2005, and the Office of Local Government's *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW* (2009).

**Review Process and Endorsement**

Council is required, under Section 252 of the *Local Government Act* (the Act), to adopt a policy on the payment of expenses and the provision of facilities to the Mayor and other Councillors each year. This is to occur within 5 months of the end of the financial year.

Section 253 of the Act requires that Council give public notice of at least 28 days of its intention to adopt or amend this policy, even if there is no proposed change to the policy. Council is also required to provide the ~~Division~~ **Office** of Local Government with the adopted policy, the public notice and any submissions received.

Council may amend and adopt the policy at other times of the year without public notice, if the amendments are "not substantial" (~~Division~~ **Office** of Local Government Guidelines).

Draft Policy on the Expenses and Facilities for the Mayor and other Councillors		
Owner: Governance, Risk and Audit	Accountability: Mayoral and Councillor Support Service	Policy: CSG005
Trim Reference: D14/64644	Review date: Annual	Adopted by Council:

**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses  
and Provision of Facilities for the  
Mayor and other Councillors**

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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

**1. Definitions, References and Legend**

Throughout this procedure, where specific information is drawn from one of the following documents or organisations it will be referenced and displayed in a coloured box as given below.

Definitions of commonly used terms are also given in the relevant box below.

**The Act:** refers to the *Local Government Act 1993*

**The Regulation:** refers to the Local Government (General) Regulation 2005.

**The OLG Division:** refers to the ~~Division~~ **Office** of Local Government, NSW. *In some parts it may be appropriate for the policy to refer to 'the Division' – the former title of the Office of Local Government.*

**Guidelines:** refers to the **OLG's** ~~Division~~ Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (October 2009). Extracts or summaries from this document are shown in yellow.

**NSW Government Agency circulars or advice on specific issues** are shown in pink

**Code of Conduct:** refers to the City of Ryde Code of Conduct, as in effect at the time. Extracts or summaries from this document are shown in blue.

The following definitions are from the **OLG's** ~~Division's~~ Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (2009, page 3).

**Councillor expenses and facilities policy:** The Policy prepared under the Guidelines on the payment of expenses and the provision of facilities to Mayors and Councillors.

**Expenses:** Payments made by Council to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses must be outlined in the Council's Policy and may be either reimbursed to a Councillor or paid directly by Council for something that is deemed to be a necessary expense to enable them to perform their civic functions. Expenses are separate and additional to annual fees.

**Facilities:** Equipment or services that are provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.

**Functions of civic office/civic functions:** Functions that Councillors are required to undertake to fulfil their legislated role and responsibilities for the Council that should result in a direct benefit for Council and/or for the local government area.

Draft Policy on Expenses and Facilities for Councillors		
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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

**2. Conduct**

**2.1 Key Principles**

**Guidelines**

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the *Local Government Act* or any other Act. This is required under section 439 of the *Local Government Act* and reinforced in the Model Code of Conduct made under section 440.

**2.2 Use of resources by Councillors**

**Code of Conduct**

You must use council resources ethically, effectively, efficiently and carefully in the course of your official duties, and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.

You must be scrupulous in your use of council property, including intellectual property, official services and facilities, and must not permit their misuse by any other person or body.

You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

You must not use council resources, property or facilities for the purpose of assisting your election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

You must not use council letterhead, council crests and other information that could give the appearance it is official council material for: the purpose of assisting your election campaign or the election campaign of others, or for other non-official purposes.

You must not convert any property of the council to your own use unless properly authorised.

You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

**2.3 Accountability and transparency**

**Guidelines**

Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly identified in the Policy.

**3. Provisions**

**3.1 General expense allowance**

**Regulation – Clause 403**

A policy under section 252 of the Act must not include any provision enabling a council to pay any councillor an allowance in the nature of a general expense allowance.

**Guidelines**

In accordance with clause 403 of the Regulation, there is no provision under this policy for a general expense allowance. A general expense allowance is a sum of money paid by a Council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

**Advice from the ~~Office~~ Division of Local Government**

On 25 August 2011 the ~~OLG Division~~ advised that the provisions of the Local Government Act 1993 and the Local Government (General) Regulation 2005 do not allow for Council to provide Councillors with a monthly base rate. Furthermore, the ~~OLG Division~~ stated that the Act and Regulation do not allow for Council to reimburse Councillors without the receipt of appropriate supporting documentation showing the expense incurred.

The ~~OLG Division~~ noted that any payment made to Councillors by Council without the presentation of appropriate documents showing expenses constitutes a "disbursement". The ~~OLG Division~~ advised that this practice is to be discouraged by Councils. Correspondingly, the ~~OLG Division~~ clarified that a "reimbursement" is an entitlement provided to Councillors after they have incurred an expense. Reimbursements are to be provided to Councillors only upon receipt of appropriate supporting documentation showing the expense incurred.

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**3.2 Monetary Limits**

Monetary limits are stated in this Policy against each expense category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.

***Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.***

For the purposes of transparency and accountability, monetary limits are highlighted throughout this document where appropriate.

**3.3 Time Limits**

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

**3.4 No private benefit without payment**

**Guidelines**

Councillors should not obtain private benefit from the provision of equipment and facilities, including from travel bonus programs such as 'frequent flyer' schemes or any other such loyalty programs while on Council business. However it is acknowledged that incidental use of council equipment and facilities may occur from time to time. Such incidental private use is not subject to a compensatory payment back to council.

Where more substantial private use does occur, the Act provides that a payment may be made to cover the level of that private use (refer s252(2)). Councillors should not obtain more than incidental private use of facilities.

- (1) Should a Councillor obtain substantial private benefit, the Councillor is required to advise the General Manager in writing detailing the extent of the private benefit.
- (2) Council will determine the value of the benefit that is to be invoiced to the Councillor in a non-confidential session of a Council Meeting. The Councillor shall then repay Council the value within four weeks of the determination.

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**3.5 Use of Council resources for political purposes.**

**Guidelines**

The Code of Conduct provides that council resources must be used ethically, effectively, efficiently and carefully. Council property including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that council resources are being used inappropriately.

A person's re-election is considered to be a personal interest. Official council material such as letterhead, publications, websites as well as council services and forums must not be used for such personal interests. Situations in which the appearance may be given that these are being used for such purposes are also to be avoided.

The fundraising activities of political parties, including political fundraising events, are considered to be personal interests. Councils will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending such activities and events.

**3.6 Gifts and Benefits**

The process with regard to Gifts and Benefits is set out in Council's adopted Gifts and Benefits Policy.

**3.7 Approval and dispute resolution process**

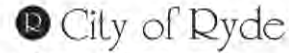
- (1) All expenses and costs incurred must be in accordance with the requirements of this Policy.
- (2) Reimbursement of costs and expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the "Request for Councillor Reimbursement" form.
- (3) If receipts and tax invoices are not able to be submitted, a Councillor shall be required to sign a Statutory Declaration to confirm that the expense was incurred. If a Statutory Declaration is provided in lieu of receipts and tax invoices, Councillors are required to personally retain any supporting documentation for audit purposes and shall be required to produce this documentation to Council upon request. **Councillors are advised that Council is unable to claim the GST on the purchase if a tax invoice is not submitted, thus increasing the real cost of the item.**
- (4) Claims for reimbursement of "Communication costs" will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers, in the name of the Councillor – a statutory declaration is not appropriate.

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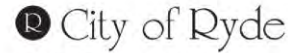
- (5) Payments made to Councillors by way of reimbursement in accordance with this Policy will only be made to personal accounts on which the Councillor is a named account holder and not to third parties.
- (6) The General Manager or a delegated employee shall assess all such claims and if considered to be reasonable and to be legitimately payable under this Policy, shall approve the claim for payment and payment shall be made within seven (7) days.
- (7) Should the General Manager or delegated employee decide that the claim should not be paid, the General Manager shall explain such decision to the Councillor and should the Councillor still consider that the claim should be paid, it shall be considered that a dispute exists and the provisions of the following clause shall apply.
- (8) Should any Councillor consider that a dispute exists at any time regarding this policy, the parties to the dispute shall provide a written report on the nature of the dispute and the General Manager shall submit such reports to the next meeting of the Council to have the dispute determined by a resolution of the Council having regard to this policy, the Act and any other relevant law. The decision of the Council shall be binding on all of the parties.

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**3.8 Payment of Councillor Fees**

**Local Government Act – Section 248A**

Under Section 248A of the Act, Council must not, unless otherwise permitted, pay an annual fee to a Councillor for any period during which the Councillor is suspended from office or the right to be paid any fee is suspended.

**Local Government Act – Section 254A**

Under Section 254A of the Act, Council may resolve that an annual fee not be paid to a Councillor or the amount reduced if the Councillor is absent, with or without leave, from meetings of the Council for a period not more than 3 months or in any circumstances prescribed by regulation. A fee must not be paid if the period of absence exceeds 3 months.

**Regulation – Clause 404**

Under clause 404 of the Regulation, a prescribed circumstance for non-payment or reduction of a Councillor's annual fee is where payment would adversely affect the Councillor's entitlement to a pension, benefit or allowance and the Councillor is agreeable to the non-payment or reduction.

A Councillor may elect not to accept any entitlement under this Policy, except that the Mayor and every Councillor must be paid the appropriate minimum fees determined by the Local Government Remuneration Tribunal (unless the provisions of Section 254A of the Act apply). Payment of the appropriate minimum fees determined by the Remuneration Tribunal is a requirement of Sections 248 (4) and 249 (4) of the Act.

**Advice from the ~~OLG Division~~ – Surrendering Fees**

On 25 August 2011 the ~~OLG Division~~ advised that as the payment of expenses incurred by Councillors is an entitlement and is distinct to the provision of Councillor fees set out by the Local Government Remuneration Tribunal of NSW, Council does not have the capacity to "surrender" Councillor entitlements, and therefore does not have the ability to donate the entitlements to a charity.

However, the ~~OLG Division~~ confirmed that Section 404 of the Local Government (General) Regulation 2005 provides that Councillors can agree to a "non-payment or reduction" in their Councillor fees. The ~~OLG Division~~ stated that Councillors have an option to donate all or part of their Councillor fees to a charity organisation.

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**3.8 Payment of Councillor Fees (continued)**

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

**3.9 Payments in advance**

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

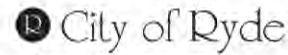
Timeframe	Maximum amount
Reconcile within 1 week	\$500.00

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**4. Specific Expenses**

**4.1 Training and education expenses**

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

**4.2 Attendance at seminars and conferences**

- (1) Prior Council approval is required for Councillors to attend seminars or conferences on behalf of the Council. A report must be included in the Council business papers and should give the purpose of the seminar, conference and training course, expected total costs, expected benefits for Councillors to attend and the names of Councillors who have indicated an interest to attend.
- (2) When determining attendance at conferences and seminars, consideration will be given to the Councillor Attendance at Conference guidelines.
- (3) Where a Councillor is no longer able to attend a conference or seminar for which endorsement has been given, they must advise the General Manager as soon as practicable, to facilitate the attendance of an alternate Councillor.
- (4) Where a Councillor provides less than 24 hours notice with regard to clause (3) above, and where no sufficiently substantial reason is provided, the Councillor may be liable, by way of Council resolution, for any related costs Council is unable to recover.
- (5) After returning from the seminar, conference or training course, the Councillor/s, or accompanying member of Council staff, shall provide a written report to Council on the aspects of the event relevant to Council business and/or the local community ***within two (2) months of the event. This report will be included in the Councillors' Information Bulletin.***

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

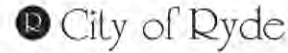
- (6) Council will pay the seminar, conference or training course registration fees charged by the organisers including the costs of related official meals and associated tours where they are relevant to the business and interests of Council. Any time and costs incurred in undertaking activities not related to attendance at the event shall not be included in the expenses paid by Council.

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- (7) Council will also meet the cost of meals (and reasonable cost of drinks) when they are not otherwise included in the training, conference or seminar fees. Each Councillor is entitled to seek reimbursement for up to three meals per day to a maximum of \$100 a day. Official receipts will be required for reimbursement under this clause.

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

- (8) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.
- (9) Council will meet the reasonable cost of transportation and accommodation associated with attendance at the seminar, conference or training course
- (10) Any accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although 5 star accommodation will be provided where no suitable alternative accommodation is available. The cost of any upgrade shall be the responsibility of the Councillor. Where possible, Council will make payment of the accommodation booking prior to the date of arrival.
- (11) Council shall provide Councillors with taxi vouchers for travel to a seminar, conference or training course. Councillors must ensure that unused vouchers and the receipts of used vouchers are provided to Council within seven (7) days of the event.
- (12) Alternatively, Council will meet the actual costs for public transport, taxis or hire-cars for travel on Council related business outside of the Ryde Local Government area (LGA). Reimbursement will not be made for travel expenses incurred within the Ryde LGA.
- (13) Council shall reimburse transport expenses incurred by a Councillor while using their own private vehicle for Council related business outside of the Ryde Local Government area (LGA). Reimbursement will not be made for travel expenses incurred within the Ryde LGA.

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

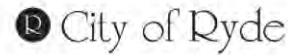
- (14) Council is not liable for any traffic, parking or transport fines, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.

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**4.3 Travel**

**Guidelines**

All travel by Councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

**4.3.1 Local travel arrangements and expenses**

- (1) Under normal circumstances, Councillors are expected to provide their own transport to and from the Civic Centre and the Councillor's home and place of work for the purpose of undertaking Council business.
- (2) Transport to and from the Civic Centre and a Councillor's home and/or place of work may be provided by Council at the discretion of the General Manager having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.
- (3) Council shall reimburse travel expenses incurred by Councillors for travel on Council related business outside the Ryde Local Government area (LGA). Reimbursement will not be made for travel expenses incurred within the Ryde LGA.
- (4) Travel expenses include use of private vehicle, use of public transport, taxis, hire cars, travel using a Council vehicle and associated costs such as parking and road tolls. Private vehicle expenses will be reimbursed using the kilometre rate prescribed in the relevant legislation or policies applicable to employees of the Council. Actual costs will be reimbursed for other travel expenses.
- (5) Council is not liable for any traffic, parking or transport fines, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while travelling on Council related business.
- (6) A Council vehicle (with or without a driver), a hire car, or a taxi voucher may be provided to a Councillor for the purpose of attending any Council related event at the discretion of the General Manager having regard to the circumstances.
- (7) Nothing in this Policy prevents a Councillor from travelling in a Council vehicle with a staff member who is also attending any Council related event.

**4.3.2 Intrastate travel**

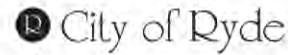
- (1) Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.

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- (2) Council is not liable for any traffic, parking or transport fines, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.
- (3) ***“Councillors travelling into country NSW may choose the mode of transport that is most suitable, considering economy and convenience.” Air travel will require prior approval.”***
- (4) If any intrastate travel requires payment or reimbursement of accommodation expenses, please refer to Section 4.3.5 – Accommodation costs, ***as prior approval is required.***

**4.3.3 Interstate travel (including ACT)**

- (1) Prior Council approval is required for interstate travel for which reimbursement ***or payment*** is sought by Councillors. Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given. Such a proposal cannot be considered in a late report or Mayoral Minute.
- (2) Applications for interstate travel must be made in writing, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective approval of reimbursement of such travel expenses, therefore all expenses must be approved in advance.
- (3) Upon return from interstate travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, ***within two (2) months of the trip. This report will be included in the Councillors’ Information Bulletin.***
- (5) Economy class air travel will be provided as standard for travel within Australia. The cost of any upgrade shall be the responsibility of the Councillor. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (6) Where trains are used, first class train travel will be provided, including sleeping berths where available.
- (6) Council shall meet the cost of any transfers between a Councillor’s residence and a transport interchange (ie: airport) and between the transport interchange and hotel or venue. These costs are not to exceed the cost of taxi fares.

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**4.3.4 Overseas travel**

**Guidelines**

It is strongly recommended that Council scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid international visits unless direct and tangible benefits can be established for Council and the community.

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

**4.3.5 Accommodation costs**

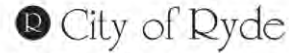
- (1) Council shall meet the costs of accommodation for Councillors travelling on Council business, when prior approval has been granted by Council.
- (2) Where possible, Council will make payment of the accommodation booking prior to the date of arrival.
- (3) Any accommodation required by Councillors will be provided by Council subject to availability, access to venue and cost. A reasonable standard of accommodation is considered to be 4 – 4.5 star although 5 star accommodation will be provided where no suitable alternative accommodation is available. The cost of any upgrade shall be the responsibility of the Councillor.

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**4.3.6 Incidental Expenses**

**Guidelines**

Reasonable out of pocket or incidental expenses associated with Councillors attending conferences, seminars or training courses may be reimbursed, provided that it can be demonstrated that the expenses were actually incurred and that established reconciliation procedures are followed; for example, the completion of a claim form. The claim form must include an itemised account of expenditure and should not be general in nature.

Incidental expenses could reasonably include telephone calls, refreshments, internet charges, laundry and dry cleaning newspapers, taxi fares and parking fees.

- (1) Council shall reimburse reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses, and other prior approved travel, incurred by Councillors.
- (2) Incidental expenses include, but are not limited to, in-house hotel television, telephone calls, internet charges, refreshments, laundry and dry cleaning, and newspapers.
- (3) Each Councillor is entitled to seek reimbursement up to \$20 per day for the purposes of Clause 4.3.6.

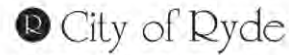
Timeframe	Maximum amount
Per day	\$20

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**4.3.7 Legal assistance provisions and expenses**

**Guidelines**

Legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to a Councillor. This may include circumstances in which a matter does not proceed to a finding.

Council must not meet the legal costs of legal proceedings initiated by a Councillor under any circumstances

Council must not meet the legal costs of a Councillors seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

Legal costs must not be met for legal proceedings that do not involve a Councillor performing their role as a Councillor.

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

Clause (c) applies only when the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.
- (2) In the case of a conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct.
- (3) In the case of a pecuniary interest or misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the **Office** ~~Division~~ of Local Government.

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

**4.3.8 Insurance**

**Guidelines**

Section 382 of the Act requires Council to make arrangements for its adequate insurance against public liability and professional liability.

All insurances are to be subject to any limitations or conditions set out in Council's policy of insurance.

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

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**4.3.9 Communication expenses**

**Guidelines**

The **OLG Division** advises against Council including a provision in their Policy for expenses for individual Councillors or groups of Councillors to produce and disseminate personalised pamphlets, newsletters and the like.

Regardless of the intention, such activities may be perceived as using Council resources for private political benefit and would therefore be contrary to the spirit of the Local Government Act and Code of Conduct.

Councils should establish a monthly monetary limit for the cost of official mobile landline and facsimile calls made by Councillors. A system should also be established to reconcile all telephone call costs claimed with account statements. Councils should also consider limiting expenses for internet use.

- (1) Councillors are entitled to seek reimbursement for communications costs and expenses covering the areas of email, internet, telephone (both fixed and mobile), website and postage.
- (2) Each Councillor is entitled to seek reimbursement up to \$300 per month (\$3,600 per annum) for the purposes of this clause.
- (3) Where the communication costs include the provision of a communication device through a communication plan, Council shall reimburse the costs associated with the plan, including email, internet and telephone access and usage. Communication costs also include expenses incurred by a Councillor for the proportion of leasing, renting or repayment costs associated with any communication device used by a Councillor in undertaking their role as a Councillor.
- (4) Council may provide Councillors with a mobile phone and call plan in lieu of the individual Councillor seeking reimbursement for mobile telephone costs. It is noted that there may be a small proportion of incidental private/personal use.
- (5) Reimbursement of costs and expenses to Councillors under 'Communication costs' will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers in the name of the Councillor, and the completion of the "Request for Councillor Reimbursement" form.
- (6) Councillors are not entitled to claim any communication costs associated with the production or dissemination of personalised pamphlets, newsletters and the like.

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

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4.3.10 Attendance at dinners and other non-Council functions

**Guidelines**

Consideration may be given to meeting the cost of Councillor's attendance at dinners and other non-Council functions that provide briefings to Councillors from key members of the community, politicians and business. Approval to meet expenses should only be given when the function is relevant to the Council's interest. Only the cost of the service provided should be met.

No payment should be made by a Council for attendance by a Councillor at any political fundraising event, for any donation to a political party or candidate's electoral fund, or some other private benefit. Council should ascertain whether any expenses to be incurred would be directed towards such events and activities prior to approving expenditure.

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

Timeframe	Maximum amount
Per annum	\$300

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

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

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**4.3.11 Care and other related expenses**

**Guidelines**

Council makes provision for the reimbursement of the reasonable cost of care arrangements, including childcare expenses and the care of elderly, disabled and/or sick family members of Councillors, to allow Councillors to undertake their Council business obligations.

- (1) Where a Councillor has responsibilities for the care and support of any relative, the Council may reimburse the actual cost incurred by the Councillor to engage professional care for the relative whenever considered necessary by the Councillor in order for the Councillor to discharge the functions of civic office.
- (2) In this clause, *relative* shall have the same meaning as set out in the Dictionary in the Local Government Act.

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

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

- (3) The total amount paid to a Councillor in a financial year under sub-clause (1) shall not exceed an amount equivalent to 25% of the Councillors fee set for that year.

Timeframe	Maximum amount
Per annum	25% of annual Councillor fee

- (6) Where a Councillor has a special requirement, such as disability and access needs, Council shall meet reasonable costs and expenses required in order for that Councillor to discharge the functions of civic office.
- (7) The total amount paid to a Councillor in a financial year under sub-clause (4) shall not exceed an amount equivalent to 25% of the Councillors fee set for that year, however, Council can approve additional expenditure in extenuating circumstances.

Timeframe	Maximum amount
Per annum	25% of annual Councillor fee

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

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4.3.12 Expenses for spouses, partners and accompanying persons

**Guidelines**

There may be limited instances where certain costs incurred by the Councillor on behalf of their spouse, partner or accompanying person are properly those of the Councillor in the performance of his or her functions. An accompanying person is a person who has a close personal relationship with the Councillor and/or provides carer support to the Councillor.

Meeting the reasonable costs of spouses and partners or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature, is considered appropriate when accompanying Councillors within the local government area.

**Such functions would be those that a councillor's spouse, partner or accompanying person could be reasonably expected to attend.**

**Consideration should also be given to the payment of expenses for the spouse, partner or accompanying person of a mayor, or a councillor when they are representing the mayor, when they are called on to attend an official function of council or carry out an official ceremonial duty while accompanying the mayor outside the council's area, but within the State.**

The payment of expenses for spouses, partners or accompanying persons for attending appropriate functions as permitted above should be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouses, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses.

Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government and Shires Associations' annual conferences (**now known as Local Government NSW**) could be met by Council. These expenses should be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses and the cost of partner/accompanying person tours etc would be the personal responsibility of individual Councillors.

The above circumstances should be distinguished from spouses, partners or accompanying persons who accompany a Councillor at any event or function outside the local government area, including interstate and overseas, where the costs and expenses of the spouse or partner or accompanying person should not be paid by Council (**with the exception of Local Government NSW Annual Conference as noted above**).

**The above examples should also be distinguished from circumstances where spouses, partners or accompanying persons accompany Councillors at seminars and conferences and the like. In these situations all costs, including any additional accommodation costs, must be met by the Councillor or the spouse/partner/accompanying person.**

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**Advice from the OLG – Expenses for spouses, partners and accompanying persons**

On 8 August 2014, the OLG advised that:

- (1) The Local Government and Shires Associations' annual conference, as given in paragraph 3 of the Guidelines, refers to the newly named Local Government NSW only. It does not include the Australian Local Government Association (ALGA) conference(s).
- (2) At the LG NSW Annual Conference, payment for "partner programs" is the personal responsibility of Councillors. Only registration and official conference dinner tickets for spouses, partners or accompanying persons are to be paid or reimbursed by Council.
- (3) Additional travel expenses (ie beyond travelling in a car with a Councillor) for a spouse, partner or accompanying person while attending any conference (including the LG NSW annual conference), function or event etc, are not to be funded by Council.

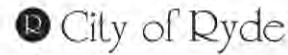
- (1) In limited circumstances, Council shall meet certain costs incurred by a Councillor on behalf of their spouse, partner or accompanying person that are properly and directly related to the role of the Councillor in the performance of his or her duties, **in the Ryde local government area**. For example attendance at official Council functions that are of a formal and ceremonial nature when accompanying Councillors. ~~within the Ryde local government area.~~
- (2) Costs and expenses incurred by the Councillor on behalf of their spouse, partner or accompanying person will be ~~met reimbursed~~ if the cost or expense relates specifically to the ticket, meal and/or direct cost of attending the function **referred to in clause (1) above**, including carer costs. Peripheral expenses such as grooming, special clothing and transport are not considered reimbursable expenses.
- (3) In recognition of the importance of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel and accommodation expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle and are able to be accommodated in the same room already provided as standard to the Councillor, it will be considered that no additional cost has been incurred by Council.
- ~~(4) Where a spouse, partner or accompanying persons do attend an event away from home with the Councillor, additional costs of the person/s will not be met by Council except for attendance at official dinners or ceremonies associated with the Local Government NSW Conference and for which partners are invited to attend. This provision does not extend to social outings and tours which may be provided as part of a "partners program".~~
- (4) **Where a spouse, partner or accompanying person attends an event away from home with the Councillor, additional costs of the person/s will not be met by Council, with the exception of those associated with the Local Government NSW annual conference as addressed in clause (5) below.**

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- (5) *Limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government NSW Annual Conference will be met by Council. These expenses will be limited to the cost of registration and official conference dinners. Travel expenses, any additional accommodation expenses, and the cost of partner/accompanying person tours etc would be the personal responsibility of individual councillors.*
- (6) *Eligible events (ie Local Government NSW Annual Conference, civic events in the Ryde LGA, and civic events throughout NSW for the Mayor or their representative) should be distinguished from circumstances where spouses, partners or accompanying persons accompany councillors at seminars and conferences and the like. In these situations all costs, including any additional accommodation costs, must be met by the councillor or the spouse/partner/accompanying person.*
- (6) Each Councillor is entitled to seek reimbursement of up to \$300 per annum total **under this clause** for the purposes of sub-clauses (2) and (5). Official receipts are required **to claim** for reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$300

**4.3.13 Meals and refreshments**

- (1) Morning and afternoon tea may be provided to each Councillor when in attendance at the Civic Centre during normal office hours. A meal including drinks may be provided to each Councillor at the Civic Centre whenever the Councillor is required to attend at the Civic Centre, or leave from or return to the Civic Centre, for a Council related event.
- (2) Meals and refreshments may also be provided to Councillors when attending a local community event or festival. The General Manager shall determine when such meals and refreshments are to be provided.
- (3) Meals and refreshments may also be provided to Councillors when attending a seminar, conference or training course, in accordance with Section 4.2 – Seminars and conferences.

**5. Additional Expenses for the Mayor**

**5.1 Mayoral Fee**

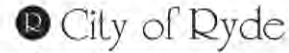
- (1) An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under Division 5 of the Local Government Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.

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

**5.2 Civic Expenses**

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

**5.3 Communication costs and expenses**

- (3) Council shall reimburse up to an additional \$250 per month (\$3,000 per annum) for communication costs and expenses for the Mayor, over and above the monthly expenditure limit prescribed in clause 4.3.9 – Communication Expenses.

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

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**6. Provision of facilities, equipment and services**

**6.1 General**

**6.1.1 Provision of facilities generally**

- (1) Facilities, equipment and services shall be provided to Councillors to support them in undertaking their role as elected members of the Council.
- (2) The equipment supplied under sub-clause (1) shall be of adequate capacity and functionality to generally undertake the role of Councillor.
- (3) Unless otherwise resolved by the Council, the equipment shall be provided to a Councillor only once during the term of each Council. Council remains in ownership of the equipment and will be responsible for maintenance, replacement, insurance, technology upgrades and supply of consumables. The equipment is required to be returned at the end of the term of each Councillor. At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.

**6.1.2 Private use of equipment and facilities**

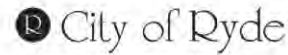
- (1) Council facilities, equipment and services are not to be used for private purposes unless the use is incidental, unavoidable and of a minor nature.
- (2) Should a Councillor obtain substantial private benefit, the Councillor is required to advise the General Manager in writing detailing the extent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

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**6.2 Specific provision of equipment and facilities for Councillors**

**6.2.1 Stationery and other items**

- (1) Each Councillor may receive:
- (a) 2500 sheets of plain white A4 paper per year;
  - (b) 500 plain white DLE envelopes per year;
  - (c) 500 business cards per year in a format agreed by each Councillor;

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

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

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

Timeframe	Maximum amount
Per annum	2,500 sheets of plain A4
Per annum	500 plain white DLE envelopes
Per annum	500 business cards

**6.2.2 Home Office and Equipment**

- (1) The following equipment and facilities may be provided by the Council at a location nominated by the Councillor:
- (a) a personal computer with office and related software (up to a total value of \$3,000)
  - (b) a printer which may include or have attached facilities for facsimile, scanning, photocopying and telephone answering (up to a total value of \$1,000)
  - (c) an iPad or other tablet device (up to a total value of \$1,000)

All amounts stated are ~~inclusive~~ **exclusive** of GST.

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Timeframe	Maximum amount
Per term	PC up to \$3,000
Per term	Printer up to \$1,000
Per term	iPad equivalent up to \$1,000

- (2) Alternatively to (1) above, Councillors may choose to be provided with, or receive reimbursement for, information technology equipment and/or software to a total of \$4,000 per term. This clause is to commence following the conduct of the 2016 Local Government election.

**6.2.3 Parking**

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

**6.2.4 Secretarial Support**

- (1) Secretarial support may be provided at the discretion of the General Manager for each Councillor at the Civic Centre. This may include typing, photocopying or use of a telephone. All expenses incurred, including the cost of staff, shall be met by the Council.

**6.2.5 Delivery of Material**

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

**6.2.6 Council Meeting Chamber and Library Meeting Rooms**

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

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**7. Additional provisions for the Mayor**

**7.1 Mayoral Office**

A furnished Mayoral Office shall be provided by the Council at the Civic Centre, including a computer with office and related software (including access to email and internet).

**7.2 Secretarial Support**

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

**7.3 Motor Vehicle**

**Regulation – Clause 403 – Section 252**

A policy, under section 252 of the Act, must not include any provision enabling a council to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular Councillor, other than a Mayor.

**Guidelines**

Generally, a fully serviced and maintained vehicle, including a fuel card, should be provided for the sole use of the Mayor.

Councillors, including the Mayor, should only obtain incidental private benefit from the provision of a motor vehicle for official use unless the Policy specifically provides for private use and has a mechanism in place for a payment to be made for that private use.

- (1) A Toyota Camry Hybrid Level 2 (or general equivalent) shall be provided by the Council and shall be fully maintained for use by the Mayor for Council related business. The vehicle may be used for incidental private purposes by the Mayor.
- (2) Should substantial private use occur the Mayor is to reimburse to Council the cost of this private use, which will be calculated using the mileage rates prescribed in the relevant legislation or policies applicable to employees of Council.
- (3) A car parking space shall be allocated at the Civic Centre for the Mayoral vehicle.

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- (4) Should the Mayor elect not to make use of the vehicle for the length of their term, it will be disposed of appropriately. The Mayor will be entitled to reimbursement for all Council related travel expenses in accordance with the mileage rates prescribed in the relevant legislation or policies applicable to employees of Council.
- (5) Reimbursements will be made upon the production of an appropriate vehicle mileage log and the completion of a "Request for Councillor Reimbursement" form.

**7.4 Ceremonial Clothing**

The Mayor shall be supplied with a suitable robe and chains of office.

**7.5 Other equipment and facilities**

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

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

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**8. Acquisition and return of equipment and facilities by Councillors**

**Guidelines**

Council should provide details of arrangements for Councillors to return equipment and other facilities to Council after the completion of their term of office, extended leave of absence or at the cessation of their civic duties.

The policy should provide the option for Councillors to purchase Council equipment previously allocated to them at the cessation of their duties. If the item is for sale it should be purchased at an agreed fair market price or written down value.

- (1) Prior to the conclusion of a Council term, all Councillors will be invited to indicate if they wish to purchase the following:
  - Laptop or computer provided by Council
  - Printer provided by Council
  - iPad or equivalent provided by Council and/or
  - any phone provided by Council
- (2) Councillors will be advised of the written down value of each item prior to seeking the above indication.
- (3) Where possible, payment for any items a Councillor wishes to purchase will be deducted from the Councillor's fee. Where this is not possible, an invoice will be prepared for the Councillor to make the appropriate payment.
- (4) Councillors no longer holding a position as Councillor will be required to return all equipment not purchased within one week of the declaration of the polls to the Group Manager, Corporate Services at Council's Civic Centre.

Draft Policy on Expenses and Facilities for Councillors		
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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

**9. Management, review and reporting of this Policy**

**9.1 Adoption and amendment of Policy**

**Act – Section 252**

- (1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

**Act – Section 253**

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:
  - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and
  - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and
  - (c) a copy of the notice given under subsection (1).

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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

(5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

254 Decision to be made in open meeting

The council or a council committee, all the members of which are councillors, must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

**9.2 Annual reporting**

**Act – Section 428 and Regulation – Clause 217**

Section 428 of the Act and clause 217 of the Local Government (General) Regulation (“the Regulation”) require Council to include in each Annual Report a copy of the Policy and details of the cost of implementing the Policy.

**Act – Section 428 (part)**

(1) Within 5 months after the end of each year, a council must prepare a report as to its achievements with respect to the objectives and performance targets set out in its management plan for that year.

(2) A report must contain the following:

(f) the total amount of money expended during the year on mayoral fees and councillor fees, the council's policy on the provision of facilities for use by councillors and the payment of councillors' expenses, together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses.

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**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

**Regulation – Section 217 (part)**

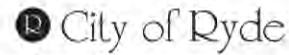
- (1) For the purposes of [section 428](#) (4) (b) of [the Act](#), an annual report of a council is to include the following information:
- (a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:
- (i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),
- (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
- (iii) the attendance of councillors at conferences and seminars,
- (iv) the training of councillors and the provision of skill development for councillors,
- (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
- (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
- (vii) the expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW prepared by the Director-General from time to time,
- (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions.

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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses  
and Provision of Facilities for the  
Mayor and other Councillors**



Lifestyle and opportunity  
@ your doorstep

**10. Other Government and Council Policy provisions**

This Policy has been prepared with reference to other Government and Council Policy provisions as follows:

- (1) Division of Local Government Circular No. 09-36, 7 October 2009, "*Release of Revised Councillor Expenses and Facilities Guidelines*"
- (2) Division of Local Government Publication, "*Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW, October 2009*"
- (3) Department of Local Government Circular No. 05-08, 9 March 2005, "*Legal Assistance for Councillors and Council Employees*"
- (4) ICAC Publication "*No excuse for misuse*", November 2002
- (5) City of Ryde "*Code of Conduct*"

Draft Policy on Expenses and Facilities for Councillors		
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**ITEM 5 (continued)**

**ATTACHMENT 1**

**Policy on the Payment of the Expenses and Provision of Facilities for the Mayor and other Councillors**

**11. Attendance at Conferences – supplementary City of Ryde provision**

Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at conferences is equitable, transparent and consistent, attendance will be limited as follows:

1. Local Government NSW Annual Conference – the number of voting delegates plus one (to a maximum of eight Councillors). Details of the delegates and attendee are to be determined by resolution of Council.
2. Australian Local Government Association Conference.
3. In addition, to 1 and 2 above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.
4. Within two (2) months following the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors' Information Bulletin. This action is not required for the Local Government NSW Annual Conference or the Australian Local Government Association Conference.
5. No Councillor can attend a conference at Council's expense without the prior approval of Council. Reports to Council are to include details of the conference and an estimate of the associated costs including registration, transport and accommodation.
6. Council may resolve that a Councillor can attend more than one conference per year but this determination will be dependent on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.
7. Each year, as part of the review of the Policy on the Payment of Expenses and Provision of Facilities for the Mayor and other Councillors, Council officers will provide a full report of expenditure and conference attendance by Councillors.

Draft Policy on Expenses and Facilities for Councillors		
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**6 DRAFT SOCIAL AND CULTURAL INFRASTRUCTURE FRAMEWORK**

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**Report prepared by:** Community and Culture Planner**File No.:** PM2011/51/003 - BP14/977

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**REPORT SUMMARY**

This report provides Council with an introduction to the draft Social and Cultural Infrastructure Framework, a tool that will assist Council to make decisions and to plan future infrastructure provision across the City. The report summarises the key components of the Framework, including the issues that make it necessary for Council to develop a direction for future social and cultural infrastructure provision.

**RECOMMENDATION:**

That Council adopt the draft Social and Cultural Infrastructure Framework.

**ATTACHMENTS**

- 1 Draft Social and Cultural Infrastructure Framework - CIRCULATED UNDER SEPARATE COVER

Report Prepared By:

**Paul Graham**  
**Community and Culture Planner**

Report Approved By:

**Gunjan Tripathi**  
**Acting Service Unit Manager - Community and Culture****Baharak Sahebekhtiari**  
**Acting Group Manager - Community Life**

## **ITEM 6 (continued)**

### **History**

The draft Social and Cultural Infrastructure Framework (**UNDER SEPARATE COVER**) has been initiated as a result of a number of previous studies and requests for information by government and non-government agencies.

Community Facilities: Future Directions was endorsed by Council in 2010 and provides a high level general direction for the future provision of Council owned community infrastructure. The document establishes a number of principles and recommends a multipurpose hub approach to future facility development. The next stage of the Community Facilities: Future Directions 2010 document was to identify more specifically the location of multipurpose community hubs.

Council's Section 94 Development Contributions Plan 2007 identifies the need for a number of new facilities across the City. The Plan documents the needs based on population projections, but does not identify the particular locations where facilities should be built. A strategy referencing the locations is required to direct and allocate the collected section 94 contributions.

On a number of occasions Council has been approached by state agencies and the private development industry that have been required to provide community facilities identified through planning agreements. These negotiations have been carried out on an ad hoc basis, with no documentation to assist in guiding decisions about the preferred locations or functionality of the new infrastructure proposed.

### **Discussion**

This report provides Council with an introduction to the draft Social and Cultural Infrastructure Framework, and summarises the key components that will support the high level planning of future infrastructure provision across the City.

### **What is the purpose of the draft Social and Cultural Infrastructure Framework?**

The draft Social and Cultural Infrastructure Framework presents a vision for the future development of Council owned and administered community facilities across the City of Ryde. As a strategic document the Framework is primarily focused on identifying the locations and spatial requirements for proposed new facilities to meet community needs over the next 20 years and beyond.

The document provides information on which Council can base a range of decisions on future social and cultural infrastructure provision, but with a flexibility that assists it to respond more effectively to frequently changing and variable conditions that present in community facility planning.



**ITEM 6 (continued)**

To realise the vision the Framework presents a number of strategic directions aligned with the City of Ryde's town centre hierarchy. While the social and cultural infrastructure listed for each of the centres will be delivered independently, the Framework presents them as an infrastructure network or system of interrelated facilities. The Framework has been developed considering how this interrelated system of Council infrastructure can best meet the needs of a growing and diverse population.

**Why has Council put this Framework together?**

The need for the draft Social and Cultural Infrastructure Framework has been based on five important issues that make it necessary for Council to develop a direction and strong foundation for future social and cultural infrastructure provision. These conditions are:

***Improving Financial Sustainability***

Although most of the City's community buildings are in reasonable condition, many are reaching the end of their lifecycle, and as they do the burden of renewal and maintenance costs will continue to increase. This has obvious financial implications for Council. While delivering new social and cultural infrastructure is a large expense, the principles driving the Framework aim to minimise Council's capital input by specifying that opportunities for new infrastructure are delivered, wherever possible and practical, through partnership arrangements. Further, the principles also specify new social and cultural infrastructure should incorporate compatible commercial uses that provide a revenue stream to reduce the burden of ongoing renewal and maintenance costs.

***Responding to Population Growth***

The City's population is growing, and in some suburbs projected to grow dramatically. At the same time Ryde is becoming a more diverse City. As the population grows and becomes more diverse, so will the demand on local service providers, as will the need for flexible meeting and activity spaces that contribute to community wellbeing and improved quality of life.

***Creating Purpose Built Facilities***

Council has a range of buildings occupied by a number of valued service providers, and a range of meeting spaces and halls that are well used by communities. While many of these buildings have served the community well, there is a need for more purpose built facilities which are more functional and flexible to meet a wider range of community needs, and more integrated service provision.

## ITEM 6 (continued)

### ***Forward Planning***

Council is also required to provide documentation that demonstrates forward planning on a range of the City's infrastructure needs. The strategic directions identified in the framework provide a schedule for developer contribution payments and expenditure, and provide a platform for informing Council and developer planning agreements.

### ***Place Making***

Town centres are focal points of City activity, and locating social and cultural facilities within centres can provide an additional attractor that creates a stronger sense of place, greater vibrancy, more social connections and networks, stronger economic activity and ultimately more local cohesion. Better served by public transport, central to population catchments and characterised by activity generators such as shops and services, town centres provide highly visible locations for social and cultural infrastructure. Case studies have demonstrated how well integrated community infrastructure can be located in town centres without compromising the availability of valuable retail space.

### **What are the key features of the Framework?**

A number of key features support the Framework, which include:

- Directions and Principles
- A three tier geographically (centre) based hierarchy
- Strategic directions characterised as multipurpose community hubs or multipurpose community spaces
- A consolidation plan identifying current Council facilities and spaces that could be consolidated in new infrastructure;
- A delivery plan that identifies funding opportunities and establishes priorities.

### **Directions and Principles**

The Directions and Principles for social and cultural infrastructure have been based on the Council endorsed Community Facilities: Future Directions 2010 document. The document recommends that the focus for future facilities should be on creating 'hubs' rather than stand-alone community facilities. A community hub is defined as:

*A conveniently located public place that is recognised and valued in the local community as a gathering place for people and an access point for a wide range of community activities, programs, services and events.*

Many cities and councils in Australia and elsewhere in the world are critically assessing their social and cultural infrastructure and exploring new, 21st century models for meeting community needs and aspirations. National and international trends in the provision of social and cultural infrastructure include:

**ITEM 6 (continued)**

Larger facilities	There has been a move towards the provision of larger, but fewer, facilities designed for bigger population catchments – which can provide a higher quality and wider range of spaces, services and activities
Clustering of facilities	Leading practice favours the clustering of community buildings in places that are readily accessible by public transport and where people already congregate, such as shopping centres and schools
Colocation of services	This is intended to enhance coordination between services and convenience for clients, as well as the more efficient use of limited resources
Multipurpose facilities	To make the best use of limited resources, facilities need to provide for multiple uses and serve a range of population groups, as well as adapting as needs changes over time
Placemaking role	Community facilities are recognised as helping create vital public spaces that engender a sense of place and distinctive community identity
Community building role	Overcoming social isolation and engendering a sense of belonging are important contributions of community facilities, particularly as increasing numbers of people live alone and seek social contact outside the home
Emphasis on partnerships	Community facilities are increasingly dependent on the development of partnerships between local and state government, as well community organisations, service providers and the private sector, to make them work
Active asset management	Councils are taking a more active and strategic approach to asset management, ensuring that facilities are maintained and renewed in ways that meet community needs and are financially viable
Incorporation of technology	Community facilities, particularly libraries, play a significant role in enhancing public access to information technologies and helping to overcome the digital divide

The City of Ryde has applied this model to create the West Ryde Community Centre, which locates a number of community services, flexible office space as well providing hall space for community activities.

**ITEM 6 (continued)**

The Directions and Principles for social and cultural infrastructure are:

<b>Direction</b>	<b>Principles for social and cultural infrastructure provision</b>
<b>Locate new social and cultural infrastructure within urban centres</b>	Central to population catchments Close to activity generators such as shops, schools and other community facilities
<b>Create community hubs, inclusive of multipurpose social and cultural infrastructure</b>	Accommodates a wide range of services, activities, programs and spaces Close to, and has a good relationship with, a park, plaza, playground or other public space Welcomes all community members and encourages community connections
<b>Express the experiences and richness of the local community</b>	Contributes to a sense of place Tells local stories Helps activate public places
<b>Maximise access to and use of social and cultural infrastructure</b>	Connected to public transport, pedestrian and cycling networks Visible from the street or other public space Designed to be used flexibly Designed to maximise safety Incorporates technology
<b>Use a partnership approach to planning, delivery and operation</b>	Takes a whole of Council approach Encourages coordinated service delivery Co-funded with government or non-government
<b>Increase financial sustainability</b>	Designed to be expanded and adapted in response to changing community needs Incorporates compatible commercial uses

## ITEM 6 (continued)

### **Geographically (centre) based hierarchy**

The draft Social and Cultural Infrastructure Framework locates new facilities based on the centres hierarchy documented in the City of Ryde's Local Planning Study.

<b>Infrastructure hierarchy</b>	<b>Location</b>
Tier 1: City wide infrastructure	Top Ryde
Tier 2: District level infrastructure	Macquarie Park West Ryde Eastwood
Tier 3: Neighbourhood level infrastructure	Gladesville Coxs Road Meadowbank Trafalgar Place

### **Strategic directions**

The foundations of the framework are the strategic directions identified for each of the tiers (City wide, District and Neighbourhood). The strategic directions propose new social and cultural infrastructure that respond to, and are shaped by, the unique circumstances and needs of the surrounding community.

Each of the strategic directions are characterised by the terms 'multipurpose community hub' or 'multipurpose community space', depending on their standing in the infrastructure hierarchy. In general, multipurpose community hubs are proposed for city wide or district level infrastructure, while multipurpose community spaces are proposed for neighbourhood level infrastructure. Although differentiated by scale and function, both infrastructure types can potentially include:

- Halls
- Meeting places
- Visual and performing arts amenities
- Offices and amenities for service providers
- Libraries
- Childcare facilities
- Commercial spaces
- Other spaces

It is not the purpose of the strategic directions to specify in detail the functionality of proposed new facilities beyond general descriptions. Rather, the strategic directions purposefully recognise the quickly changing nature of the built environment and changing community needs, and enables flexibility so that decisions on the specific composition of infrastructure can be made to suite circumstances as they arise. Each of the strategic directions is accompanied by a number of other options to provide an increased level of flexibility.

## ITEM 6 (continued)

### Consolidation Plan

New social and cultural infrastructure aims to be purposefully designed, better located, built to accommodate the growing needs of community service providers and groups, and offer additional space for meetings and activities.

Where appropriate new social and cultural infrastructure will provide opportunities for the consolidation of activities currently conducted over a number of older Council owned non purpose built facilities, into modern multipurpose spaces.

That said, it is not the purpose of the Framework to prescribe the services that could potentially be provided from proposed new facilities, or resolve the future function of current owned Council infrastructure assigned for consolidation. The future of Council owned facilities assigned for consolidation will be planned for on a case by case basis, and the services that could be a part of any new social and cultural infrastructure would be specified as part of feasibility studies undertaken for each facility at the earliest possible time. These studies would then be reported to Council.

### Delivery Plan

To enable flexibility over the 20 year timeframe and to ensure Council funding is targeted to the right place at the right time, initial priorities for implementation of the framework have been identified as follows:

Priority	Years	Location	Facility
<b>High</b>	0-5	Ryde	City wide cultural facility
		Eastwood	District library
		Eastwood	District level multipurpose community hub
<b>Medium</b>	5-15	Ryde	City wide multipurpose community health hub
		North Ryde	Neighbourhood multipurpose community space
		Gladesville	Neighbourhood multipurpose community space
<b>Low</b>	15-20	Meadowbank	Neighbourhood multipurpose community space
		Macquarie Park	District multipurpose community hub
		Trafalgar Place	Neighbourhood multipurpose community space

**ITEM 6 (continued)**

A detailed funding strategy for new or redeveloped facilities will be documented in the City's long term financial plan. Likely funding sources will include:

- S94 Development contributions
- Land developer partnerships or agreements
- Co-funding with government or non-government service providers.

**How will the Framework assist the City of Ryde?**

In addition to providing Council with an informed and planned approach to new facility creation based on population growth and need, the Framework can be used as a basis for negotiation with state government authorities and the private development industry. Providing a planning document that demonstrates a clear direction for facility development will assist Council to achieve better infrastructure outcomes for the community.

**How will the Framework be implemented?**

The priorities for the delivery of the identified infrastructure have been selected based on need, and can be used as a guide for the implementation timeline. Because the delivery of new social and cultural infrastructure will in many cases be the result of planning agreements with partners, it may occur that priorities need to be reordered to respond to opportunities as they arise.

At the point when planning for the delivery of a new facility has advanced where more detailed information is required, a feasibility study will be undertaken. The study would include consultation with services and users to ensure any facility concept designs are undertaken to best meet community needs and service functions. The feasibility study would then be reported to Council.

**Financial Implications**

Adoption of the recommendation will have no financial impact.

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## 7 EASTWOOD HUB FEASIBILITY

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**Report prepared by:** Community and Culture Planner  
**File No.:** GRP/09/4/10 - BP14/991

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### REPORT SUMMARY

This report provides Councillors with the results of the 'Eastwood Community Hub feasibility study'. The study was requested by Councillors and identified in the 2012-2016 delivery plan.

The purpose of the Eastwood Community Hub feasibility study was to explore the options for better community facility provision in Eastwood.

Seven Council owned sites in Eastwood were investigated in the feasibility study and assessed according to a number of established principles and criteria including site suitability, town planning regulations, market opportunities and constraints, and financial feasibility.

The study concluded there was no viable single Council owned site in Eastwood that would satisfy the principles and criteria, and in particular the spatial characteristics required for a community facility that met the identified need.

As an alternative to the single community hub model, the study also examined whether a combination of two sites – a redevelopment at 10 Lakeside Avenue and extending the amount of floor space in Eastwood Library – could be a viable option.

This option was compatible with most of the principles, met the spatial requirements and complied with relevant planning regulations. After applying the financial assessment the two site option was also considered unviable due to the overall cost of the development and the negative return to Council (cost benefit).

The report recommends therefore that due to these Council owned sites not providing any feasible opportunities for a community hub, that no further action be pursued at this stage.

To address the ongoing shortage of community space in Eastwood the report presents an option to investigate opportunities with private sector partners that have suitable landholdings in the area.

### RECOMMENDATION:

That Council note that the Eastwood Community Hub feasibility study did not find any feasible opportunities for a community hub on Council owned sites and take no further action on development of a community hub in Eastwood at this time.



**ITEM 7 (continued)****ATTACHMENTS**

- 1 Eastwood Feasibility Study - CIRCULATED UNDER SEPARATE COVER -  
CONFIDENTIAL

Report Prepared By:

**Paul Graham**  
**Community and Culture Planner**

Report Approved By:

**Gunjan Tripathi**  
**Acting Service Unit Manager - Community and Culture****Baharak Sahebekhtiari**  
**Acting Group Manager - Community Life**

## ITEM 7 (continued)

### Report

This report provides Councillors with the results of the 'Eastwood Community Hub feasibility study'. The report provides a narrative to explain the background and purpose of the study, and the steps leading to the conclusion and final recommendation.

### Background

At its meeting held 23 August 2011, Council resolved as follows:

*In response to the tragic fire in Eastwood which has significantly impacted local businesses and residents in the West Ward area, the General Manager provide a comprehensive report to Council within three months that assesses opportunities for increased community infrastructure, social support services and business support for the Eastwood and West Ryde communities. The report should include advice on potential budgetary implications and timeframes for any options proposed. In preparing the report, Council staff are requested to liaise with local community organisations, businesses and local residents.*

On 13 December 2011 Council received the report titled 'Eastwood and West Ryde Community Connection Plan'. The Plan contained a comprehensive review of the opportunities for increased community infrastructure, social support services and business support for the Eastwood and West Ryde communities. The outcomes of the study were based on community and Council staff consultation. The outcomes included a number of possible new actions that could be undertaken over the next three to four years and in the longer term. These actions were categorised under the following:

- Infrastructure and Public Domain Improvements
- Open Space and Recreation
- Community and Cultural Capacity Building
- Community Facilities
- Traffic and Transport
- Human Resources

At its Meeting held 13 December 2011, Council resolved as follows:

*That Councillors nominate any priority projects that they wish to have considered in the 2012 – 16 delivery plan in a Councillor workshop.*

Responding to the need for community facilities in the 'Eastwood and West Ryde Community Connection Plan', Councillors initiated the 'Eastwood Community Hub feasibility study' and allocated funding for the project in the 2012– 2016 delivery plan.

**ITEM 7 (continued)****What was the purpose of the study?**

The purpose of the Eastwood Community Hub feasibility study was to explore the options for better community facility provision in Eastwood.

Through the 'Eastwood and West Ryde Community Connection Plan', but also feedback by local residents resulting from the Ryde 2021 Community Strategic Plan – Eastwood Engagement Hopes and Concerns 2009 paper, it has become clear there is a growing need and demand for community space in the area.

Awareness has also been raised of a growing demand for space by not-for-profit community organisations servicing the Eastwood community. This need has been expressed by those currently located in Eastwood who require more space, and those servicing the area but not located and who have not being able to secure space.

Through the feasibility study various groups identified 23 different community service activities they provided in Eastwood, necessary spatial requirements, staffing numbers and other information. This information also provided an understanding of the spatial needs of the groups, functionalities of spaces and square metre rates.

Visitor ratios for Eastwood Library are showing that people are utilising the library as a community space more than for borrowing books. Over a number of years Eastwood Library has been the City's most popular for visits and borrowing. Since the opening of the new Ryde library there has been a slight decrease in visits and borrowing, however it remains the City's second most visited library. Despite the decrease in visitations and borrowing, the library is at or near capacity.

In addition to the spatial needs and issues identified, standards established for community facilities weighed against population projections reveal there is insufficient building stock in Eastwood to meet community need now and in the future.

Based on forecasts by ABS, the suburb of Eastwood population will increase from 13,091 in 2011 to 15,097 in 2013. In terms of district population increase, which includes suburbs of Denistone and Denistone East, numbers will increase from 20,004 in 2011 to 22,643 in 2031.

The standards for community facility and library provision apply to the following population projections in Eastwood.

**ITEM 7 (continued)**
**Table 1: Standards for community facility and library provision per population in Eastwood 2031**

	<b>Existing M2</b>	<b>Applicable standard for Eastwood 2031</b>	<b>Current Shortfall</b>
Library	538m2	1125m2	- 587m2
Community Centre	1237m2	1750m2	- 513m2

In addition to the feedback from residents and community service providers regarding infrastructure needs in Eastwood, there are a number of other key issues in relation to community infrastructure in Eastwood:

- Buildings are over 30 years old; some converted residential (Lakeside Road), not fit for purpose
- Cost of management and maintenance not matched by income
- Renewal and maintenance costs rising as a result of aging buildings
- Aging buildings unable to meet contemporary needs
- Council limited in its capacity to provide affordable rent to service providers insufficiently funded by the state and federal government
- Need for flexible buildings that can be modified to meet community needs as they change in the future
- Terry Creek Floodplain affects many existing community buildings
- Poor match of current service providers in council buildings with the current needs of the Eastwood community, gaps particularly evident for:
  - Young people
  - People of culturally and linguistically diverse backgrounds (CALD)
  - Cultural and arts activities.

**What sites were selected for the study?**

The principles for developing social and cultural infrastructure in the City of Ryde were applied to the selection of sites to determine the most appropriate to be included in the study. It was determined that seven (7) sites within Eastwood broadly met the principles and were considered as potential locations for a hub. The sites included:

- 159-161 Shaftsbury Road (Senior Citizens Hall and Occasional Child Care Centre)
- 202 Rowe Street (Group of four shops)
- Glen Street Car Park
- 10 and 12 Lakeside Road (Christine Community Care Offices containing on two detached houses)
- 45 West Parade (Existing Council Library and CWA Tea Room)
- 2B Rutledge Street (KU Preschool)
- 53-71 Rowe Street (Council Car Park)

## ITEM 7 (continued)

### What criteria were used to assess the feasibility of the sites?

Additional to the broad principles for social and cultural infrastructure provision identified in the draft Social and Cultural Infrastructure Framework, a number of more specific factors were considered to determine high level opportunities for each site relative to the potential risks. These factors included:

- Site constraints
- Town planning perspectives
- Market opportunities and constraints
- Development costing
- Financial assessment
- Spatial needs
- Council owned properties

### Site analysis

The following issues were considered as part of the site analysis:

- **Topography** – does the site lend itself to development that is accessible to the community and potentially to a range of mixed uses? Consider any flooding issues.
- **Environmental factors** – is the position of the site impacted by any specific fauna or flora issues of note or other environmental constraints such as site contamination that would limit the potential of the site?
- **Access to transport and parking** – is the site within easy walking distance from public transport infrastructure and/or can the site accommodate sufficient car parking or is car parking located nearby? Slope analysis, walking distances and locations of major transport and car parking locations relative to each site.
- **Spatial needs of service providers** – will the site be large enough to contain the range of service providers necessary to serve Eastwood now and in the future?
- **Connection** to and around the town centre to the site – key accessibility issues for each site and comment on key urban design issues.
- **Site valuation** – provided an assessment of the land valuations to provide a basis value for future assessment.
- **Market context** – which sites provide the greatest potential to facilitate complementary uses that may assist in providing income producing uses that may offset development and/or operating costs (e.g. retail, commercial office, etc.).

### Town planning perspectives

This element accessed town planning issues that may affect the ability to achieve the proposed community hub use and which may impact on permissibility and timing on each of the sites. This included an analysis of statutory planning controls affecting the site, including permitted uses and built form controls. This was also conducted having consideration to the Eastwood Masterplan study that was in preparation.

## **ITEM 7 (continued)**

### **Market opportunities and constraints**

An assessment of key potential uses that the community hub may be put to having regard to the issues and opportunities identified by the site analysis and town planning requirements for each site.

The key aspects of this assessment included a review of the market potential of a range of town centre potential uses such as retail, commercial office, commercial child care, etc. The key tasks that were undertaken include:

- Consider the unique characteristics of the sites and the attributes that will impact on future uses.
- Consider high level town planning requirements.
- Undertake high level consultation with key stakeholders to understand key development requirements.
- Consider the current supply of alternative and competing facilities and investigate current utilisation levels to identify areas of supply shortfall (e.g. adequacy of office accommodation supply, local retail demand from workers and visitors, etc.).
- Investigate the potential income drivers for each use based on investigation of market evidence.
- Consider broad value drivers for each of the uses (for comparison against development costs).
- Outline key floor space and design requirements for commercial use options.
- Combine these with the core community hub requirement to establish a final concept for each site.

### **Development costing**

A cost estimate for the community hub with any specific allowance for the range of sites being investigated was prepared. This included costings as appropriate for any specific commercial uses that have been identified for each site in addition to the core community hub use. These costings formed the basis for use within the financial assessment of each site.

### **Financial assessment**

The financial assessment on which site option was likely to provide the highest level of return/reduced cost relative to potential risk. The key tasks in this phase included:

- Review order of cost estimate prepared by the Quantity Surveyor
- Establishing the key income and value drivers for each option
- Input these factors into a development cash flow model
- Review the likely financial return for each option
- Compare the net financial development position of each site option (profit or loss) against funding that *may* be sourced through the potential sale of assets

**ITEM 7 (continued)**

- Consider any additional costs to Council in terms of relocation of existing tenancies from identified sites that will impact on the viability of each site
- Review the overall financial outcome for each option against the broader social and community factors that will influence the overall outcome for the City of Ryde
- Provide recommendations on the results and recommend a preferred option.

**What did the feasibility assessment reveal?**

The assessment found there was no viable single Council owned site in Eastwood that would accommodate a community hub. While there were a number of issues resulting from the assessment that together had an impact on the seven sites being unviable, they were predominantly rejected because they all failed to meet the spatial needs required.

As an alternative to the single community hub model, the assessment also looked at whether a combination of two sites – the redevelopment of 10 Lakeside Avenue and extending the amount of floor space in Eastwood Library – could be a viable option. While this option was compatible with most of the principles, met the spatial requirements and complied with relevant planning regulations, after applying the financial assessment the two site option was also considered unviable.

**What makes this option financially unfeasible for Council?**

The financial appraisal was prepared in accordance with the NSW Treasury Guidelines, in conjunction with methodologies for the preparation of feasibility studies as outlined by the Australian Property Institute. This involves the evaluation of identified potential option over the proposed investment life.

The methodology used for the financial appraisal was a cost-benefit analysis (CBA) to determine the net present value of the options. In this particular case the assessment looked at the direct financial impacts on Council. The assessment did not calculate any broader economic or social impacts that may be generated as a result of developing new community facilities. An explanation of the financial assessment model is as follows:

- Benefit Cost Ratio (BCR) = total discounted benefits divided by total discounted costs. The BCR is the ratio of the present value of benefits to the present value of costs. If the BCR is greater than one, the present value of benefits exceeds the present value of costs.
- The evaluation criteria can be defined as follows:
  - Net Present Value (NPV): The NPV is the residual after subtracting the discounted (or present value) stream of costs from the discounted (or present value) stream of benefits over the life of the project or project planning period.
  - Internal Rate of Return (IRR): The IRR is the discount rate at which the present value of benefits equals the present value of costs, that is, the discount rate at which the NPV equals zero.

### ITEM 7 (continued)

- Consistent with Treasury Guidelines, the real discount rate used for the purpose of discounting the future cost and benefit streams is 7%. This discount rate is assumed to represent the opportunity cost of resources used and is a real rate which already takes inflation into account. This assumption has been sensitivity tested with a lower bound figure of 4% and an upper bound figure of 10%.

The net present value (NPV) and the benefit cost ratio (BCR), based on a 7% discount rate; and the internal rate of return (IRR) have been used to evaluate the worth of the options.

**Table 2: Financial Appraisal Summary**

	Two site option (10 Lakeside Avenue and Library)
Discount rate	7%
PV Cost	-6,156,393
PV Benefit	4,708,663
Net PV	-1,447,730
NPV per \$ of outlay/PV	-0.235
BCR	0.76

An option is generally considered viable if the NPV is greater than zero, which means the BCR is greater than one and the IRR is greater than the target IRR or discount rate.

The IRR show that the two site option produces a negative return on all factors when considering costs. A major reason for the option being unviable is that neither of the two sites provided an opportunity to include a proportionate amount of floor space that could accommodate a commercial licensee.

Income from a suitable commercial licensee would provide an ongoing income for Council to offset ongoing renewal and maintenance costs.

### Financial Implications

There are no financial implications resulting from the recommendations in this report.

### Options

Council may wish to investigate other opportunities to address the ongoing shortage of community facility space in Eastwood. The most viable alternative, considering the limited potential of Council building stock, may be to investigate opportunities with private sector partners that have suitable landholdings in Eastwood.



**ITEM 7 (continued)**

Also, Christian Community Aid has recently approached Council with plans to expand the Council owned buildings on 10 – 12 Lakeside Avenue in which they are the current licensee. Although these plans may be suitable for the expansion of Christian Community Aid's services, an expansion of this type will not solve the ongoing shortage of community facility space in the area. Initial discussions are taking place. More information will be reported to Council once those conversations have advanced.

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**8 JUNE QUARTERLY REVIEW REPORT - DELIVERY PLAN 2013-2017 AND 2013/2014 OPERATIONAL PLAN**

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**Report prepared by:** Chief Financial Officer  
**File No.:** FIM/07/6/2/2/6 - BP14/988

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**REPORT SUMMARY**

Council's Four Year Delivery Plan 2013-2017 and One Year Operational Plan 2013/2014 set out the strategic and financial objectives for the year. They also detail the goals and various performance measures for Council's seven key outcome areas, the services and projects that Council plans to deliver in 2013/2014.

The Quarterly Report includes details for each of the seven Outcome areas and the 21 Program areas, detailing the targets adopted by Council and the performance to date in achieving those targets to 30 June 2014. Also shown is a financial performance summary for each key outcome area and a status report on all Capital and Non-Capital Projects by Program Area that are to be undertaken in 2013/2014 with information on how each Project is progressing.

As a result of the June Quarterly Review, the proposed budget adjustments will maintain Council's Working Capital at \$4.11 million as at 30 June 2014. This review brings to account additional Section 94 contributions received, additional VPA received. It also includes adjustments to the carryover estimates that were previously approved by Council on 24 June 2014. The final available Working Capital will vary due to the completion of the Financial Statements.

The majority of corporate indicators are on track or have exceeded target, with an improvement being shown in relation to completion of project milestones. Any projects that are proposed to be deferred or cancelled are listed in this report for Council's consideration.

**RECOMMENDATION:**

- (a) That the report of the Chief Financial Officer, dated 6 August 2014 on June 2014 QUARTERLY REVIEW REPORT - 2013/2017 DELIVERY PLAN AND 2013/2014 OPERATIONAL PLAN be received and endorsed.
- (b) That the proposed budget adjustments included in this report resulting in no changes 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 \$4.67 million be endorsed.
- (d) That the Certificate of the Responsible Accounting Officer attached to the report of the Chief Financial Officer dated 6 August 2014 be endorsed.

**ITEM 8 (continued)**

- (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.

**ATTACHMENTS**

- 1** 2013-2014 - Quarterly Report on Four Year Delivery Plan 2013-2017 and One Year Operational Plan 2013-2014 - Quarter Four - April to June 2014 -  
CIRCULATED UNDER SEPARATE COVER

Report Prepared By:

**John Todd**  
**Chief Financial Officer**

Report Approved By:

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

## ITEM 8 (continued)

### Discussion

As required under section 407 of the Local Government Act, 1993 the quarterly review of the One Year Operational Plan 2013/2014 as at 30 June 2014 is presented to Council.

This Quarterly Review reports on the performance of Council in undertaking its Principal Activities in terms of its stated objectives and financial position. The following sections are included in the document, *Quarterly Review Report, Four Year Delivery Plan 2013-2017 and One Year Operational Plan 2013/2014, Quarter Four, April – June 2014* that has been **CIRCULATED UNDER SEPARATE COVER – ATTACHMENT 1:**

- General Manager's Overview, Financial Management and Corporate Performance Overview - provides a 'snapshot' of Council's performance in the quarter relative to several high profile activities.
- Outcome Area Reports – including overview, operational indicators, financial outcome and graphical representation of performance measures.
- Capital and Non Capital Projects Quarterly Status Report – provides comments regarding the status of all of Council's Capital and Non Capital Expenditure projects.
- Base Budget Quarterly Status Report.
- Reserves Listing Report – outlines the opening balance, approved budgeted transfers to/from reserves and proposed additional transfers to/from reserves, with a projected balance as at 30 June 2014. **Appendix A**
- Quarterly Changes Report – provides comments and details of those budget items that are proposed to be increased or decreased in the 2013/2014 budget. **Appendix B**
- Consolidated Income and Expenditure Estimates 2013/2014, summary of the budget in two pages, showing the original budget and quarterly changes. **Appendix C**

### Report

The June 2014 Quarterly Review has been completed and is submitted to Council for endorsement

### ITEM 8 (continued)

The major adjustments are:

- \$1.53 million in VPA developer contributions received
- \$1.07 million in Sec 94 contributions received, which will be transferred to the Sec 94 reserves for future works
- \$0.10 million additional grant in relation to Parramatta Flood Study and Waterloo Park received
- \$1.06 million saving for Civic Centre Refurbishment project. Funding will be carried forward to 2014/2015.
- \$0.36 million saving for Road Resurfacing Renewal. Funding will be carried forward to 2014/2015.
- \$0.20 million saving for Stormwater Improvement Works Renewal. Funding will be carried forward to 2014/2015.
- \$0.15 million decrease in carryover adjustments
- \$0.14 million saving for RALC Asset Expansion. Funding will be carried forward to 2014/2015.
- \$0.10 million saving for Playground Renewal & Construction Renewal. Funding will be carried forward to 2014/2015.

#### Working Capital Summary

In the adopted 4 Year Delivery Plan 2013-2017 and 1 Year Operational Plan 2013/2014, Council's available Working Capital position was projected to be \$3.43 million at 30 June 2013. The 2013/2014 Operational Plan was developed utilising \$0.34 million of Working Capital, therefore the forecasted Working Capital at 30 June 2014 was projected to be \$3.09 million.

The audited 2012/2013 Financial Statements when completed in October 2013 Council had a Working Capital of \$4.26 million, as at 30 June 2013. With this change in Working Capital, the revised Working Capital as at 30 June 2014, was projected to be \$3.93 million.

In the June Quarterly Review, the proposed budget adjustments will result in no change to Council's Working Capital as at 30 June 2014

<b>Opening Working Capital</b>	<b>3,433</b>
End of Year Changes	831
<b>Final Opening Working Capital (audited)</b>	<b>4,264</b>
Delivery Plan	(338)
<b>Revised Working Capital</b>	<b>3,926</b>
September Adjustments	(368)
December Adjustments	245
March Adjustments	307
Carryover Adjustments	-
June Adjustments	-
<b>Closing Working Capital</b>	<b>4,110</b>

## **ITEM 8 (continued)**

### Overview of June Review

Council's projected available Working Capital of \$4.11 million is a result of the June Quarterly Review. The following are the major changes to be made, with a complete listing provided in the circulated document, and more detailed explanations in each Outcome area of that document.

The majority of changes relate to adjustments for projects previously carried over to 2014/2015, and some additional income.

### Operating Budget

The budget is projected to increase operating income by \$2.79 million (2.65%) with the main areas being as follows:

- \$1.53 million in VPA developer contributions received
- \$1.07 million in Sec 94 contributions received, which will be transferred to the Sec 94 reserves for future works
- \$0.10 million additional grant in relation to Parramatta Flood Study and Waterloo Park received
- \$0.06 million additional grant in relation to Meadowbank / Gladesville Traffic Study received
- \$0.03 million additional Ryde Youth Theatre Grant received

The budget is projected to decrease operating expenses over budget by \$0.15 million (-0.18%) with the main areas being as follows:

- \$0.15 million decrease in expenditure of two grant funded base budget activities and 18 Non-Capital Projects, which are offset by an increase in carryovers to 2014/2015

In total, a projected increase in Operating Surplus of \$2.94 million, most of which is being transferred to reserves.

### Capital Budget

The capital budget is projected to decrease its capital expenses over budget by \$1.74 million (-6.33%), with the main areas being as follows:

- \$1.06 million saving for Civic Centre Refurbishment project. Funding will be carried forward to 2014/2015.
- \$0.36 million saving for Road Resurfacing Renewal. Funding will be carried forward to 2014/2015.
- \$0.20 million saving for Stormwater Improvement Works Renewal. Funding will be carried forward to 2014/2015.

**ITEM 8 (continued)**

- \$0.14 million saving for RALC Asset Expansion. Funding will be carried forward to 2014/2015.
- \$0.10 million saving for Playground Renewal & Construction Renewal. Funding will be carried forward to 2014/2015.
- \$0.07 million saving for Car Park Renewal. Funding will be carried forward to 2014/2015.
- \$0.04 million saving for Sportsground Amenities Upgrades Expansion. Funding will be carried forward to 2014/2015.
- \$0.04 million saving for Playground Expansion & Construction Expansion. Funding will be carried forward to 2014/2015.
- \$0.27 million increase in carryover adjustments for various projects

Reserve Movements

It is projected to decrease its transfers from reserves over budget by \$1.58 million (-3.51%) the main areas being as follows:

- \$0.88 million transfer back to the Investment Property Reserve for Civic Centre Refurbishment project
- \$0.36 million transfer back to the Asset Replacement Reserve for Road Resurfacing Renewal program
- \$0.30 million transfer back to the Stormwater Management Facilities Reserve for Stormwater Improvement Works Renewal program
- \$0.17 million transfer back to the Civic Precinct Redevelopment Reserve for Civic Centre Refurbishment project
- \$0.13 million increase in funds carried over to 2014/2015 for various projects

It is projected to increase its transfers to reserves over budget by \$3.10 million (7.37%), the main areas being as follows:

- \$1.53 million VPA contribution received, transferred to reserve
- \$1.07 million increase for Section 94 contributions received, transferred to reserve
- \$0.10 million increase in additional grant received for Ryde Youth Theatre project, unspent funding to be transferred to reserve
- \$0.05 million increase grant for Restoring Blue High in Darvall and Denistone Parks, unspent funding to be transferred to reserve
- \$0.35 million increase in reserve for various projects as various carryover adjustments

Projects recommended to be cancelled, deferred, put on hold or to carryover

The following projects were listed in prior reviews and approved by Council to be carried over from the 2013/2014 budget and to carry forward the expenditure, associated income and reserve funding into the 2014/2015 financial year, with budget adjustments included.

**ITEM 8 (continued)**

Active in Ryde Program Implementation  
Bridge Upgrade / Renewal  
Brush Farm Park Steps  
Bus Shelters - new  
Commercial Buildings Renewal  
Community Buildings Renewal  
Community Council Meetings  
Community Garden & Nursery  
Digital enhancement for Libraries  
Eastwood Master Plan  
Elouera Reserve Upgrade  
Feasibility Study on synthetic fields  
GPIMS - System Development  
Implementation of Children Play Plan  
Living on the Block (WASIP)  
Macquarie Park Wayfinding Signage  
Market Segmentation Study  
Meadowbank/Gladesville Traffic Study  
No Littering - Eastwood  
Park & Open Space Tree Planting Program  
Playground Construction & Renewal  
PMCOR System Development  
Public Domain Upgrade Waterloo Rd  
Ryde Parramatta River Walk (POT p.43/57)  
Ryde Youth Theatre Group  
Section 94 Contribution Plan  
Shrimptons Ck - Bioretention Basin  
Sportsfield Floodlighting Expansion  
Sportsfield Floodlighting Renewal  
Sportsfield Renewal & Upgrade  
Sportsground Amenities Renewal & Upgrade  
Sportsground Amenities Upgrades Expansion  
Street Tree Planting Program  
Surf Attraction Equipment - RALC  
TechOne Enhancements  
Web Content Management System  
West Ryde Community Facility - Project Management  
Youth Waste & Environment Project (YEP)

The following projects are listed in the June Quarterly Review and are recommended to be carried over from the 2013/2014 budget and to carry forward the expenditure, associated income and reserve funding into the 2014/2015 financial year, with budget adjustments included. These are in addition to those already approved by Council



**ITEM 8 (continued)**

Bus Stop Seats - new  
Car Park Renewal  
Civic Centre Refurbishment  
Implementation of Marketing Plan  
M2 Upgrade Consent Public Infrastructure  
Restoring Blue Gum High in Darvall Park  
Restoring Blue Gum High in Denistone Park  
Road Resurfacing Renewal  
Ryde Community & Sport Centre - ELS Hall Park  
Stormwater Improvement Works - Renewal  
Town Centre Upgrade implementation - Renewal

Progress against Indicators

Our performance indicators help to provide a snap shot of the organisation's health. Corporate indicators focus on major areas across the whole organisation and program indicators track how we are delivering on specific elements within each of the 21 programs outlined in our Delivery Program 2013-2017 including One Year Operational Plan 2013/14.

Corporate indicators

As identified in the circulated document, the majority of corporate indicators are on track. Of particular note the following areas demonstrate improvements in Council's performance against previous trends or targets:

- We have continued our high response to customer requests, maintaining our score above the target of 90% at 92% for requests actioned within agreed timeframes. Our overall annual result was also 92% against the target of 90%. This highlights our continued commitment to excellent customer service.
- Our responsiveness to inward correspondence has also been maintained at 91% above our target of 90%. Our overall annual result was 89% which although falls short of our target by one percent is still considered within reasonable limits of the target. This is a good turnaround on the previous year's results.
- Further improvements have been made with our project management milestone reporting, for Q4 we came in on target at 90%. We also had an overall annual score on target at 90% which as indicated by the graph above is a significant improvement over the last 12 months. We remain focused on continually improving our skills in project management across council.

**ITEM 8 (continued)**

- Also improved in Q4 is our handling of complaints. A decrease to 94% and our annual score of 92% falls outside the limits of our target of 100%. The high target highlights our exceptional commitment to complaints handling, customer service and continuous improvement. In each instance where the performance indicator was not met our customers were kept informed and all matters have since been closed. It is still positive to note that the number of compliments continue to be more than double the complaints received.

Program Indicators

Particular attention is drawn to the following areas of Council where performance has improved against previous trends or targets:

- The RALC recorded 147,783 visitors this quarter which is a decrease on the previous quarter (193,181) but is a 5% increase on the number of visitors in Q4 2012/13 (140,711). Overall, the numbers for the year were down slightly 0.4% on the previous year however, exceeded our annual target of 680,000 by 33,227.
- The Library visits also continue to see improvements from last year. This measure has again surpassed the set annual target of 900,000 by 81,794 and is up 4% from the previous year.
- Council's investments still continue to exceed the investment benchmark. With the cash rate on hold, we have been doing well to hold our return at this level.

Staff turnover

The turnover rate for Quarter 4 has remained steady on a rolling 12 month basis, however has decreased from 3.63% to 1.65% from Quarter 3 to Quarter 4. It should be noted that this decrease is a deliberate measure in line with Council's current focus on cost containment, particularly through savings in salaries and wages.

Critical Dates

The following deadlines are required to be met:

In accordance with Section 407 of the Local Government Act 1993, the General Manager must report to the Council within 2 months after the end of each quarter as to the extent to which the performance targets set by the Council's current Management Plan have been achieved during that quarter.

The Chief Financial Officer as Council's Responsible Accounting Officer, in accordance with the Part 2 Clause 7 of the Local Government (Financial Management) Regulation 1999 is required to certify whether the Council's financial position is satisfactory having regard to the original estimates of income and expenditure.

**ITEM 8 (continued)****Financial Implications**

Council's available Working Capital is projected to be maintained at \$4.11 million as at 30 June 2014.

Council's Operating Result before depreciation is projected to increase by \$2.94 million to \$22.64 million.

Council's Capital Works Program is projected to decrease by \$1.74 million as a result of \$1.06 million carryover for Civic Centre Refurbishment project, \$0.36 million carryover for Road Resurfacing Renewal, \$0.20 million carryover for Stormwater Improvement Works Renewal and \$0.14 million carryover for RALC Asset Expansion.

**Certificate**

In accordance with the Local Government (Financial Management) Regulation 1999, Part 2, Clause 7, I report that the financial position of the Council was satisfactory as at June 2014, having regard to the original estimates of income and expenditure. Variations in total income, operating and capital expenditure as at 30 June 2014 are of a quantum and nature that overall end of year financial targets will be achieved.



John Todd  
Chief Financial Officer  
Responsible Accounting Officer

6 August 2014

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**9 DRAFT 2013/2014 FINANCIAL STATEMENTS**

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**Report prepared by:** Chief Financial Officer**File No.:** FIM/07/6/4/2/5 - BP14/987

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**REPORT SUMMARY**

This report is submitted to Council for its endorsement and referral of the Draft 2013/2014 Financial Statements to Council's Auditors, Pricewaterhouse Coopers (PwC).

The report details the process for Council to adopt its 2013/2014 Financial Statements that includes publicly advertising the availability of the Statements for public comment, once Council receives the Auditor's Report.

It is proposed that following the public advertising period, Council at its meeting on 14 October 2014 will receive a presentation of its audited Financial Statements for 2013/2014, prior to consideration of the adoption of its 2013/2014 Financial Statements.

**RECOMMENDATION:**

- (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 2013/2014 financial year ending 30 June 2014 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 2014
  - 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.

**ITEM 9 (continued)**

- (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 2014 be referred for audit.
- (e) That Tuesday, 14 October 2014 be fixed for the date for the public meeting to present the audited financial statements and auditor's report for the year ended 30 June 2014 as required by section 419 of the Local Government Act 1993 and that the Council's external auditors be present.
- (f) That the following additional amounts be transferred to their respective reserves:
- Employee Leave Entitlement Reserve - \$918,000
  - Asset Replacement Reserve - \$7,000,000

**ATTACHMENTS**

- 1 Draft Income Statement 2013/2014
- 2 Draft Statement of Comprehensive Income 2013/2014
- 3 Draft Statement of Financial Position 2013/2014
- 4 Draft Statement of Changes in Equity 2013/2014
- 5 Draft Statement of Cash Flows 2013/2014

Report Prepared By:

**John Todd**  
**Chief Financial Officer**

Report Approved By:

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

## ITEM 9 (continued)

### Discussion

#### Background

As prescribed under Section 413 of the Local Government Act, 1993 Council is required to consider and resolve to refer the 2013/2014 Draft Financial Statements for audit as soon as practicable after the end of the year.

Following this resolution, Council will await the receipt of the Auditor's Report and then publicly advertise that both the audited Financial Statements and Auditor's Report are available for inspection and comment by members of the public.

It is proposed that the Chief Financial Officer, will make a presentation at the Council meeting of 14 October 2014 on Council's financial performance for the year. Council's Auditors and members of the Internal Audit Committee will also be present at the Council meeting to answer any questions on the Financial Statements and Auditor's Report.

#### Report

Council's Draft Financial Statements for 2013/2014 have been prepared and **CIRCULATED UNDER SEPARATE COVER (CONFIDENTIAL)**, this will be circulated on 19 August 2014, one week prior to the Council meeting. The reports have been prepared in accordance with the format required by the Local Government Act 1993, the Code of Accounting Practice issued by the Department of Local Government and the Australian Equivalents to the International Financial Reporting Standards (AIFRS).

These Draft Financial Statements are required to be audited in accordance with sections 415, 416 and 417 of the Local Government Act.

The Auditors have advised that the majority of their audit has been conducted and that the Financial Statements, as presented reflects a fair and reasonable assessment of Council's financial position as at 30 June 2014.

The Draft Financial Statements consist of the following General Purpose Financial Statements:

- |      |   |                   |
|------|---|-------------------|
| i.   | Income Statement                          | <b>(ATTACHED)</b> |
| ii.  | Statement of Comprehensive Income         | <b>(ATTACHED)</b> |
| iii. | Statement of Financial Position           | <b>(ATTACHED)</b> |
| iv.  | Statement of Changes in Equity            | <b>(ATTACHED)</b> |
| v.   | Statement of Cash Flows                   | <b>(ATTACHED)</b> |
| vi.  | Notes to the Financial Statements 1 to 23 |                   |

## ITEM 9 (continued)

The Draft Financial Statements also include Draft Special Purpose Financial Statements. These relate to the following designated business activities of Council:

- Ryde Aquatic Leisure Centre
- Commercial Waste Removal

### New auditors appointed

During the 2013/2014 financial year a tender was undertaken to appoint new auditors for the six financial years from 1 July 2013.

The successful tenderer was Pricewaterhouse Coopers, who bring with them a lot of Local Government auditing experience. This is the first set of statements that the new auditors will have audited for Council.

One of the additional requirements that was placed in the tender was the requirement to also audit the Special Schedules, which have never been subject to audit, and which will in future years be required to be audited.

### New Notes to the Financial Statements and New Special Schedules

Generally each year there are only minor amendments to the Financial Statements or Special Schedules, but for the 2013/2014 financial year the following have either been added or substantially changed.

Note 27	This is a new note that requires Councils to disclose how the Fair Value Measurement of asset values are derived. This brings the valuations, as used in Special Schedule 7 and Note 9, into a more detailed note, rather than just being part of Note 1.
Special Schedule 7	Whilst not a new schedule, this has been revisited as part of the Code of Accounting Practice, but also following the review in May by the new auditors.  The definition of Bring to Standard, and therefore the backlog quantum has been revised, based on condition. Maintenance contains both maintenance and operating, as we have only just split this in the GL from 2014/2015 onwards.
Special Schedule 9	This is a new schedule that requires Councils to disclose the permissible income of Council. This replaces the Statement of Compliance return for Rates and Domestic Waste.

### Annual Financial Statements Process

The process that Council must follow in the production, audit, adoption and the advertising of the Financial Statements is prescribed in detail in Section 413 - 420 of the Local Government Act 1993. The following timetable will allow these processes to be satisfied and for the Financial Statements to be adopted by the Council;

**ITEM 9 (continued)**

26 August 2014	Audit & Risk Committee meet to discuss the draft financial statements prior to the Council meeting.
26 August 2014	2013/2014 Draft Financial Statements presented to the Council meeting to refer the Draft Financial Statements to Audit.
23 September 2014	Auditors report anticipated to be received by Council and Financial Statements submitted to the Department of Local Government.
24 September 2014	Public advertising notifying that the Financial Statements are available for inspection at the Civic Centre, Libraries and Council's Web Site until 21 October 2014. The advertisement also advises that the Financial Statements will be formally presented to Council on 14 October 2014 and submissions will be received until 21 October 2014.
14 October 2014	Audit & Risk Committee meet to discuss the final financial statements prior to the Council meeting, plus discuss them with the external auditor without staff present.
14 October 2014	Ordinary Council meeting – Presentation of Council's Audited Financial Statements and Auditor's Report to Council.
21 October 2014	Closing date for public submissions on the Financial Statements. All submissions received will be referred to Council's Auditor for consideration (Section 420(3)). Council may take such action as it considers appropriate with respect to any submissions received.

A full report on Council's financial position will be provided to Council at its meeting on 14 October 2014 and it is proposed that the Chief Financial Officer will make a presentation at that meeting on Council's financial performance for the year. Council's Auditors, Pricewaterhouse Coopers, and the member of the Audit and Risk Committee will also be present at the Council meeting to answer any questions on the Financial Statements and Auditors Report.

Financial Performance

While the Annual Financial Statements are still subject to audit, the following is a summary of the City of Ryde's financial results which demonstrate Council's sound financial position:



**ITEM 9 (continued)**

<b>Financial Results</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014<sup>(1)</sup></b>
	<b>000's</b>	<b>000's</b>	<b>000's</b>	<b>000's</b>
<b>Operating Result</b>	\$15,987	\$23,246	\$12,234	\$23,202
<b>Operating Result Before Capital</b>	\$448	\$460	(\$5,795)	\$3,518
<b>Total Cash &amp; Investments</b>	\$69,064	\$79,082	\$91,877	\$105,958
<b>Internal Reserves</b>	\$51,676	\$50,889	\$52,830	\$55,078
<b>Working Capital</b>	\$4,205	\$5,360	\$4,264	\$4,310
<b>Assets under Management</b>	\$2.53B	\$2.56B	\$2.22B	\$2.24B

(1) Subject to audit confirmation

The decrease in assets in 2013 relates to a revaluation of the infrastructure assets, through a revision of the useful life of the assets, which was done that year.

Performance Indicators

The following key performance indicators provide further information on Council's financial performance:

<b>Note 13 Performance Indicators</b>	<b>2012</b>	<b>2013</b>	<b>2014<sup>(1)</sup></b>
<b>Operating performance<sup>(2)</sup></b>	0.51%	-6.21%	3.62%
<b>Own source operating revenue<sup>(2)</sup></b>	62.13%	66.77%	66.13%
<b>Unrestricted current ratio</b>	2.59	3.03	2.86
<b>Debt service cover ratio<sup>(2)</sup></b>	23.90	19.99	35.53
<b>Rates &amp; annual charges outstanding</b>	4.19%	3.93%	3.65%
<b>Cash expense cover ratio<sup>(2)</sup></b>	1.43	2.37	2.43

(1) Subject to audit confirmation

(2) New performance indicators, with comparatives calculated back to 2012.

It should be noted that only two of the performance indicators have remained from previous years, with four new ones introduced this year in Note 13, while others have been included in the Special Schedules.

The result for 2013/2014 is a very good result for the City of Ryde that reflects the efforts of Council, all stakeholders and staff in maintaining Council's financial position.

Working Capital

Working Capital is one of Council's key financial indicators and in 2013/2014 it increased to \$4.31 million from \$4.26 million in 2012/2013.

Whilst this may appear high, the 2014/2015 budget is framed on utilising \$0.74 million in working capital. With the positive final result for 2013/2014, this will see Working Capital remain above \$3.00 million at the end of 2014/2015.

## ITEM 9 (continued)

Council's Four Year Delivery Plan 2013-2017 including One Year Operational Plan 2013/2014 was adopted on a projected Working Capital position of \$3.09 million as at 30 June 2014. Quarterly adjustments projected that this would rise to \$4.11 million. The 2013/2014 actual result is a further improvement on that forecast to \$4.31 million.

The final result for Council, which is yet to be confirmed by the auditors, additional income over original budget of approx. \$3.04 million, savings in operating expenditure over original budget of approx. \$3.05 million and capital expenditure saving over revised budget of approx. \$1.12 million, a total potential increase of \$7.21 million over the projected working capital.

Due to this result, the level of working capital is projected to be \$4.31 million including a recommendation that an additional \$0.92 million be transferred to the Employee Leave Entitlement (ELE) reserve, which represents the liability for those employees over 55 or 31.7% of the total liability.

This has resulted in Council paying more than raised through oncosts for Long Service Leave (\$0.30m), Superannuation (\$0.20m) and Annual Leave (\$0.66m), a total of \$1.16 million transferred from the Reserve. This happens when there are higher than average staff changes in any particular year, in other years it will be less, with a net transfer to the reserve. The net transfer with the above will be \$0.24 million from the Reserve.

It also includes a recommendation that an additional \$7.00 million be transferred to the Asset Replacement Reserve. The Long Term Financial Plan has looked at ways of addressing the Infrastructure Renewal backlog and having the additional funds in the Asset Replacement Reserve would give Council a better platform from which to plan to address the backlog. This is still to be reviewed by Council and it is planned as to hold a series of workshops as part of the financial futures workshop series.

### Assets under Management

In 2013/2014 Council delivered a \$24.56 million Capital Works Program, excluding contributed assets, (\$24.24 million in 2012/2013) with major projects including:

Catchment program	\$ 2.49 million
Centres and Neighbourhood program	\$ 2.33 million
Community and Cultural program	\$ 0.10 million
Foreshore program	\$ 0.06 million
Internal Corporate Services program	\$ 3.90 million
Library program	\$ 0.61 million
Open Space, Sport & Recreation program	\$ 5.58 million
Paths and Cycleways program	\$ 3.55 million
Property Portfolio program	\$ 0.67 million
Regulatory program	\$ 0.01 million

**ITEM 9 (continued)**

Risk Management program	\$ 0.00 million
Roads program	\$ 4.33 million
Strategic City program	\$ 0.01 million
Traffic & Transport program	\$ 0.51 million
Waste and Recycling program	\$ 0.41 million
<b>TOTAL</b>	<b>\$ 24.56 million</b>

Council received no “contributed assets” this year (nil in 2012/2013) which left Council’s Assets under Management at \$2.22 billion.

Council has revalued all its infrastructure assets to fair value and has depreciated them using the decay model based on the Asset Management Guidelines prepared and endorsed by the seven member Councils of NSROC. This is also now under a further review to ensure that the new Asset Management Plans reflect the true value of works required to be done for asset renewal.

This is the fifth year since Council adopted Fair Value, with the full impact of depreciation being brought to account in Council’s Financial Statements resulting in Council’s depreciation expense decreasing by \$3.48 million in 2013/2014 to \$15.59 million. This decrease is due to a revision during 2013/2014 of the useful life of assets.

Condition of Public Works

Council has undertaken a comprehensive asset management programme in order to improve asset management practices across the vast infrastructure assets within the City.

As stated earlier in the report, the City of Ryde owns and maintains over \$2.24 billion worth of infrastructure including roads, parks, buildings, stormwater drainage, bridges, footpaths, lighting, seawalls and wharves with a current written down value, after depreciation, of over \$0.99 billion, of this \$1.25 billion is land.

Special Schedule 7 which reports on the condition of infrastructure assets included in the Financial Statements shows that Council would need to spend approximately \$57.57 million (\$55.21 million in 2012/2013) to bring its infrastructure assets to a satisfactory standard. It also shows that we need to spend \$14.32 million per annum to maintain the current standard of the asset; which is approximately half the level of maintenance undertaken during the year. It should be noted that the backlog for all assets is approximately \$69 million.

While the 2013/2014 results demonstrate Council is in a sound financial position in the short term, there are funding shortfalls to maintain its existing assets in a satisfactory condition as projected in Council’s Long Term Financial Plan (LTFP). The plan provides critical information that fully informs Council of its forecasted financial position and commitments for the City of Ryde.

**ITEM 9 (continued)**

Council revised its LTFP in 2013/2014 to obtain a financial projection that quantifies the operation of Council services for the next 10 years. The plan forecasts a cash shortfall, and the amount that Council will be able to expend on asset renewal per year will reduce to \$7.66 million, which is short of what is required to bring its infrastructure up to a satisfactory standard. The Infrastructure Backlog will have ballooned to \$132.76 million by then if the annual underspend is not addressed.

As part of the Community Strategic Plan, a revised Asset Management Plan for the period of that plan has been developed. Information from this revised plan has been utilised in updating Councils LTFP. This still has to have a lot more community consultation on what constitutes what is a “satisfactory” level, the intervention levels and the level of maintenance and service that the community are prepared to fund.

Those discussions should then be incorporated into the Delivery Plan, Operational Plan, the Long Term Financial Plan and any application for a Special Rating Variation.

Investment Portfolio

Council was pro-active in establishing an \$8.00 million Financial Security Reserve in October 2008 to protect Council against any future fallout from the global financial crisis.

The impact of the global financial crisis on Council’s investment portfolio has been fully reported to Council in both the monthly investment report and additional reports to Council. As resolved by Council, proceeds and interest on written down investments received this financial year have been transferred to the reserve, resulting in a balance in the Financial Security Reserve as at the 30 June 2014 of \$3.44 million.

Consultation

Internal Council business units consulted included:

- Finance Unit
- All Service Units, especially Service Units in the Public Works Group relating to Council’s assets and the condition assessment of all infrastructure

Internal Workshops held:

- Not Applicable

City of Ryde Advisory Committees consulted included:

- Audit Committee

External public consultation included:

- Council’s Auditors, Pricewaterhouse Coopers (PwC)
- Office of Local Government

**ITEM 9 (continued)**Critical Dates

Council's audited Financial Statements (including General and Special Purpose Financial Statements) are required to be prepared and audited within four (4) months after the end of that year, i.e. 31 October 2014.

Council is also required to hold a Council meeting to present the Audited Financial Statements and the Auditors Report by no later than 5 December after the end of the financial year.

The timetable outlined above will ensure Council complies with all the legislative requirements in the preparation and presentation of the Financial Statements.

**Financial Implications**

It should be noted that the Financial Statements included in this report are still subject to audit; however no significant changes are expected.

The Working Capital result, which is one of Council's key financial indicators, is projected to be \$4.31 million as at the 30 June 2014. This result is an improvement on the forecast of \$3.09 million as detailed in Council's Four Year Delivery Plan 2013-2017 including One Year Operational Plan 2013/2014.

The City of Ryde's final end of year result will be detailed in the report to Council on Tuesday, 14 October 2014 that will be submitted for Council's consideration in the adoption of the 2013/2014 Financial Statements.

ITEM 9 (continued)

ATTACHMENT 1

DRAFT - General Purpose Financial Statements - Year Ended 30 June 2014

INCOME STATEMENT  
for the year ended 30 June 2014

Original Budget*		Notes	Actual 2014 (\$'000)	Actual 2013 (\$'000)
2014 (\$'000)				
<b>INCOME FROM CONTINUING OPERATIONS</b>				
63,367	Rates and Annual Charges	3(a)	63,256	61,079
12,592	User Charges and Fees	3(b)	13,968	13,294
3,250	Interest and Investment Revenue	3(c)	4,331	4,328
6,555	Other Revenues	3(d)	8,925	7,527
7,220	Grants & Contributions provided for operating purposes	3(e&f)	5,549	7,126
214	Grants & Contributions provided for capital purposes	3(e&f)	19,684	18,029
	<b>Other Income:</b>			
-	Net gain from the disposal of assets	5	1,056	-
-	Net share of interests in joint ventures and associates using the equity method	19	-	-
<b>93,198</b>	<b>TOTAL INCOME FROM CONTINUING OPERATIONS</b>		<b>116,769</b>	<b>111,383</b>
<b>EXPENSES FROM CONTINUING OPERATIONS</b>				
40,122	Employee Benefits and On-costs	4(a)	39,709	38,005
190	Borrowing Costs	4(b)	146	130
24,605	Materials and Contracts	4(c)	25,564	24,914
21,244	Depreciation, Amortisation and Impairment	4(d)	15,591	19,075
16,114	Other Expenses	4(e)	12,557	12,778
-	Interest and Investment Losses	3(c)	-	-
-	Net Loss from the disposal of assets	5	-	4,247
-	Share of interests in joint ventures and associates using the equity method	19	-	-
<b>102,275</b>	<b>TOTAL EXPENSES FROM CONTINUING OPERATIONS</b>		<b>93,567</b>	<b>99,149</b>
<b>(9,077)</b>	<b>OPERATING RESULT FROM CONTINUING OPERATIONS</b>		<b>23,202</b>	<b>12,234</b>
-	Operating result from discontinued operations	24	-	-
<b>(9,077)</b>	<b>NET OPERATING RESULT FOR THE YEAR</b>	2(a)	<b>23,202</b>	<b>12,234</b>
<b>(9,291)</b>	<b>NET OPERATING RESULT FOR THE YEAR BEFORE GRANTS &amp; CONTRIBUTIONS PROVIDED FOR CAPITAL PURPOSES</b>		<b>3,518</b>	<b>(5,795)</b>

\* Original budget as approved by Council - Refer Note 16

The above Income Statement should be read in conjunction with the accompanying notes.

**ITEM 9 (continued)**

**ATTACHMENT 2**

DRAFT - General Purpose Financial Statements - Year Ended 30 June 2014

**STATEMENT OF COMPREHENSIVE INCOME  
for the year ended 30 June 2014**

	Notes	2014 (\$'000)	2013 (\$'000)
<b>Net operating result for the year - from Income Statement</b>		23,202	12,234
<b>Other comprehensive income</b>			
<b>Amounts which will not be reclassified subsequently to operating result</b>			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	20(b)	-	(257,869)
Adjustment to correct prior period errors	20(d)	-	-
<b>Amounts which will be reclassified subsequently to operating result when specific conditions are met.</b>			
Realised available-for-sale investment gains recognised in revenue	20(b)	-	-
Gain (loss) on revaluation of available-for-sale investments	20(b)	-	-
<b>Total other comprehensive income for the year</b>		<u>-</u>	<u>(257,869)</u>
<b>Total comprehensive income for the year</b>			
Attributable to:			
- Council		<u>23,202</u>	<u>(245,635)</u>
- Non-controlling Interests			

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

**ITEM 9 (continued)**

**ATTACHMENT 3**

DRAFT - General Purpose Financial Statements - Year Ended 30 June 2014

**STATEMENT OF FINANCIAL POSITION**  
As at 30 June 2014

	Notes	2014		2013	
		(\$'000)	(\$'000)	(\$'000)	(\$'000)
<b>ASSETS</b>					
<b>Current Assets</b>					
Cash and Cash Equivalents	6(a)	15,793		15,805	
Investments	6(b)	51,500		46,450	
Receivables	7	13,236		5,697	
Inventories	8	489		447	
Other	8	315		388	
Non-Current assets classified as held for Sale	22	910		910	
<b>Total Current Assets</b>			82,243		69,697
<b>Non-Current Assets</b>					
Investments	6(b)	38,665		29,622	
Receivables	7	962		1,004	
Infrastructure, Property, Plant and Equipment	9	1,931,654		1,911,231	
Investments accounted for using equity method	19	-		-	
Investment Property	14	2,620		2,620	
Intangible assets	25	-		-	
Other	8	-		-	
<b>Total Non-Current Assets</b>			1,973,901		1,944,477
<b>TOTAL ASSETS</b>			<u>2,056,144</u>		<u>2,014,174</u>
<b>LIABILITIES</b>					
<b>Current Liabilities</b>					
Payables	10(a)	19,103		14,843	
Borrowings	10(a)	793		527	
Provisions	10(a)	10,314		9,853	
<b>Total Current Liabilities</b>			30,210		25,223
<b>Non-Current Liabilities</b>					
Payables	10(a)	-		-	
Borrowings	10(a)	4,822		2,895	
Provisions	10(a)	136		180	
<b>Total Non-Current Liabilities</b>			4,958		3,075
<b>TOTAL LIABILITIES</b>			<u>35,168</u>		<u>28,298</u>
<b>NET ASSETS</b>			<u>2,020,976</u>		<u>1,985,876</u>
<b>EQUITY</b>					
Retained Earnings	20	1,760,464		1,725,369	
Revaluation reserves	20	260,507		260,507	
Council equity interest			2,020,971		1,985,876
Minority equity interest			-		-
<b>TOTAL EQUITY</b>			<u>2,020,971</u>		<u>1,985,876</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.



ITEM 9 (continued)

ATTACHMENT 4

DRAFT - General Purpose Financial Statements - Year Ended 30 June 2014

STATEMENT OF CHANGES IN EQUITY  
for the year ended 30 June 2014

	2014 (\$'000)					2013 (\$'000)						
	Retained Earnings	Revaluation Reserve	Other Reserves	Council Equity Interest	Non-controlling Interest	Total Equity	Retained Earnings	Revaluation Reserve	Other Reserves	Council Equity Interest	Non-controlling Interest	Total Equity
Opening Balance	20	1,725,369	260,507	1,985,876	-	1,985,876	1,713,135	518,376	-	2,231,511	-	2,231,511
Correction of errors												
Changes in Accounting Policies												
Restated Opening Balance	20	1,725,369	260,507	1,985,876	-	1,985,876	1,713,135	518,376	-	2,231,511	-	2,231,511
Net Operating Result for the Year	20	23,202	-	23,202	-	23,202	12,234	(257,869)	(245,635)	-	-	(245,635)
Other Comprehensive Income	20											
Total Comprehensive Income	20	23,202	-	23,202	-	23,202	12,234	(257,869)	(245,635)	-	-	(245,635)
Closing Balance	20	1,748,571	260,507	2,009,078	-	2,009,078	1,725,369	260,507	-	1,985,876	-	1,985,876

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

**ITEM 9 (continued)**

**ATTACHMENT 5**

**DRAFT - General Purpose Financial Statements - Year Ended 30 June 2014**

**STATEMENT OF CASH FLOWS  
for the year ended 30 June 2013**

Original Budget* 2013 (\$'000)	Notes	2013		2012	
		(\$'000)	(\$'000)	(\$'000)	(\$'000)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
<b>Receipts</b>					
60,554		61,183		58,290	
12,966		14,034		12,885	
3,543		4,283		4,413	
7,129		26,792		19,761	
-		1,622		1,752	
6,740		8,059		7,604	
<b>Payments</b>					
(39,370)		(37,439)		(34,864)	
(23,542)		(31,673)		(25,719)	
(274)		(130)		(203)	
-		(1,460)		(1,510)	
(15,455)		(12,815)		(11,307)	
<b>12,291</b>	<b>11(b)</b>	<b>32,456</b>		<b>31,102</b>	
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
<b>Receipts</b>					
50,030		18,373		28,545	
-		-		-	
1,100		1,174		1,200	
-		-		-	
-		-		-	
-		-		-	
<b>Payments</b>					
(46,450)		(27,929)		(32,093)	
(22,322)		(21,760)		(22,543)	
-		-		-	
-		-		-	
-		-		-	
<b>(17,642)</b>		<b>(30,142)</b>		<b>(24,891)</b>	
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>					
<b>Receipts</b>					
-		-		-	
-		-		-	
<b>Payments</b>					
(381)		(482)		(442)	
-		-		-	
-		-		-	
<b>(381)</b>		<b>(482)</b>		<b>(442)</b>	
(5,732)		1,832		5,769	
13,973	11(a)	13,973		8,204	
<b>8,241</b>	<b>11(a)</b>	<b>15,805</b>		<b>13,973</b>	

\* Original budget as approved by Council - Refer Note 16

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

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**10 INVESTMENT REPORT - July 2014**

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**Report prepared by:** Chief Financial Officer**File No.:** GRP/09/3/11 - BP14/968

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**REPORT SUMMARY**

This report details Council's performance of its investment portfolio for July 2014 and compares it against key benchmarks. The report includes the estimated market valuation of Council's investment portfolio, loan liabilities, an update on Council's legal action against various parties and a commentary on significant events in global financial markets.

Council's financial year to date return is 4.04%, which is 1.30% above benchmark. Income from interest on investments and proceeds from sale of investments totals \$344K million, \$72K above budget projections.

**RECOMMENDATION:**

That Council endorse the report of the Chief Financial Officer dated 4 August 2014 on Investment Report – July 2014.

**ATTACHMENTS**

- 1 P01 Investment Report July 2014 Attachment

Report Prepared By:

**John Todd**  
**Chief Financial Officer**

Report Approved By:

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

## ITEM 10 (continued)

### Discussion

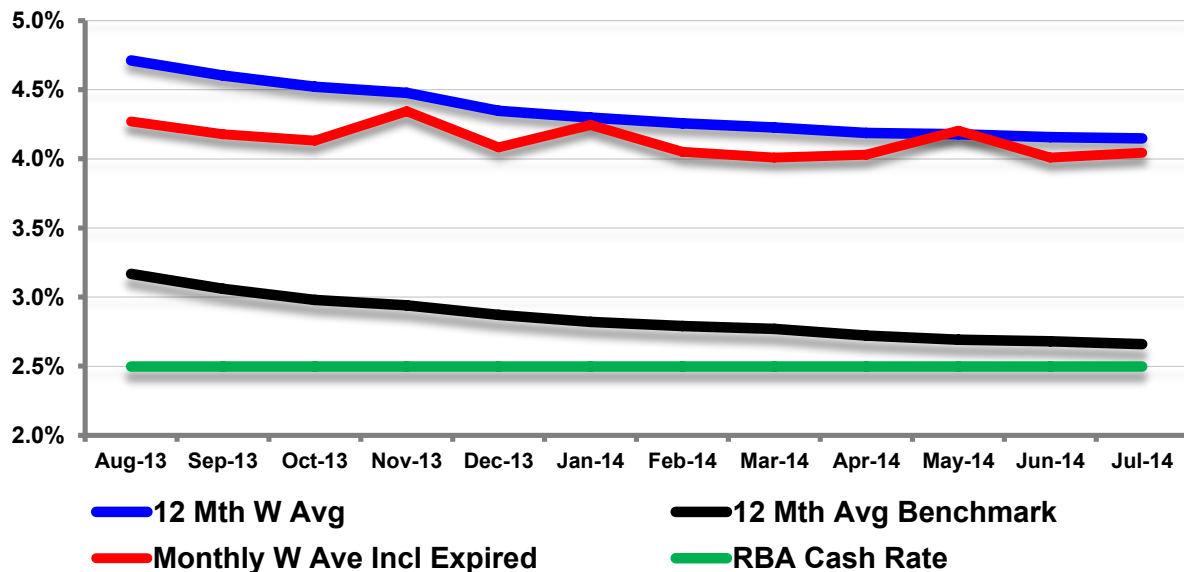
Council's Responsible Accounting Officer, is required to report monthly on Council's Investment Portfolio and certify that the Investments are held in accordance with Council's Investment Policy and Section 625 of the Local Government Act.

### Investment Performance Commentary

Council's performance against the benchmark for returns of its investment portfolio for July 2014 and the past 12 months are as follows:

	Jul	12 Mth	FYTD
<b>Council Return</b>	<b>4.04</b>	<b>4.15</b>	<b>4.04</b>
<b>Benchmark</b>	<b>2.74</b>	<b>2.66</b>	<b>2.74</b>
<b>Variance</b>	<b>1.30</b>	<b>1.49</b>	<b>1.30</b>

### Performance - All Investments



Council's investment portfolio as at the end of July was as follows:

Cash/Term Deposits	\$79.2M	79.9%
Floating Rate Notes	\$17.9M	18.1%
Fixed Bonds	\$2.0M	2.0%
<b>Total Cash Investments</b>	<b>\$99.1M</b>	

Council's investment properties are shown on **Attachment 1**, and this table will be updated once those properties are either revalued (those that are valued) or valued (those that currently are not valued) in accordance with the revaluation process, in compliance with the Australian Accounting Standards.

**ITEM 10 (continued)**

Bank of Queensland completed its acquisition of Investec Bank of Australia Limited (IBAL) on 31 July, and IBAL has been rebranded BoQ Specialist. It retains a separate ADI licence for now, and thus the first \$250K invested with them is covered by the FCS guarantee. It is expected that BoQ Specialist will attract the same credit rating as its BoQ parent.

Council continues to utilise the Federal Government's current guarantee (\$250K) investing in Term Deposits with a range of Authorised Deposit Taking Institutions (ADI's) on short to medium term investments (generally 30 days to six months maturity) where more competitive rates are available.

Whilst Council has moved some of its investment portfolio out to longer terms, locking in some of the returns, there is approximately \$35.7 million of Council's funds are held in internal reserves. Should Council consider utilising its internal reserves, this will have a direct impact on the amount of investment income that will be realised and will require a reduction in the future projected investment income and will place pressure on Council to be able to maintain its current level of expenditure on Capital or Maintenance.

Council's income from investments is being revised upward, due mainly to Council having more funds on hand for Section 94 contributions, with investment income for General Revenue remaining steady.

In August 2013 Council revised its investment policy to include delegated authority for the Chief Financial Officer (CFO) to place \$2M investments and for the Group Manager Corporate Services to place \$4M investments (up from \$1M), and to disallow both foreign owned ADIs and unrated ADIs with less than \$1B in assets.

The effect of these changes has been minimal. The larger permissible investment size is more efficient, but has had no material effect on rates offered to Council. This is because Council is considered an Institutional Investor, and therefore is "sticky" in the market.

The restriction on foreign owned ADIs and smaller institutions has had a minimal impact on rates returned to council. The estimated impact has been a reduction in returns to Council of 4-8 bps (i.e. 0.04% to 0.08%)

With the appointment of Council's Investment Advisor Service, as reported to Council on 13 May 2014, the new advisors will be undertaking a review of the performance of Council's Investment portfolio, Council's policy and guidelines, as part of that appointment, which will be reported back to Council. The annual review of the policy and guidelines is generally conducted during September/October, following the completion of the Financial Statements.

**ITEM 10 (continued)****Financial Security Reserve (FSR)**

The Financial Security Reserve has a balance of \$3.44 million as at 31 July with no movements this year. A detailed transaction history is included in the attachment **(ATTACHMENT 1)**.

Council has resolved to transfer all proceeds and interest earned on written down investments to this reserve.

**Economic Commentary**

The RBA left the official cash rate on hold in August, as widely expected. Lending accelerated in June thanks to the booming housing market, with lending increasing by 5.1%, the quickest pace since 2009. May home building approvals jumped by 9.9%. Exports were soft in Q2, in part a function of much lower prices for coal and iron ore.

In the US, business surveys are pointing to improved business spending through the second half of 2014. The June non-farm payrolls report came in at +288,000, the fifth month of a reading over 200,000, and the US unemployment rate now stands at 6.1%.

In China, readings were mostly positive, with exports up 7.2% y-o-y, industrial production up 9.2% y-o-y and retail sales up 12.4% y-o-y. Q2 GDP printed at 7.5%, and the July HSBC purchasing managers index lifted to a strong 52.0, indicating that the strength in the economy is likely to persist for Q3 and Q4.

In Europe, economic conditions are softer, with industrial production weakening in May, and retail sales remaining soft. Inflation also remains very soft, at 0.5%.

**Legal Issues**

As previously reported to Council, the LGFS Rembrandt CDO Investment and the Grange (Lehman Brothers) IMP Investment are currently before the Courts. Council, at its meeting on 17 July 2012, endorsed being a third party to an action against the Commonwealth Bank (CBA).

The following update is provided in respect of Council's legal action in these matters due to recent developments.

**Lehman / Grange IMP**

On Friday 21 September 2012, Justice Rares handed down the judgment in this matter, which was in favour of the Councils involved in this legal action. This was reported to Council in the September 2012 Investment Report.

**ITEM 10 (continued)**

On 25 September 2013 the Federal Court approved the calling of a meeting of Scheme Creditors of Lehman Australia to consider the proposed Insurance Only Scheme. The applicants and group members in the Lehman Australia class action are Scheme Creditors.

The Scheme is now subject to Court approval. The application was listed for hearing on 31 October 2013. The Scheme was approved by the Court on 9 December 2013, all Scheme Creditors are now bound by the Scheme irrespective of whether they have voted for it or even if they voted against it. It is expected that settlement will occur shortly. Council has received a counter offer from Lehman Brothers Australia Limited (in Liquidation), which was \$27k less than the amount claimed. This offer has been accepted by the Acting General Manager under delegated authority.

While the above court action has been proceeding, the related investments of the Lehman / Grange IMP (Merimbula and Global Bank Note) have been finalised and paid to Council. As previously reported, Council has received \$752k for these investments representing full payment of the principal and interest.

**LGFS – Rembrandt**

On 5 November 2012, Federal Court Justice Jayne Jagot ruled that Councils were entitled to succeed in their claim for damages against LGFS, ABN AMRO and Standard & Poors (S&P). This result vindicates Council's Investment in this product with Justice Jayne Jagot finding that LGFS, ABN AMRO and S&P had collectively been responsible for misleading and deceptive conduct and negligent misrepresentation of this investment to Councils.

On 1 March 2013, the Federal Court of Australia awarded compensation and costs to Councils against S&P. Council was awarded \$933K principal (equivalent to the balance outstanding) and \$331K in interest. Of this, 70% is payable to IMF for their funding of the legal action, resulting in a net benefit to Council of approximately \$382K, which was paid to Council on 4 April 2013.

A teleconference was held on 4 November with the other Councils involved to discuss GST issues, should a settlement be reached.

An appeal has been lodged in relation to this matter, and commenced prior to 6 March 2014.

The Full Court handed down its judgement on the appeal on Friday 6 June 2014, where the appeal was dismissed, and all the findings of the primary judge, Justice Jagot, were upheld.

**ITEM 10 (continued)**

Accordingly the Full Court held that each of LGFS, ABN Amro and S&P are individually liable for 100% of Council's losses. The primary orders held them liable for 1/3 each. Council has already received payment from each of the respondents, as indicated above. Costs of the appeal will be sought, and once known Council will be advised.

**CBA – Oasis and Palladin**

Council has endorsed City of Ryde being a third party to an action against CBA in relation to the Oasis CDO investments for \$1 million that Council has written down to zero. A mediation session occurred with CBA on 8 October 2013. The mediation was adjourned to allow certain steps to take place and the parties are continuing to engage in without prejudice discussions, and the outcome will not be known until later in 2014.

Whilst Council had written off the Oasis investment, the investment had one further default until it completely defaulted. As previously reported, Council sold the Oasis investment at 35.7 cents in the dollar on the remaining principal of \$625k, being \$223,337. Should Council be successful in this legal action, then this will be taken into account as part of any settlement.

As part of this action, Council is also a party to action against CBA for its investment in the Palladin CDO, of which Council held \$2 million. This investment defaulted in October 2008, and was written down.

**Loan Liability**

Council's loan liability as at 31 July 2014 was \$5.48 million which represents the balance of:

1. \$6.8M 15 year loan drawn down in 2004 at 90 Day BBSW + 20 basis points for the Civic Centre Redevelopment and refinancing the West Ryde Tunnel. The interest rate for this loan is reset every quarter
2. \$1.5M 10 year loan drawn down 31 January 2014 at 180 day BBSW +175 basis points for the Children's Play Implementation Plan, which was approved for an LIRS subsidy in Round 2. The interest rate for this loan is reset every six months
3. \$1.2M 7 year loan drawn down 31 January 2014 at 5.24% for construction of the Surf Attraction at the RALC

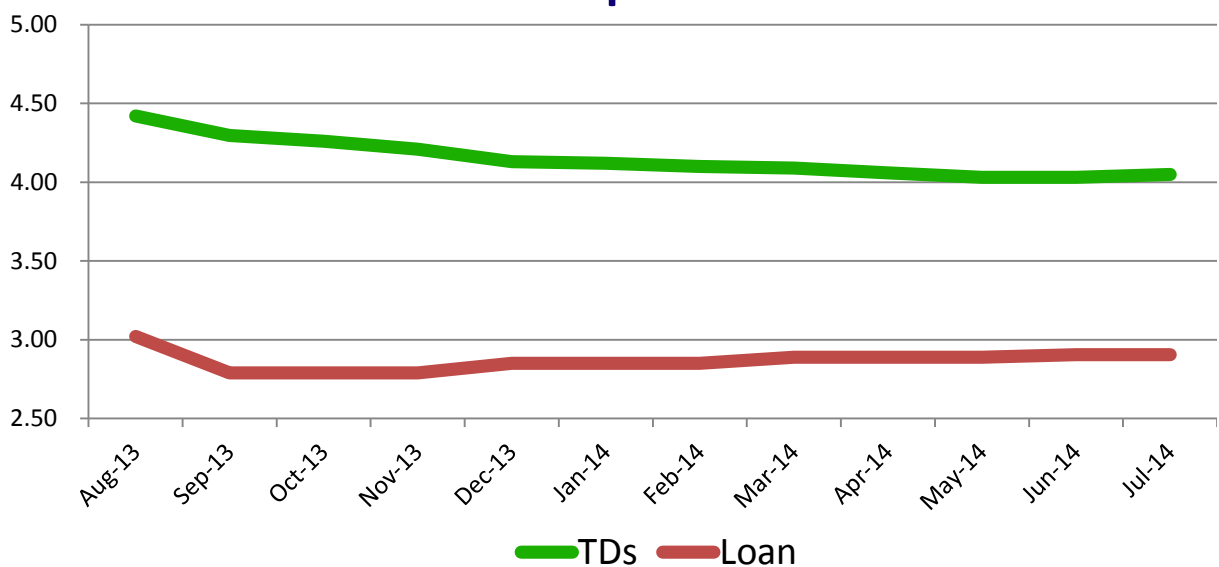
There is no advantage to Council in changing the arrangements or repaying loan 1 above earlier than planned. Council is receiving a better rate of return on its investments than it is paying on loan 1 above. The following graph shows the gap between the average interest rate earned on Council's term deposits (top line) compared to the interest rate applying to loan 1 above (bottom line).



**ITEM 10 (continued)**

In the 2014-2018 Draft Delivery Plan, Council has budgeted to drawdown another \$1.5M in loans for Phase 2 of the Children’s Play Implementation Plan, which is also subject of an application under LIRS – Round 3. It is anticipated that this loan will be drawn down in August/September 2014. Quotes are currently being sought for this new loan.

**Term Deposits/Loan Interest Rate Comparison**



NB: This graph only compares the 2004 NAB loan.

**Debt Service Ratio**

It should be noted that whilst Council’s debt service ratio is low, all of Council’s funds are committed to operational costs and projects of a capital and non-capital nature. This means that Council does not have the capacity to take on any additional debt without a new dedicated revenue stream to fund the loan repayments, or cutting services or capital expenditure.

Debt Service Ratio		
Category 3 Councils	2010/11 <sup>(1)</sup>	2.87%
City of Ryde	2012/13	0.68%

(1) Comparative data for 2011/12 was released by the Division of Local Government (DLG) in October 2013, but it did not included Debt Service Ratio.

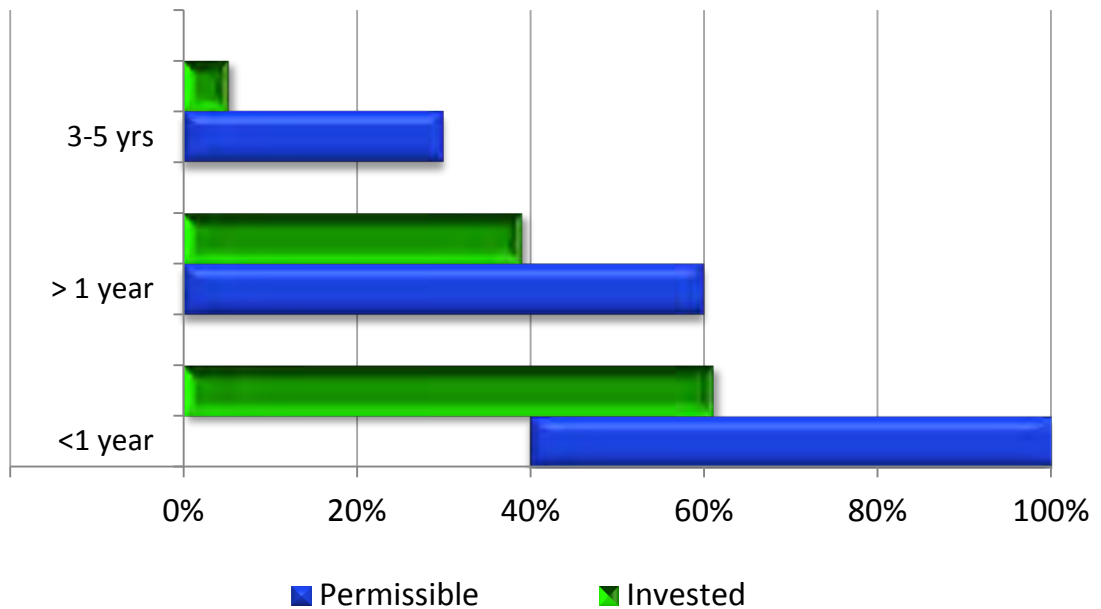
**ITEM 10 (continued)**

**Policy Limits**

The following graph shows the limits, as a percentage of total cash investments, of the amounts by period, as allowed under Council's policy, and comparing them to the amounts actually invested, as a percentage of total cash investments.

It shows that the funds invested are within the limits set in the policy.

**Policy Limits on Maturities**



**ITEM 10 (continued)**
**INVESTMENT SUMMARY AS AT 31 JULY 2014**

Issuer	Investment Name	Investment Rating	Invested at 31-Jul-14 \$000's	Annualised Period Return (%)	12 Month Average Return on Current Investments	Return since 01 July 2014	% of Total Invested	Indicative Market Value ** \$000's	% Market Value
Westpac	1. Westpac At Call	AA-	3,050	2.43	2.47	2.43	3.08	3,050	100.00%
CBA	2. Bankwest Term Deposit	AA-	2,000	3.60	3.51	3.60	2.02	2,000	100.00%
NAB	3. NAB Term Deposit	AA-	1,000	3.80	3.87	3.80	1.01	1,000	100.00%
Westpac	4. Westpac Term Deposit	AA-	1,000	4.35	4.35	4.35	1.01	1,000	100.00%
Westpac	5. Westpac Term Deposit	AA-	500	4.95	4.95	4.95	0.50	500	100.00%
NAB	6. NAB Term Deposit	AA-	1,000	4.08	5.76	4.08	1.01	1,000	100.00%
AMP	7. AMP TD	A	1,000	4.00	4.00	4.00	1.01	1,000	100.00%
MyState CU	8. MyState CU TD	BBB	1,000	3.84	3.84	3.84	1.01	1,000	100.00%
NAB	9. NAB Term Deposit	AA-	2,000	4.10	4.00	4.10	2.02	2,000	100.00%
P&N Bank	10. P&N Bank	Unrated	500	3.59	3.92	3.59	0.50	500	100.00%
CBA	11. Bankwest Term Deposit	AA-	2,000	3.53	3.52	3.53	2.02	2,000	100.00%
CBA	12. Bankwest TD	AA-	2,000	3.60	3.54	3.60	2.02	2,000	100.00%
CBA	13. Bankwest TD	AA-	2,000	3.49	3.50	3.49	2.02	2,000	100.00%
CBA	14. Bankwest Term Deposit	AA-	1,500	3.39	3.53	3.39	1.51	1,500	100.00%
NAB	15. NAB Term Deposit	AA-	2,000	3.97	4.06	3.97	2.02	2,000	100.00%
Defence Bank	16. Defence Bank TD	BBB+	1,000	3.60	3.60	3.60	1.01	1,000	100.00%
Beyond Bank	17. Beyond Bank TD	BBB+	500	3.81	3.86	3.81	0.50	500	100.00%
Bendigo and Adelaide Bank	18. Bendigo Bank TD	A-	1,000	3.44	3.99	3.44	1.01	1,000	100.00%
Hunter United Credit Union	19. Hunter United Credit Union TD	Unrated	500	3.90	3.90	3.90	0.50	500	100.00%
CUA	20. Credit Union Australia TD	BBB+	500	3.85	4.23	3.85	0.50	500	100.00%
Peoples Choice CU	21. Peoples Choice CU	BBB+	500	3.65	3.72	3.65	0.50	500	100.00%
Rural Bank	22. Rural Bank	A-	1,000	6.48	6.48	6.48	1.01	1,000	100.00%
Banana Coast CU	23. Bananacoast CU TD	Unrated	500	3.83	4.22	3.83	0.50	500	100.00%
B&E Ltd	24. B & E Building Soc TD	Unrated	500	3.90	3.90	3.90	0.50	500	100.00%
CBA	25. CBA TD	AA-	2,000	5.76	5.76	5.76	2.02	2,000	100.00%
Me Bank	26. ME Bank TD	BBB+	1,000	3.78	4.10	3.78	1.01	1,000	100.00%
Macquarie Bank	27. Macquarie Bank Term Deposit	A	500	4.15	4.15	4.15	0.50	500	100.00%
CBA	28. Bankwest Term Deposit	AA-	1,000	7.00	7.00	7.00	1.01	1,000	100.00%
Summerland CU	29. Summerland CU TD	Unrated	250	5.05	5.05	5.05	0.25	250	100.00%
Wide Bay CU	30. Wide Bay CU TD	BBB	500	3.78	3.95	3.78	0.50	500	100.00%
Heritage Bank	31. Heritage Bank	A-	1,000	3.80	3.84	3.80	1.01	1,000	100.00%
AMP	32. AMP Business Saver	A	1,002	3.37	3.42	3.37	1.01	1,002	100.00%
CBA	33. CBA Term Deposit	AA-	1,000	4.55	4.55	4.55	1.01	1,000	100.00%
Newcastle Perm Bldg Soc	34. Newcastle Perm Bldg Soc	BBB+	1,000	3.55	3.70	3.55	1.01	1,000	100.00%
Greater Bldg Soc	35. Greater Bldg Soc TD	BBB	1,000	3.68	4.01	3.68	1.01	1,000	100.00%
The Rock Bldg Soc	36. The Rock Bldg Soc TD	BBB	1,000	3.84	3.84	3.84	1.01	1,000	100.00%
AMP	37. AMP TD	A	1,000	7.14	7.14	7.14	1.01	1,000	100.00%
CBA	38. CBA TD	AA-	2,000	3.44	3.41	3.44	2.02	2,000	100.00%
Rabobank	39. Rabodirect At-call	AA	5	3.04	3.05	3.04	0.01	5	100.00%
Me Bank	40. ME Bank At Call Account	BBB	1,681	3.04	3.14	3.04	1.70	1,681	100.00%
NAB	41. NAB FRN	AA-	999	4.02	3.97	4.02	1.01	1,014	101.54%
CBA	42. CBA FRN	AA-	1,000	3.93	3.87	3.93	1.01	1,015	101.49%
Westpac	43. Westpac FRN	AA-	998	3.97	3.91	3.97	1.01	1,011	101.32%
CBA	44. CBA FRN	AA-	999	3.98	3.92	3.98	1.01	1,014	101.49%
NAB	45. NAB FRN	AA-	996	4.20	4.15	4.20	1.00	1,011	101.54%
NAB	46. NAB FRN	AA-	996	4.17	4.13	4.17	1.00	1,011	101.54%
CBA	47. CBA FRN	AA-	996	4.15	4.09	4.15	1.00	1,011	101.49%
ANZ	48. ANZ FRN	AA-	995	4.17	4.12	4.17	1.00	1,008	101.32%
NAB	49. NAB Fixed MTN	AA-	996	6.30	6.26	6.30	1.00	1,061	106.55%
Westpac	50. Westpac Fixed MTN	AA-	998	6.20	6.22	6.20	1.01	1,064	106.66%
Macquarie Bank	51. Macquarie Bank TD	A	500	6.50	6.50	6.50	0.50	500	100.00%
CBA	52. CBA Retail Bond	AA-	963	4.45	4.39	4.45	0.97	964	100.13%
Bendigo and Adelaide Bank	53. Delphi Bank TD	Unrated	250	6.05	6.05	6.05	0.25	250	100.00%
Me Bank	54. ME Bank TD	BBB+	1,000	3.83	3.87	3.83	1.01	1,000	100.00%
CBA	55. CBA Retail Bonds	AA-	495	4.66	4.60	4.66	0.50	496	100.13%

**ITEM 10 (continued)**

Issuer	Investment Name	Investment Rating	Invested at 31-Jul-14 \$000's	Annualised Period Return (%)	12 Month Average Return on Current Investments	Return since 01 July 2014	% of Total Invested	Indicative Market Value ** \$000's	% Market Value
CBA	56. CBA Retail Bonds	AA-	495	4.68	4.62	4.68	0.50	496	100.13%
Bank of Queensland	57. Bank of Queensland TD	A-	1,000	5.15	5.02	5.15	1.01	1,000	100.00%
Bank of Queensland	58. Bank of Queensland TD	A-	2,000	4.10	4.02	4.10	2.02	2,000	100.00%
BoQ Specialist	59. BoQ Specialist	BBB-	250	6.15	6.15	6.15	0.25	250	100.00%
CBA	60. CBA Retail Bond	AA-	495	4.61	4.54	4.61	0.50	496	100.13%
Westpac	61. St George TD	AA-	1,000	4.05	4.05	4.05	1.01	1,000	100.00%
CBA	62. CBA Retail Bond	AA-	496	4.60	4.53	4.60	0.50	497	100.13%
Rural Bank	63. Rural Bank TD	A-	1,000	3.58	3.65	3.58	1.01	1,000	100.00%
ING	64. ING Floating Rate TD	A-	1,000	5.09	5.03	5.09	1.01	1,000	100.00%
Westpac	65. St George TD	AA+	1,000	4.05	4.05	4.05	1.01	1,000	100.00%
Bank of Queensland	66. Bank of Queensland TD	A-	1,000	3.75	3.87	3.75	1.01	1,000	100.00%
NAB	67. NAB TD	AA-	1,000	4.80	4.80	4.80	1.01	1,000	100.00%
Me Bank	68. ME Bank TD	BBB+	1,000	3.75	4.05	3.75	1.01	1,000	100.00%
Bank of Queensland	69. Bank of Queensland FRN	A-	2,000	4.34	4.31	4.34	2.02	2,027	101.33%
Bendigo and Adelaide Bank	70. Bendigo Bank TD	A-	1,000	3.70	3.73	3.70	1.01	1,000	100.00%
Bendigo and Adelaide Bank	71. Bendigo & Adelaide Bank FRN	A-	1,000	3.93	3.88	3.93	1.01	1,007	100.71%
CBA	72. CBA TD	AA-	1,000	3.58	3.60	3.58	1.01	1,000	100.00%
NAB	73. NAB TD	AA-	1,000	3.80	3.87	3.80	1.01	1,000	100.00%
NAB	74. NAB Term Deposit	AA-	1,000	4.15	4.15	4.15	1.01	1,000	100.00%
NAB	75. NAB Term Deposit	AA-	1,000	4.27	4.27	4.27	1.01	1,000	100.00%
Macquarie Bank	76. Macquarie Bank TD	A	750	3.90	3.87	3.90	0.76	750	100.00%
AMP	77. AMP Term Deposit	A+	2,000	3.92	3.90	3.92	2.02	2,000	100.00%
Bank of Queensland	78. Bank of Queensland TD	A-	2,000	3.75	3.79	3.75	2.02	2,000	100.00%
NAB	79. NAB TD	AA-	2,000	3.83	3.83	3.83	2.02	2,000	100.00%
Bendigo and Adelaide Bank	80. Bendigo and Adelaide Bank FRN	A-	2,000	4.04	3.97	4.04	2.02	2,016	100.79%
Rural Bank	81. Rural Bank TD	A-	2,000	3.68	3.71	3.68	2.02	2,000	100.00%
Wide Bay CU	82. Wide Bay CU TD	BBB	1,000	3.68	3.71	3.68	1.01	1,000	100.00%
Newcastle Perm Bldg Soc	83. Newcastle Perm Bldg Soc	BBB+	1,000	3.55	3.59	3.55	1.01	1,000	100.00%
Westpac	84. WBC Floating TD	AA-	1,000	3.68	3.65	3.68	1.01	1,000	100.00%
CUA	85. CUA FRN	BBB+	1,000	4.06	4.03	4.06	1.01	1,002	100.25%
Beyond Bank	86. Beyond Bank TD	BBB+	1,000	3.65	3.59	3.65	1.01	1,000	100.00%
Peoples Choice CU	87. Peoples Choice CU TD	BBB+	1,000	3.72	3.72	3.72	1.01	1,000	100.00%
CUA	88. CUA TD	BBB+	1,000	3.75	3.75	3.75	1.01	1,000	100.00%
NAB	89. NAB Flexi TD 2	AA-	1,000	3.75	3.75	3.75	1.01	1,000	100.00%
Banana Coast CU	90. Bananacoast CU TD	Unrated	1,000	3.90	3.90	3.90	1.01	1,000	100.00%
Bank of Queensland	91. Bank of Queensland FRN	A-	1,000	3.75	3.75	3.75	1.01	1,002	100.18%
AMP	92. AMP Notice Account	A+	1,003	3.55	3.55	3.55	1.01	1,003	100.00%
			<b>99,158</b>	<b>4.06</b>	<b>4.07</b>	<b>4.06</b>	<b>100</b>	<b>99,464</b>	

\*Monthly returns when annualised can appear to exaggerate performance

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

**Return including Matured/Traded Investments**

**Weighted Average Return**

**Benchmark Return: UBSA 1 Year Bank Bill Index (%)**

**Variance From Benchmark (%)**

	Jul	12 Mth	FYTD
Weighted Average Return	4.04	4.15	4.04
Benchmark Return: UBSA 1 Year Bank Bill Index (%)	2.74	2.66	2.74
Variance From Benchmark (%)	1.30	1.49	1.30

**Investment Income**

	\$000's
This Period	344
Financial Year To Date	344
Budget Profile	272
Variance from Budget - \$	<u>72</u>

## ITEM 10 (continued)

### Certificate of the Chief Financial Officer (Responsible Accounting Officer)

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.



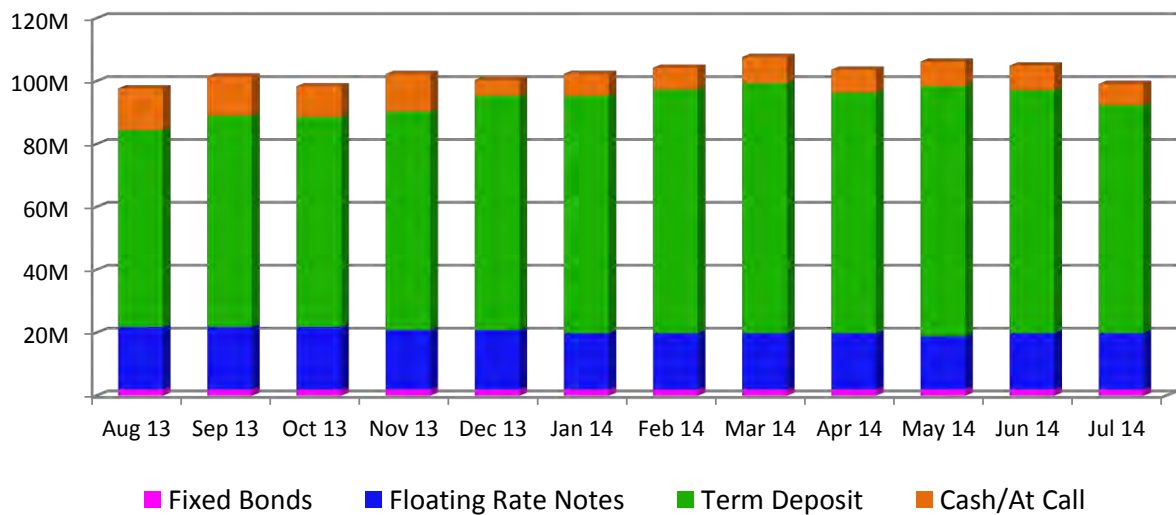
John Todd      Date: 4/8/2014

## Analysis of investments

The following graphs show analysis of the total cash investments by:

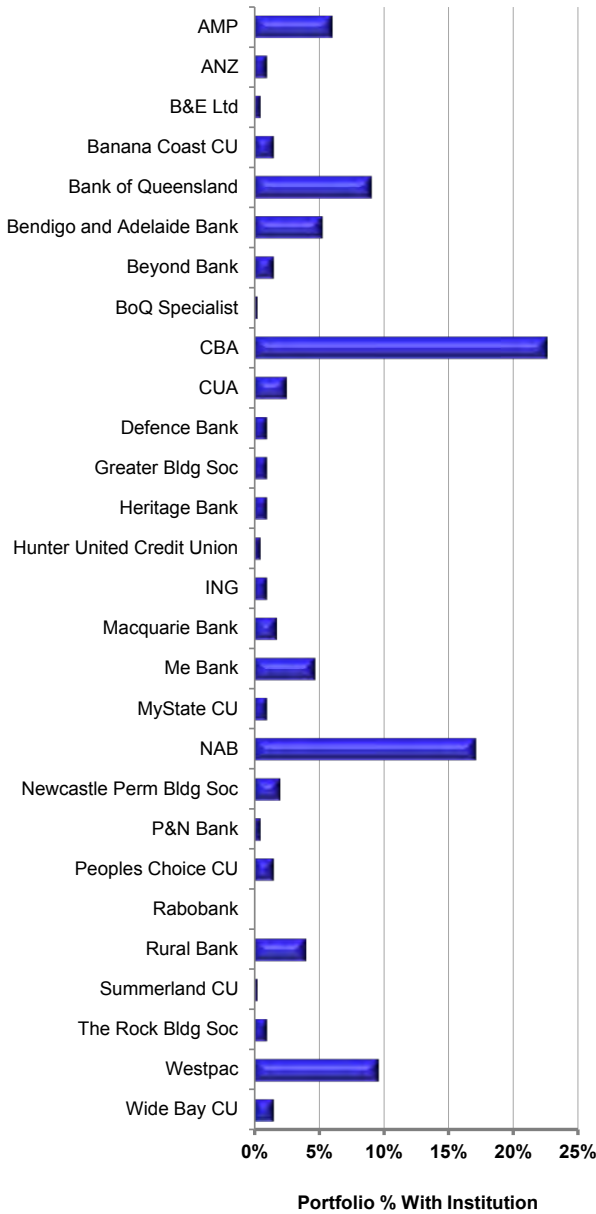
- Type of investment
- Institution
- Duration
- Rating

### Total Funds Invested

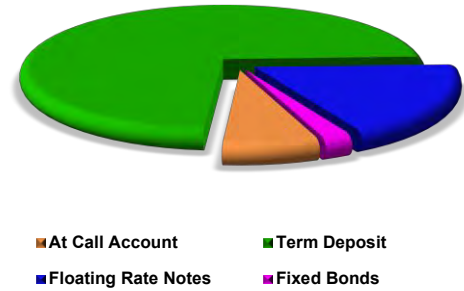


**ITEM 10 (continued)**

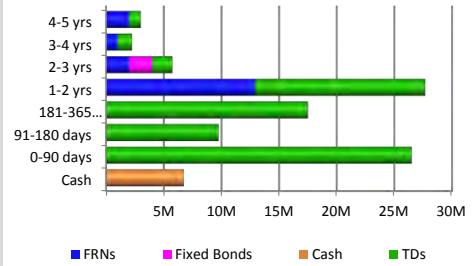
**Active Investment by Institution**



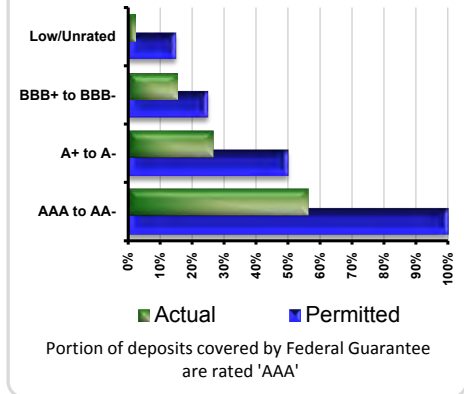
**Summary by Investment Type**



**Summary by Duration**



**Investment Summary by Rating**



	<b>&gt;365 days</b>	<b>&lt;365 days</b>
Cash/TDs	\$18.8M	\$60.5M
FRNs	\$17.9M	\$0.0M
Fixed Bonds	\$2.0M	\$0.0M
	<b><u>\$38.7M</u></b>	<b><u>\$60.5M</u></b>

**ITEM 10 (continued)****Context**

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

**Financial Implications**

Income from interest on investments and proceeds from sales of investments totals \$344K, being \$72K above revised budget projections.

The Financial Security Reserve has a current balance of \$3.44 million.

## ITEM 10 (continued)

## ATTACHMENT 1

### Council's Property Investment Portfolio

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

2 Dickson Avenue, West Ryde  
1A Station Road, West Ryde  
8 Chatham Road, West Ryde  
202 Rowe Street, Eastwood  
226 Victoria Road, Gladesville  
7 Anthony Road, West Ryde Car Park site, West Ryde  
Herring Road Air Space Rights  
7 Coulter Street, Coulter St Car Park, Gladesville  
6-12 Glen Street, Glen Street Car Park, Eastwood  
2 Pittwater Road, John Wilson Car Park, Gladesville  
150 Coxs Road, Cox Rd Car Park, North Ryde  
33-35 Blaxland Road, Argyle Centre, Ryde  
19-21 Church Street and 16 Devlin Street, Ryde  
1 Constitution Road, Operations Centre, Ryde  
741-747 Victoria Road, Ryde  
53-71 Rowe Street, Eastwood  
6 Reserve Street, West Ryde

### Benchmark

The Australian UBS Bank Bill index is constructed as a benchmark to represent the performance of a passively managed short-term money market portfolio. It comprises thirteen Bank Bills of equal face value, each with a maturity seven days apart. The average term to maturity is approximately 45 days. A Bank Bill is a non-interest bearing security issued by a bank whereby the bank takes on an obligation to pay an investor a fixed amount (face value) at a fixed future date. It is sold to an investor at a discount to the face value. Bank Bills are short-term money market investments with maturities usually between 30 days and 180 days.

### Types of Investments

The following are the types of investments held by Council:

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

A Floating Rate Note (FRN) is a debt security issued by a company with a variable interest rate. This can either be issued as Certificates of Deposit (CD) or as Medium Term Notes (MTN). The interest rate can be either fixed or floating, where the adjustments to the interest rate are usually made quarterly and are tied to a certain money market index such as the Bank Bill Swap Rate.

A Fixed Rate Bond is a debt security issued by a company with a fixed interest rate over the term of the bond.



## ITEM 10 (continued)

## ATTACHMENT 1

### Credit Rating Information

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

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

AAA: the best quality companies, reliable and stable

AA: quality companies, a bit higher risk than AAA

A: economic situation can affect finance

BBB: medium class companies, which are satisfactory at the moment

BB: more prone to changes in the economy

B: financial situation varies noticeably

CCC: currently vulnerable and dependent on favourable economic conditions to meet its commitments

CC: highly vulnerable, very speculative bonds

C: highly vulnerable, perhaps in bankruptcy or in arrears but still continuing to pay out on obligations

D: has defaulted on obligations and it is believed that it will generally default on most or all obligations

Note: Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

### Council's Investment Powers

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

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

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

Local Government Act 1993 - Section 625

Local Government Act 1993 - Order (of the Minister) dated 12 January 2011

The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2)

Local Government (Financial Management) Regulation 1993

Investment Guidelines issued by the Department of Local Government

Financial Security Reserve Transactional History

**ITEM 10 (continued)**

**ATTACHMENT 1**

Starting Balance	8,000,000.00	10 Oct 2008
Write off Constellation	(1,000,000.00)	10 Oct 2008
Write off Rembrandt	(1,000,000.00)	10 Oct 2008
Write off Palladin	(2,000,000.00)	10 Oct 2008
Write off Alpha	(1,000,000.00)	10 Oct 2008
Write off Covent Garden	(2,000,000.00)	10 Oct 2008
Write off Oasis	(1,000,000.00)	10 Oct 2008
<b>FY2009 and FY2010</b>		
Interest Payments		
Default of Constellation - Residual	21,615.62	10 Oct 2008
Default of Palladin - Residual	-	28 Oct 2008
Default of Rembrandt - Residual	68,393.78	27 Oct 2008
<b>FY2010</b>		
Interest Payments	50,334.01	
<b>FY2011</b>		
Starting balance 1 July 2010	140,343.41	
Sale of Flinders	301,000.00	12 Aug 2010
Quartz Maturity	209,626.75	20 Oct 2010
Sale of Glenelg	160,000.00	29 Dec 2010
Interest on Grange IMP Sept	31,561.37	
Interest on Grange IMP Dec	24,731.75	
Interest on Grange IMP Mar	10,310.63	
Interest on Grange IMP June	16,092.08	
Interest on Oasis	81,758.10	
Interest on Alpha	12,534.80	
Interest on Covent Garden	16,521.58	
Default of Covent Garden	-	29 Mar 2011
Closing balance FY 2011	<b>1,004,480.47</b>	
<b>FY2012</b>		
Interest on Oasis	42,942.41	
Interest on Alpha	4,837.56	
Interest on Grange IMP Sept	9,862.09	
Interest on Grange IMP Dec	129.02	
Maturity of Alpha	1,001,974.90	20 Mar 2012
Interest on Grange IMP March	123.38	
Closing Balance FY 2012	<b>2,064,349.83</b>	
<b>FY2013</b>		
Interest on Oasis FY2013	20,215.91	
Sale of Oasis	219,266.42	23 Jan 2013
Grange Settlement -Beryl	559,966.39	25 Feb 2013
Grange Settlement -Zircon	192,383.73	25 Feb 2013
Rembrandt Settlement	381,695.85	04 Apr 2013
Closing Balance FY 2013	<b>3,437,878.13</b>	

## ITEM 10 (continued)

## ATTACHMENT 1

### Overview of Investments

An overview of all investments held by the City of Ryde as at 31 July is provided below:

1. **Westpac at Call Account (AA-):** This investment is an at call account, paying the short term money market rate. These funds are used for operational purposes.
2. **Bankwest Term Deposit (AA-):** This investment is a one year term deposit paying 3.60% (3.60% annualised), and matures 22 April 2015.
3. **NAB Term Deposit (AA-):** This investment is a one year term deposit, paying 3.80% p.a. (3.80% annualised), and matures 3 Oct 2014.
4. **Westpac Term Deposit (AA-):** This investment is a two year term deposit, paying 4.35% % (4.35% annualised), and matures 29 May 2015.
5. **Westpac Term Deposit (AA-):** This investment is a three year term deposit, paying 4.95% pa, and matures 21 September 2015.
6. **NAB Term Deposit (AA-):** This investment is a two year term deposit, paying 4.05% p.a., and matures 4 April 2016.
7. **AMP Term Deposit (A+):** This investment is a 365 day term deposit, paying 4.00% p.a. (4.00% annualised), and matures 1 August 2014.
8. **MyState Credit Union Term Deposit (BBB):** This investment is a 183 day term deposit, paying 3.80% (3.84% annualised), and matures 21 August 2014.
9. **NAB Term Deposit (AA-):** This investment is a two year term deposit, paying 4.10% p.a., and matures 11 March 2016.
10. **P&N Bank (Unrated):** This investment is a 182 day term deposit, paying 3.56% (3.59% annualised) and matures on 26 August 2014.
11. **Bankwest Term Deposit (AA-):** This investment is a 182 day term deposit, paying 3.50% p.a. (3.53% annualised), and matures 23 October 2014.
12. **Bankwest Term Deposit (AA-):** This investment is a one year term deposit, paying 3.60% p.a. (3.60% annualised), and matures 8 May 2015.
13. **Bankwest Term Deposit (AA-):** This investment is a 119 day term deposit, paying 3.45% p.a. (3.49% annualised), and matures 30 October 2014.
14. **Bankwest Term Deposit (AA-):** This investment is a 112 day term deposit, paying 3.35% p.a. (3.39% annualised), and matures 13 November 2014.

**ITEM 10 (continued)**

**ATTACHMENT 1**

- 15. NAB Term Deposit (AA-):** This investment is a two year term deposit, paying 4.05% p.a., and matures 25 February 2016.
- 16. Defence Bank Term Deposit (BBB+):** This investment is a 63 day term deposit paying 3.81% (3.81% annualised) and matures on 18 August 2014.
- 17. Beyond Bank Term Deposit (BBB+):** This investment is a 370 day term deposit paying 3.81% (3.81% annualised) and matures on 16 October 2014.
- 18. Bendigo Bank TD (A-):** This investment is a 91 day term deposit paying 3.40% and matures on 11 September 2014.
- 19. Hunter United Credit Union (Unrated):** This investment is a 365 day term deposit paying 3.90% (3.90% annualised) and matures on 12 August 2014.
- 20. Credit Union Australia Term Deposit (BBB+):** This investment is a one year term deposit, paying 3.85% (3.85% annualised), and matures on 7 May 2015.
- 21. Peoples Choice CU Term Deposit (Unrated):** This investment is a one year term deposit, paying 3.65% p.a., and matures on 6 February 2015.
- 22. Rural Bank Term Deposit (A-):** This investment is a five year term deposit, paying 6.48% p.a., and matures on 21 March 2017.
- 23. Bananacoast CU Term Deposit (Unrated):** This investment is a 191 day term deposit paying 3.80% (3.83% annualised) and matures on 8 January 2015.
- 24. B & E Ltd Building Society Term Deposit (Unrated):** This investment is a 365 day term deposit paying 3.90% (3.90% annualised) and matures on 5 August 2014.
- 25. CBA Term Deposit (AA-):** This investment is a three year term deposit paying 5.76% p.a. and matures on 8 December 2014.
- 26. ME Bank Term Deposit (BBB+):** This investment is a 366 day term deposit paying 3.78% (3.78% annualised) and matures on 5 March 2015.
- 27. Macquarie Bank Term Deposit (A):** This investment is a 365 day term deposit paying 4.15% (4.15% annualised) and matures on 1 August 2014.
- 28. Bankwest TD (AA-):** This investment is a four year term deposit paying 7.00% (7.00% annualised) and matures on 13 February 2015.
- 29. Summerland CU Term Deposit (Unrated):** This investment is a three year term deposit paying 5.05% pa and matures on 21 September 2015.
- 30. Wide Bay CU Term Deposit (BBB):** This investment is a 215 day term deposit paying 3.75% (3.78% annualised) and matures on 12 August 2014.

**ITEM 10 (continued)**

**ATTACHMENT 1**

- 31. Heritage Bank (A-):** This investment is a 364 day term deposit paying 3.80% (3.80% annualised) and matures on 12 March 2015.
- 32. AMP Business Saver at call account (A+):** This investment is an at-call account earning 3.35%. No fees are payable by Council on this investment.
- 33. CBA Term Deposit (AA-):** This investment is a three year term deposit paying 4.55% annually and matures on 16 May 2016.
- 34. Newcastle Permanent Building Society (BBB+):** This investment is a 91 day term deposit, paying 3.50% (3.55% annualised), and matures on 18 September 2014.
- 35. Greater Building Society Term Deposit (BBB):** This investment is a 182 day term deposit, paying 3.65% (3.68% annualised), and matures on 7 August 2014.
- 36. The Rock Building Society Term Deposit (BBB):** This investment is a 183 day term deposit paying 3.80% p.a. (3.84% annualised), and matures 21 August 2014.
- 37. AMP Term Deposit (A+):** This investment is a four year term deposit paying 7.14% which matures on 16 February 2015.
- 38. CBA Term Deposit (AA-):** This investment is a 76 day term deposit paying 3.39% (3.44% annualised), and matures on 14 August 2014.
- 39. Rabodirect At-Call (AA):** This investment is an at call account, paying the short term money market rate. These funds are used for operational purposes.
- 40. Members Equity Bank At-Call Account (BBB):** This investment is an at call account, paying the short term money market rate. These funds are used for operational purposes.
- 41. National Australia Bank Floating Rate Note (AA-):** This investment is a senior, unsecured floating rate note paying 125 above BBSW. This investment matures 21 June 2016.
- 42. CBA FRN (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 120 above BBSW. This investment matures 2 August 2016.
- 43. Westpac Floating Rate Note (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 123 above BBSW. This investment matures 9 May 2016.
- 44. CBA FRN (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 125 above BBSW. This investment matures 2 August 2016.

**ITEM 10 (continued)**

**ATTACHMENT 1**

- 45. National Australia Bank FRN (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 142 above BBSW. This investment matures 21 June 2016.
- 46. National Australia Bank FRN (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 140 above BBSW. This investment matures 21 June 2016.
- 47. CBA FRN (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 140 above BBSW. This investment matures 2 August 2016.
- 48. ANZ FRN (AA-):** This investment is a senior, unsecured floating rate note purchased at a yield of 142 above BBSW. This investment matures 9 May 2016.
- 49. NAB Fixed MTN (AA-):** This is a fixed rate bond paying 6.18% (6.30% annualised) and matures 15 February 2017.
- 50. Westpac Fixed MTN (AA-):** This is a fixed rate bond paying 6.00% (6.14% annualised) and matures 20 February 2017.
- 51. Macquarie Bank Term Deposit (A):** This is a five year term deposit paying 6.50% (6.50% annualised) and matures 3 April 2017.
- 52. CBA Retail Bond (AA-):** This is a senior, unsecured floating rate note purchased at a yield of 160 above BBSW. This investment matures 24 December 2015.
- 53. Delphi Bank Term Deposit (Unrated):** This investment is a five year term deposit paying 6.05% p.a. and matures on 15 May 2017.
- 54. ME Bank Term Deposit (BBB+):** This investment is a 366 day term deposit paying 4.33% p.a. (4.33% annualised) and matures on 5 March 2015.
- 55. CBA Retail Bonds (AA-):** This is a senior, unsecured floating rate note purchased at a yield of 182 above BBSW. This investment matures 24 December 2015.
- 56. CBA Retail Bonds (AA-):** This is a senior, unsecured floating rate note purchased at a yield of 184 above BBSW. This investment matures 24 December 2015.
- 57. Bank of Queensland Term Deposit (A-):** This investment is a five year term deposit paying 5.15% (5.15% annualised) and matures 20 November 2018.
- 58. Bank of Queensland Term Deposit (A-):** This investment is a 2 year term deposit paying 4.10% (4.10% annualised) and matures 3 March 2016.

**ITEM 10 (continued)**

**ATTACHMENT 1**

- 59. BoQ Specialist Bank (formerly Investec) Term Deposit (BBB-):** This investment is a five year term deposit paying 6.95% on maturity (6.15% annualised) and matures 15 August 2017.
- 60. CBA Retail Bonds (AA-):** This is a senior, unsecured floating rate note purchased at a yield of 175 above BBSW. This investment matures 24 December 2015.
- 61. St George Term Deposit (AA-):** This investment is a two year term deposit paying 4.05% (4.05% annualised and matures on 27 August 2015).
- 62. CBA Retail Bonds (AA-):** This is a senior, unsecured floating rate note purchased at a yield of 174 above BBSW. This investment matures 24 December 2015.
- 63. Rural Bank Term Deposit (A-):** This investment is a 189 day term deposit, paying 3.55% (3.58% annualised), and matures on 7 August 2014.
- 64. ING Floating Rate Term Deposit (A):** This is a five year floating rate term deposit paying 2.30% above 90 day BBSW, and matures 4 September 2017.
- 65. St George Term Deposit (AA-):** This is a two year term deposit paying 4.05% (4.05% annualised), and matures 13 August 2015.
- 66. Bank of Queensland Term Deposit (BBB+):** This is a one year term deposit paying 3.75% (3.75% annualised) and matures 14 May 2015.
- 67. NAB Term Deposit (AA-):** This is a 2.25 year term deposit paying 4.80% pa and matures 18 December 2014.
- 68. Members Equity Bank Term Deposit (BBB):** This is a one year term deposit paying 3.75% (3.75% annualised) and matures 19 February 2015.
- 69. Bank of Queensland FRN (BBB+):** This is a senior, unsecured floating rate note purchased at a yield of 160 above BBSW. This investment matures 7 December 2015.
- 70. Bendigo Bank Term Deposit (A-):** This investment is a one year term deposit paying 3.70% annually and matures 22 May 2015.
- 71. Bendigo Bank FRN (A-):** This is a senior, unsecured floating rate note purchased at a yield of 120 above BBSW. This investment matures 17 May 2017.
- 72. CBA Term Deposit (AA-):** This investment is a 183 day term deposit paying 3.55% (3.58% annualised) and matures 20 November 2014.

**ITEM 10 (continued)**

**ATTACHMENT 1**

- 73. NAB Term Deposit (AA-):** This investment is a one year term deposit paying 3.80% (3.80% annualised) and matures 6 November 2014.
- 74. NAB Term Deposit (AA-):** This investment is a two year term deposit paying 4.15% (4.15% annualised) and matures 13 August 2015.
- 75. NAB Term Deposit (AA-):** This investment is a two year term deposit paying 4.27% (4.27% annualised) and matures 25 August 2015.
- 76. Macquarie Bank Term Deposit (A):** This investment is a one year term deposit paying 3.90% (3.90% annualised) and matures 17 December 2014.
- 77. AMP Term Deposit (A+):** This investment is a 276 day term deposit paying 3.90 (3.92% annualised), and matures 11 September 2014.
- 78. Bank of Queensland TD (A-):** This is a one year term deposit paying 3.75 p.a., and matures 12 February 2015.
- 79. NAB Term Deposit (AA-):** This investment is a one year term deposit paying 3.83% and matures 9 October 2014.
- 80. Bendigo Bank FRN (A-):** This is a senior, unsecured floating rate note purchased at a yield of 127 above BBSW. This investment matures 14 November 2018.
- 81. Rural Bank Term Deposit (A-):** This investment is a 181 day term deposit, paying 3.65% (3.68% annualised), and matures on 24 September 2014.
- 82. Wide Bay CU Term Deposit (BBB):** This investment is a 180 day term deposit paying 3.65% (3.68% annualised) and matures on 9 September 2014.
- 83. Newcastle Permanent Building Society (BBB+):** This investment is a 91 day term deposit, paying 3.50% (3.55% annualised), and matures on 4 September 2014.
- 84. Westpac Floating Rate Term Deposit (AA-):** This investment is a 25 month floating rate term deposit paying 90d BBSW + 95 and matures 9 February 2016.
- 85. Credit Union Australia Floating Rate Note (BBB+):** This is a senior, unsecured floating rate note purchased at a yield of 130 above BBSW. This investment matures 20 March 2017.
- 86. Beyond Bank Term Deposit (BBB+):** This investment is a 90 day term deposit paying 3.60% (3.65% annualised) and matures on 24 September 2014.
- 87. Peoples Choice CU Term Deposit (BBB+):** This investment is a 182 day term deposit paying 3.69% (3.72% annualised) and matures on 18 September 2014.



**ITEM 10 (continued)**

**ATTACHMENT 1**

- 88. Credit Union Australia Term Deposit (BBB+):** This investment is a 364 day term deposit paying 3.75% (3.75% annualised) and matures on 26 March 2015.
- 89. NAB Floating Rate Term Deposit (AA-):** This investment is a two year floating rate term deposit paying 90d BBSW + 100 and matures 16 May 2016.
- 90. Bananacoast Credit Union Term Deposit (Unrated):** This investment is a one year term deposit paying 3.90%, and matures 22 May 2015.
- 91. Bank of Queensland FRN (AA-):** This investment is a four year floating rate term deposit paying 90d BBSW + 100 and matures 12 June 2018.
- 92. AMP 31 Day Notice Account (A+):** This investment is an account which pays +100 over the cash rate.

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**11 ECONOMIC DEVELOPMENT AUSTRALIA CONFERENCE - Darwin - 28 to 31 October 2014**

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**Report prepared by:** Meeting Support Coordinator  
**File No.:** CLR/07/8/89/6 - BP14/986

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**REPORT SUMMARY**

This report is presented to Council for its consideration of Councillor attendance at the Economic Development Australia Conference held in Darwin from 28 to 31 October 2014.

**RECOMMENDATION:**

That Council consider the attendance of Councillor/s at the Economic Development Australia Conference being held in Darwin from 28 to 31 October 2014.

**ATTACHMENTS**

- 1 Councillor Attendance at Conferences Guidelines

Report Prepared By:

**Carol Mikaelian**  
**Meeting Support Coordinator**

Report Approved By:

**Amanda Janvrin**  
**Section Manager - Governance**

**John Schanz**  
**Manager - Governance, Risk and Audit**

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

**ITEM 11 (continued)****Discussion**

The Economic Development Australia Conference will be held at the DoubleTree by Hilton Esplanade in Darwin from 28 to 31 October 2014.

The Conference theme this year is “Australia 2040 - Your Role – Managing Population Growth and Regional Assets for your Economic Sustainability”.

*What will Australian communities look like in 25 years will be based on the concepts associated with the regionalisation of Australia's population.*

*This includes the increased development of Cities and Northern Australia and how local and regional economic development across Australia will drive and shape our nation's population growth.*

Details on the program and speakers are yet to be made available by Economic Development Australia (EDA). This year's NEDC will again coincide with the Economic Development Australia Awards (EDA Awards) for Excellence.

An invitation was placed in the Councillors Information Bulletin dated 7 August 2014 calling for expressions of interest for Councillors to attend this Conference. Councillor Etmekdjian has submitted an interest to attend.

**Critical Dates**

Registrations for the Conference close on Friday, 24 October 2014.

**Financial Implications**

The following is a summary of costs that would be incurred per person for travel to the Conference:

- Registration – \$1,190.00
- Flights – approximately \$650.00 return
- Accommodation – approximately \$1,845.00 for five nights (27 October to 1 November 2014) at the DoubleTree by Hilton Esplanade which is the Conference venue.

In addition to the above summary, it is anticipated that additional costs for incidentals, meals and taxi fares would also be incurred. This would be determined after the Conference.

The total cost for attending this Conference would approximately be \$3,685.00 per person (excluding meals, incidentals and taxi fare charges).

### ITEM 11 (continued)

Currently there is an allocation of \$30,000 in the 2014-2015 budget for Councillor attendance at conferences. The table below outlines an estimation of the balance remaining.

Date of Resolution	Item	Average cost per attendee	Councillors	Balance
<b>Budget for 2013/2014</b>				<b>\$30,000</b>
24/06/2014	Bike Futures Symposium	\$295	Maggio Perram	\$29,410
22/07/2014	Local Government NSW Annual Conference	\$1820	Maggio Chung Yedelian OAM	\$23,950
<b>Balance</b>				<b>\$23,950</b>

The amount remaining in the budget is \$23,950.

### Policy Implications

There is no policy implication through adoption of the recommendation. The Policy on the Expenses Facilities for the Mayor and Other Councillors sets out the entitlements for Councillors attending such Conferences.

**ATTACHED** are the Guidelines for Councillor Attendance at Conferences. The Guidelines provide that in addition to the Local Government Association Conference and the National General Assembly of Local Government Conference, every Councillor is entitled to attend a conference in NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The Guideline provides that a Councillor can attend more than one conference per year but this determination will be dependent on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to attend conferences.

### Other Options

Council can resolve not to send a Councillor to this Conference.

**ITEM 11 (continued)**

**ATTACHMENT 1**



## Councillor Attendance at Conferences Guideline

### Related Policy

This guideline sets out the criteria to determine the attendance of Councillors at Conferences. It relates to the Policy on the Payment of Expenses and Provision of Facilities for the Mayor and Other Councillors.

### Guidelines

Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at Conferences is equitable, transparent and consistent, attendance will be limited as follows:

1. Local Government Association Conference – the number of voting delegates plus one. Details of the delegates and attendee to be determined by resolution of Council.
2. Australian Local Government Association Conference.
3. In addition, to 1 and 2 above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.
4. Within 2 months after the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors Information Bulletin.
5. No Councillor can attend a Conference without the prior approval of Council. Reports to Council are to include details of the Conference and an estimate of the associated costs including registration, transport and accommodation.
6. Council may resolve that a Councillor can attend more than one conference per year but this determination will be dependant on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.
7. Each year, as part of the review of the Policy on the Payment of Expenses and Provision of Facilities for the Mayor and Other Councillors, Council officers will provide a full report of expenditure and Conference attendance by Councillors.

<b>Councillor Attendance at Conferences guideline</b>		
Owner: Governance Unit	Accountability: Mayoral and Councillor support service	
Trim Reference: D10/77193	Policy: Payment of Expenses and Provision of Facilities for the Mayor and other Councillors	One Page only

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**12 PROPOSED CHANGES TO CITIZENSHIP CEREMONIES**

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**Report prepared by:** Team Manager - Event Development  
**File No.:** CRE/09/8/7/13 - BP14/927

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**REPORT SUMMARY**

This report recommends trialled changes to the current citizenship ceremony format and recommends a procedure to allocate Councillor Roles at the Australia Day Citizenship Ceremony.

Staff received a request from the Mayor (April 2014), to review the format of the citizenship ceremonies to improve flow, timeliness and better reflect the importance of citizenship ceremonies.

The proposed changes were trialled at citizenship ceremonies from April to July 2014 with the majority of changes being in the set up and timing of the ceremony.

The recommendations are based on feedback received and observations of the Event Team.

The changes recommended are to provide a more streamlined event and ensure that the event remains a formal and meaningful occasion to the audience, additionally the changes improve inclusiveness and accessibility of the event in line with better practice and Council's stated commitment.

Should the recommendations be endorsed they will be implemented from the November 2014 ceremony.

**RECOMMENDATION:**

That Council adopt the following changes to Council's citizenship ceremonies:

- (a) That the Mayor presents each grantee with an Australian flag prior to or during the ceremony at the Mayors discretion.
- (b) That all official speeches and the seating of dignitaries are on the lower level.
- (c) That the presentation of certificates and a gift are undertaken on the lower level.
- (d) That the Ryde City Concert Band performs on the main stage.
- (e) That grantee registration be from 5.30pm and the ceremony to commence at 6.30pm.
- (f) That the rostered Councillor continues to handout the gift.

**ITEM 12 (continued)**

- (g) That staff hand grantee certificates to the Mayor.
- (h) That the Mayors speeches be combined.
- (i) That Council reiterate to local members of parliament the appropriate length of time for speeches.
- (j) That one performer is contracted for the National Anthem on an ongoing basis.
- (k) That the Australia Day Citizenship Ceremony, Councillor Roles be allocated by the Mayor of the day, prior to the end of each calendar year.

**ATTACHMENTS****1 Summary of Councillor Feedback - Proposed Citizenship Changes - 2014**

Report Prepared By:

**Courtney Long**  
**Team Manager - Event Development**

Report Approved By:

**Derek McCarthy**  
**Manager - Community Capacity and Events****Baharak Sahebekhtiari**  
**Acting Group Manager - Community Life**

## **ITEM 12 (continued)**

### **History**

#### Citizenship Ceremonies

Citizenship ceremonies are organised in accordance with the Citizenship Code of Conduct issued by the Department of Immigration and Citizenship.

The Australian Citizenship Ceremonies Code provides guidance for organisations conducting citizenship ceremonies. It sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities of those conducting ceremonies.

Council currently conducts nine citizenship ceremonies annually for residents of the Ryde local government area who have been granted citizenship. This includes a ceremony on Australia Day.

Ceremonies are presented according to the Australian Citizenship Ceremonies Code issued by the Department of Immigration and Citizenship.

Citizenship ceremonies should be formal and meaningful occasions, conducted with dignity and due ceremony, and designed to impress upon candidates the responsibilities and privileges of Australian citizenship.

In early 2005, Council carried out a review of citizenship ceremonies and a discussion paper was circulated to Councillors. No changes were made at the time and the citizenship ceremony format remained relatively unchanged.

In June 2007, staff undertook a further review of the ceremony format and surveyed a number of councils in the Sydney metropolitan area to benchmark against City of Ryde ceremonies. Minor changes were made at this time.

#### Australia Day Role Allocation

Councillor roles at citizenship ceremonies are allocated on a yearly rostered basis alphabetically. The allocation excludes Councillors who have notified their unavailability. In the past this has included the Australia Day Ceremony.

However, on occasions the Mayor has allocated Councillor Roles at the Australia Day ceremony or Council staff has requested expressions of interest from Councillors.

At this stage there is no confirmed procedure for this.

### **Discussion**

#### Citizenship Ceremony Proposed Changes

The trialled changes to the April-July citizenship ceremonies included:

- The Mayor presenting Australian flags to recipients prior to the ceremony.



**ITEM 12 (continued)**

- A platform stage being used in front of the main stage for all speeches.
- The Mayor, Councillors, Members of Parliament and other invited dignitaries being seated off stage in designated seating in the front row.
- The Mayor presenting grantees with their certificates on the lower level in front of the main stage.
- The Ryde City Concert Band performing on the main stage. The curtains were closed during the ceremony when the band was not performing.
- Ceremonies on Thursday 22 May and Thursday 12 June started earlier at 6.30pm (rather than 7.30pm). The ceremony on Thursday April 10 remained at 7.30pm as invitations had already been confirmed with Grantees.
- The Mayor was available for photos with each recipient in front of the Australian flag during the callout process.
- The Mayor's welcome and ceremony opening speeches were combined.
- The Councillor rostered for handout presented each grantee with a gift.
- Council staff handed individual certificates to the Mayor for presentation.

The impact and effectiveness of changes were evaluated by the Events Team and feedback was requested and received by Councillors as well as the Ryde City Concert Band.

The changes to each Ceremony are considered below.

***Presentation of Flags***

The Mayor was available to welcome guests as they arrived and presented each person with an Australian Flag. This personal welcome set a friendly and warm tone to the event.

***Seating of Dignitaries and Granting of Certificates***

The trial highlighted many benefits including:

- The presentation of certificates on the lower level is safer and accessible for all grantees.
- Dignitaries giving their speech on the platform stage brought them closer to the audience creating a more intimate atmosphere.
- The flow of the presentation of certificates was smoother compared to when the recipients come up on to main stage, therefore reducing the time and keeping the audience focused on the presentation.
- Closing the curtain behind the speaker gave greater focus to each ceremony.
- The Ryde City Concert Band became a focus and by closing the curtain after the performance drew attention to the ceremony.

Some feedback expressed concern that by moving the ceremony to the lower level it diminished the ceremony and overall experience of the grantees.

**ITEM 12 (continued)**

It was observed by staff that during the trial ceremonies the audience appeared more engaged with the presentations and granting of certificates.

The proposed seating arrangements on the lower level represents better practice in relation to accessibility and inclusion, climbing the stage steps could be a potential barrier and or hazard for dignitaries and grantees.

With regard to access for all grantees to receive their certificate and access for dignitaries on to the main stage the following plan and charter are referenced:

- In 2008 Council endorsed the City of Ryde Social Justice Charter. Changes to the ceremony with regard to accessibility are in line with the commitments outlined in the Social Justice Charter.
- In 2013 Council endorsed the National Disability Strategy Implementation Plan. The plan referenced the need to develop and promote best practice outcomes in terms of inclusion and access in event policy, strategy and program initiatives. The changes with regard to accessibility are in line with the Strategy Implementation Plan.

***Ceremony Start Time***

It was trialled to open registrations from 5.30pm with the ceremony to start at 6.30pm.

The benefits of starting at 6.30pm are:

- Grantees had the opportunity to celebrate the occasion with family and friends and meet with dignitaries at the conclusion of the ceremony for longer.
- Grantees with younger families returned home at a reasonable time.
- The Events Team received no complaints about the time and noticed larger audiences of family and friends.
- The Ryde City Concert Band has had no issues arriving on time and fully prepared for 6.30pm start.
- Reduced the overtime cost of Council staff.

There were concerns raised by Councillors that grantees may find it difficult to arrive on time; however staff observed during the trial that similar numbers attended ceremonies compared to previous ceremonies.

***Photos with recipients***

During the trial grantees had the opportunity to have their photo taken during the handout of certificates rather than at the end of the ceremony. This was an unsuccessful addition and was not trialled at the July or August ceremonies.

Photographs at this time caused confusion for grantees, guests and Councillors and in some cases grantees did not receive their gift from the handout Councillor.

**ITEM 12 (continued)**

The flow of the callout process was inconsistent; it looked disorganised, chaotic and at times quite disrespectful for the next grantee whose name was being called. Many guests were standing and moving about the hall creating further noise competing for a spot at the front to take a photo.

It is recommended at future ceremonies that the Events Team place a City of Ryde media wall in the hall for photos after the ceremony.

***Mayors Speeches Combined***

The speeches were combined during the trial so that messages were not duplicated and to give a greater focus on the speech delivered by the Mayor.

The Australian Citizenship Ceremony Code recommends a maximum length of each speech be kept to up to five minutes. It has been observed that speeches provided by local and federal members of parliament can vary in length and in some cases have been up to twelve minutes long.

Staff will remind members of parliament and councillors of the timeframes.

***Handout of Gift***

The handout Councillor has always presented a gift at each ceremony, this is recommended to remain.

***Staff handed certificates to the Mayor***

During the trial certificates were handed from a staff member to the Mayor as each name was called. This allowed for better management of flow and dealing with absent grantees.

***Anthem Performer***

The rotation of a singer for the 'National Anthem' and 'We Are Australian' has been problematic.

The original suggestion was for the role to be shared amongst community members. A request for student singers was sent out via the local school principals' network and a request for community performers was also placed in the Council Column.

During the trial a student duet performed however the Events Team cannot rely on or assume that these students will be available for each ceremony. No other performers came forward.

Prior to the trial the band indicated the need for singers to rehearse at their practice on the Tuesday before each ceremony. The Events Team recognises that this is a further commitment of time for local volunteer performers.

**ITEM 12 (continued)**

It is recommended that Council continue to pay a donation to a local singer to perform at each Ceremony ensuring quality and availability.

***Australia Day Role Allocation***

For consistency in organising the Australia Day Ceremony each year it is recommended that the Mayor allocate Councillor roles for Australia Day ceremonies prior to the end of each calendar year.

Alternatively staff could allocate the roles based on the alphabetical roster used for the annual Citizenship Ceremonies, however not all Councillors are available for ceremonies and given that Council would be on break during December/January this may be difficult to co-ordinate.

The roles to be allocated are MC, Local Government Speaker, Callout and Handout

**Consultation with relevant external bodies**

The Events Team has consulted with the Mayor's office, Councillors, the Ryde City Concert Band and event participants. Feedback had been requested and received from Councillors and the Ryde City Concert Band. A summary of Councillor feedback is **ATTACHED**.

The Event Team witnessed each ceremony and recommendations are appropriate to the observations made.

Requested changes to citizenship ceremonies are in line with the Australian Citizenship Ceremonies Code. Should the recommendations be endorsed they will be implemented from the November 2014 ceremony.

**Options**

Option 1 - Council could choose not to adopt the proposed changes and keep existing procedures in place, this is not recommended as the trial changes provided a smoother, more organised event that retained the attention of the audience.

Option 2 - Council could choose to adopt part of the proposed changes. This is not recommended as the combined impact of the proposed changes would achieve the objectives of a better organised and delivered event.

**Financial Implications**

Should Council resolve to endorse recommendation (e) That grantee registration commence from 5.30pm and the ceremony to commence at 6.30pm, a financial saving of \$2,000 per annum would be made because of reduced staff overtime costs.

**ITEM 12 (continued)**

Should Council resolve to endorse recommendation (j) That one performer is contracted for the National Anthem on an ongoing basis, then costs of approximately \$1,800 will be incurred and can be funded within the existing budget allocated for Citizenship Ceremonies.

The proposed recommendations are within the existing budget.

**ITEM 12 (continued)**

**ATTACHMENT 1**

Feedback received from Councillors Re: Citizenship Ceremony Proposed Changes

Feedback was received from 3 councillors. The summary of feedback is tabled below:

Proposed Changes	In favour	Against	No Response/Neutral	Councillor Comments
Dignitary Seating	✓	✓✓		Dignitaries could be facing the audience on the lower level. Mayor and speeches should be on the main stage.
Presentation of Certificates	✓	✓	✓	Presenting certificates on the lower ground seems safer. It is important that the presentation of certificates remain on stage.
Staff Assisting Presentation	✓	✓	✓	Having a staff member in the grantee line up was confusing. Staff helping with certificates good.
Combining Mayors Speeches	✓✓		✓	Combining Welcome and Opening speeches supported. 20 minute speeches by MPs far too long.
Timing	✓	✓	✓	Early start is good except some grantees had to come from work. 7.00pm as a compromise if 7.30pm is too late.
Photos After Ceremony	✓✓		✓	Photos during the presentation slows things down. Holds up a smooth flow of grantees

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**13 NATIONAL WALK SAFELY TO SCHOOL DAY - HEALTHY BREAKFASTS**

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**Report prepared by:** Community Projects Officer – Roads and Community Safety  
**File No.:** GRP/09/4/1/7 - BP14/904

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**REPORT SUMMARY**

This report provides information on costs for the provision of a healthy breakfast for one school from each Council ward, to promote healthy eating and to acknowledge the school's participation in the 2014 Walk Safely to School Day held on 23 May, as resolved by Council at its meeting on 13 May 2014.

Staff have also investigated alternate options that could be accommodated within existing budgets and still provide a healthy option for the participating schools.

This report recommends the option of working in partnership with school communities to provide a healthy breakfast to the three participating schools, being Ermington, North Ryde and Ryde public schools. This option can be accommodated within the existing budget.

**RECOMMENDATION:**

- (a) That Council invite Ermington, North Ryde and Ryde public schools to participate in the Healthy Breakfast program as per Option 1 as outlined in the report.
- (b) That Councillors are advised of the dates and times of the breakfasts when confirmed and are invited to participate.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Lisa Pears**

**Community Projects Officer – Roads and Community Safety**

Report Approved By:

**Derek McCarthy**

**Manager - Community Capacity and Events**

**Baharak Sahebekhtiari**

**Acting Group Manager - Community Life**

**ITEM 13 (continued)****Background**

At its meeting held 13 May 2014, Council resolved:

- (a) *That Council, in partnership with the Pedestrian Council of Australia and the Ryde Hornsby Health Promotion Unit encourage local schools and P and C groups to participate in walk to school safely programs.*
- (b) *That Council and local Principals and P and C Associations act in partnership to host three healthy school community breakfasts (one per ward). These breakfasts would promote healthy eating and act as a thank you for participation in the National Walk to School Day for 2014.*
- (c) *That upon confirmation of the level of participation in the healthy community breakfast initiative that a further report be brought to Council regarding funding of the initiative.*
- (d) *That Council promote the benefit of walking to school, healthy eating and the City of Ryde community breakfasts in the Mayors Community Message and all other media channels.*

Primary schools in the City of Ryde were contacted and asked to advise Council of their participation in the 2014 Walk Safely to School Day. The following schools responded and confirmed their involvement:

- Putney Public School – 445 students (East Ward) - hosted a breakfast on the day, with the Mayor and Council staff in attendance
- Ermington Public School – 452 students (West Ward)
- North Ryde Public School – 257 students (East Ward)
- Ryde Public School – 421 students (Central Ward)

**Discussion**

To implement the Council's resolution the following options and associated costs have been investigated:

Option One

A healthy breakfast consisting of cereal, fruit and juice provided to students at Ryde Public School (Central Ward), Ermington Public School (West Ward) and North Ryde Public School (East Ward) with the assistance of the school's Parents and Citizens Association (P&C).

Council staff would liaise with each school to plan and coordinate the breakfasts.

Council would provide supplies to the school and each school is required to provide a suitable location, serving tables and serving volunteers support from their P&C on the day.



**ITEM 13 (continued)**Option Two:

Fruit boxes for Ryde Public School (Central Ward), Ermington Public School (West Ward) and North Ryde Public School (East Ward) to provide one piece of fruit for each student.

Council staff would deliver boxes of fresh fruit to Ermington, North Ryde and Ryde public schools for distribution by the schools.

The cost of one piece of fruit per child for approximately 300 students would be \$150.00.

Option Three

That Council write to all 23 primary school P&C Committees in Ryde LGA and invite them to hold a healthy breakfast at their school and offer to donate an amount of \$50.00 towards this initiative.

The success of this option would depend on the response from each school and level of school volunteer capacity.

**Costs**

The costs for providing the three options are:

<b>Option</b>	<b>Total Cost</b>
Option 1 – breakfast for the three nominated schools	\$1,412.50
Option 2 – fruit for the three nominated schools	\$565.00
Option 3 – \$50 cash donation to 23 Primary Schools	\$1,150.00

**Financial Implications**

The cost of \$1,412.50 to implement Option One as per the recommendation of this report can be accommodated within the existing Community and Cultural Program budget.

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**14 REPORTS DUE TO COUNCIL**

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**Report prepared by:** Section Manager - Governance**File No.:** CLM/14/1/4/2 - BP14/179

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**REPORT SUMMARY**

This Report is submitted to Council to review the status of outstanding reports and confirm the date reports are due to be provided to Council as at 12 August 2014 (listing **ATTACHED**).

There are currently 26 reports listed. Following consideration of this report there will be seven overdue reports due to Council.

**RECOMMENDATION:**

That the report on Outstanding Council Reports be endorsed.

**ATTACHMENTS**

1 Outstanding Reports to Council - as at 12 August 2014

Report Prepared By:

**Amanda Janvrin**  
**Section Manager - Governance**

Report Approved By:

**John Schanz**  
**Manager - Governance, Risk and Audit**

**Angela Jones-Blayney**  
**Acting Group Manager - Corporate Services**

**ITEM 14 (continued)**

**ATTACHMENT 1**

**Outstanding Reports**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	MAYORAL MINUTE 15/12 - REVIEW OF POLICIES REGARDING VISITING OVERSEAS DELEGATIONS AND SISTER CITY RELATIONSHIPS	13/08/2013	Council resolved that a Workshop be conducted to allow Council to reconsider its policy with regard to Visiting Overseas Delegations and all aspects of existing sister city relationships. This Workshop has been held.
<b>Meeting Date</b>		<b>Anticipated date</b>	
13/11/2012	(b) That the General Manager bring back a report to Council of existing sister city relationships.	25/11/2014	
<b>Group</b>		<b>Officer</b>	
Corporate Services		John Schanz	Subsequently, Council asked that a further workshop be conducted with Korean representatives.
			Due to the large number of planned workshops this workshop will be delayed. Workshop anticipated to be held in April 2014 with a report to follow.
			It was planned for this workshop to be held on 22 April 2014, however as a result of Councillor feedback this has been rescheduled to 27 May 2014.
			Workshop with Dong Guan Business Chambers held on 27 May 2014.

**ITEM 14 (continued)**

**ATTACHMENT 1**

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*Further Councillor workshop  
scheduled for 14 October 2014 to  
discuss opportunities and  
options. Report to be presented  
for Council's consideration on 25  
November 2014.*

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	7-9 RUTLEDGE STREET, EASTWOOD, LOT 23 DP 4231 and LOT 24 DP 653568. Local Development Application for a mixed use development, containing 6 retail/commercial tenancies, 79 units & basement parking for 155 cars & strata subdivision. LDA 2011/0612.	3/12/2013	Amended plans and information to be submitted and then renotified. Not yet received.
27/1/2012	That Local Development Application No. 2011/0612 at 7-9 Rutledge Street, Eastwood, being LOT 23 DP 4231 and LOT 24 DP 653568 be deferred pending receipt of the information required by the deferred commencement conditions including amended plans etc and exhibition of this information with a further report to Council for consideration in 2013.	<b>Anticipated date</b> 24/03/2015	Amended plans not yet received as at March 2013.
<b>Group</b> Environment and Planning		<b>Officer</b> Liz Coad	Follow-up letter to applicant sent seeking amended plans 3 April 2013 - applicant has requested more time to provide amendments.  Date of Report to be determined upon receipt of amended plans. Amended plans not yet received as at August 2013.  Some amended plans received, still awaiting further plans as at September 2013. Notification to be undertaken upon receipt of complete amendments and report to Council to follow.  Amended plans Received. Notification closes 30 October 2013.
Amended Plans do not address all			

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**ITEM 14 (continued)**

**ATTACHMENT 1**

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*issues identified by Council.  
Further amendments required.  
New date of report yet to be  
determined.*

*Amended Plans on exhibition.  
Notification closes 19 March  
2014. Significant changes to  
staging and parking/driveway  
proposal requires significant  
assessment work. Report  
proposed for July 2014.*

*Further amendments required as a  
result of issues including those  
raised by RMS.*

*Amended Plans not yet received.*

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>NOTICE OF MOTION - AMENDMENT TO VOLUNTARY PLANNING AGREEMENT (VPA) POLICY</b>	24/09/2013	<i>In keeping with the Integrated Open Space Plan, the amended VPA Policy seeking additional open space, was approved by Council at its meeting held on 13 August 2013.</i>
<b>Meeting Date</b> 14/05/2013	(b) The Acting General Manager prepare a report identifying how much money Council has for open space acquisition and identify potential purchases for consideration by Council in keeping with the Draft IOSP.	<b>Anticipated date</b> 14/10/2014	<i>The Open Space Future Provision Plan is currently under development and will be discussed at a confidential Councillor workshop to be held in November 2013.</i>
<b>Group</b> Community Life		<b>Officer</b> Tajana Domazet	<i>Workshop deferred to February 2014.</i>
			<i>Workshop further delayed to 18 March due to another workshop needing to take priority.</i>
			<i>Workshop was held in March, and a further workshop to be scheduled as soon as practicable.</i>

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>NOTICE OF MOTION - ADVERTISING ON PUBLIC LAND AND AROUND DOG OFF LEASH PARKS</b>	10/12/2013	<i>Investigation is being undertaken on potential policy changes required to allow advertising, currently City of Ryde's LEP and DCP falls under a 'no 3rd Party advertising' category which disallows any private or council owned property, including in parks.</i>
28/05/2013	1. That the Acting General Manager provide a report to Council advising of the options for advertisement around the dog off-leash parks including proposed fees and terms and conditions for such advertising that are compliant with the requirements of the State Environmental Planning Policy 64.	23/09/2014	
<b>Group</b>	2. <input type="checkbox"/> That the Acting General Manager investigate the potential of advertising on public land as an revenue generating option such as advertisement around dog parks, with the expression of interests to be sent to all local vet business and dog food companies, and report back to Council.	<b>Officer</b>	
Community Life		Tajana Domazet	



**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b> Council	<b>Resolution</b> ICAC PUBLIC INQUIRY - COMPLETED	<b>Due Date of Report</b>	<b>Comments/Update</b> No further action, pending release of ICAC findings.
<b>Meeting Date</b> 25/06/2013	<b>Anticipated date</b> 6. <input type="checkbox"/> That Council endorse staff undertaking no further work on the Development Application before Council in relation to 826 Victoria Road, Ryde until the Commission has handed down its findings in this matter.	<b>Officer</b> Liz Coad	<b>Comments/Update</b> Findings released and application under assessment.  COMPLETED (To be removed following the Council Meeting to be held on 26 August 2014).
<b>Group</b> Environment and Planning			
<b>Meeting Type</b> Council	<b>Resolution</b> ESTABLISHING AN INTEGRATED YOUTH SERVICE HUB	<b>Due Date of Report</b> 14/07/2015	<b>Comments/Update</b> This report will be provided to Council in July 2015, after a duration of 24 months as per the resolution.
<b>Meeting Date</b> 23/07/2013	<b>Anticipated date</b> (d) That following the trial period (2 years), a review of the Integrated Youth Service Hub governance model be undertaken by Community and Culture and reported to Council.	<b>Officer</b> Gunjan Tripathi	
<b>Group</b> Community Life			

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>PLANNING PROPOSAL - 10 MONASH ROAD AND 2 COLLEGE STREET, GLADESVILLE</b>	27/05/2014	<i>Date of exhibition yet to be determined.</i>
<b>Meeting Date</b> 24/09/2013	(c) That, in the event of a gateway determination being issued pursuant to Section 56 of the Environmental Planning and Assessment Act 1979, the planning proposal be placed on public exhibition and a further report be presented to Council following the completion of the community consultation advising of the outcomes and next steps.	<b>Anticipated date</b> 24/03/2015	<i>DOP1 has issued a Gateway determination approving the exhibition of the Planning Proposal. The DOP1 conditions require the Planning Proposal to be exhibited with the Banning's Site Traffic Study (currently underway).</i>
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>PLANNING PROPOSAL - AMENDMENTS TO LEP 2013</b>	28/10/2014	Update 11 August 2014: Land Owner advised of deferral; Public Works preparing report to Council on drainage and structural issues relating to the site; a further report regarding the planning controls for the site will be provided at a later date.
<b>Meeting Date</b> 8/10/2013	(1) That Council defer amending the planning control for 100 Rowe Street Eastwood from the Planning Proposal Amendments to DLEP 2013 to allow further consideration and discussion with the land owner of the flooding solutions / proposed planning controls for the site. The matter will be reported to Council at a later date.	<b>Anticipated date</b> 25/11/2014	Due to complexity of the matter, further investigations are being carried out on the stormwater works capacity and options for Council.
<b>Group</b> Public Works		<b>Officer</b> Anthony Ogle	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>PLANNING PROPOSAL - AMENDMENTS TO LEP 2013</b>	27/05/2014	<i>Date of exhibition yet to be determined.</i>
<b>Meeting Date</b> 8/10/2013	(c) That in the event of a gateway determination being issued pursuant to Section 56 of the Environmental Planning and Assessment Act 1979, the Planning Proposal Amendments to DLEP 2013 be placed on public exhibition and a further report be presented to Council following the completion of the exhibition period.	<b>Anticipated date</b> 18/11/2014	<i>The Department considered the Planning Proposal on 8 May 2014. The Director-general's recommendation as to whether the Proposal can proceed to exhibition has not yet been received.</i>
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	<i>Exhibition period from 31 July 2014 to 28 August 2014.</i>

**ITEM 14 (continued)**

**ATTACHMENT 1**

Meeting Type	Resolution	Due Date of Report	Comments/Update
Works and Community	<b>MAYORAL MINUTE - NIGHT FOOD MARKETS IN EASTWOOD - COMPLETED</b>	5/08/2014	<i>This report is underway and will be provided to Works and Community Committee in August 2014.</i>
Meeting Date	(a) <input type="checkbox"/> That Council in conjunction with Eastwood Events and Promotions Committee investigate the operation of Night Food Markets including development of objectives, operating parameters and terms and conditions for a potential Market.	5/08/2014	<i>Report presented to Works and Community Committee Meeting on 5 August 2014.</i>
<b>Group</b>	(b) <input type="checkbox"/> That all funding options be explored as part of the investigation.	<b>Officer</b>	<i>COMPLETED (To be removed following the Council Meeting to be held on 26 August 2014).</i>
Community Life	(c) <input type="checkbox"/> That at the completion of the investigation as outlined in parts (a) and (b), a report be presented to Council.	Derek McCarthy	
	(d) <input type="checkbox"/> That Council further investigate the operation of Night Food Markets as outlined in parts (a) and (b) above in other town centres and that a report be presented to Council.		

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>EASTWOOD TOWN CENTRE MASTER PLAN - COMPLETED</b>	22/07/2014	<i>Exhibition period expected to be 5 March 2014 to 16 April 2014. Two Community Information Sessions will be held during this period.</i>
<b>Meeting Date</b> 10/12/2013	That the Eastwood Town Centre Master Plan be placed on public exhibition for a period of at least six weeks, commencing in February 2014, and that following the public exhibition period, a further report be presented to Council.	<b>Anticipated date</b> 22/07/2014	<i>Notification area expanded and exhibition period extended until 14 May 2014. An additional information session will also be held on 3 May 2014.</i>
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	<i>Report presented to Council on 22 July 2014.</i>
			<i>COMPLETED (To be removed following the Council Meeting to be held on 26 August 2014).</i>

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>MAYORAL MINUTE - COFFEE CART SERVICE - EASTWOOD LIBRARY AREA</b>	28/10/2014	<i>Update 9 May 2014: Investigations are currently being undertaken. It is anticipated that this matter will be reported to Council in July 2014.</i>
<b>Meeting Date</b>		<b>Anticipated date</b>	
11/03/2014	That Council staff investigate all opportunities for commercial operations such as coffee cart/kiosk services in various locations such as in or around Council libraries, sporting areas, foreshores etc.	25/11/2014	<i>Update 4 July 2014: A proposal from the Coffee Cart applicant was significantly delayed, after her 12 June meeting with Council Officers. The proposal has only recently been received and requires both assessment, and inclusion, in the Council Report. This report will now be submitted to Council in August.</i>
<b>Group</b>		<b>Officer</b>	
Public Works		Chris Redman	<i>Update 8 August 2014: Council resolution to expand feasibility are has required further resourcing and due to the departure of key staff, this report has now been delayed until November.</i>

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>PROPOSED SALE - WALKLEY PATHWAY, WEST RYDE - COMPLETED</b>	4/07/2014	<i>Negotiations to take place. It is expected that a report will be submitted to Council by 26 August 2014, at the latest, following these negotiations.</i>
<b>Meeting Date</b> 8/04/2014	(b) That this matter be reported back to Council following further negotiations being finalised.	<b>Anticipated date</b> 22/07/2014	<i>Update 1 July 2014: This report will now be listed for consideration at the 22 July 2014 Council meeting.</i>
<b>Group</b> Public Works		<b>Officer</b> Chris Redman	<i>Update 8 August 2014: COMPLETED (To be removed following the Council Meeting to be held on 26 August 2014).</i>



**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>DRAFT GLADESVILLE PEDESTRIAN AND MOBILITY ACCESSIBILITY PLAN - FOR PUBLIC EXHIBITION - COMPLETED</b>	22/07/2014	<i>Exhibition Period closed 30 May 2014. Report presented to the Works and Community Committee Meeting on 15 July 2014.</i>
15/04/2014	(b) That Council consider a further report on the Gladesville Town Centre Pedestrian Access and Mobility Plan for consideration and determination after the public exhibition period has finished and all submissions have been considered.	12/08/2014	<i>Report presented to the Works and Community Committee Meeting on 15 July 2014. <b>COMPLETED</b> (To be removed following the Council Meeting to be held on 26 August 2014).</i>
<b>Group</b>		<b>Officer</b>	
Environment and Planning		Sam Cappelli	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Council	<b>MATTER OF URGENCY - NOISE FROM GARBAGE TRUCKS</b>	5/09/2014	Update 3 June 2014: Council staff have commenced investigations in preparation of this report, including discussions with neighbouring Council's and industry practices. This matter will be reported in August 2014.
<b>Meeting Date</b> 13/05/2014	That the Acting General Manager provide a report to Council outlining Council's policy with regard to the process for the collection of rubbish at multi-dwelling sites and adjoining commercial premises.	<b>Anticipated date</b> 23/09/2014	Update 4 July: Due to the NSROC Regional Waste Disposal Tender and the City of Ryde Waste Collection Tender, this report has been delayed. It is anticipated that this report will be submitted to Council in September 2014.
<b>Group</b> Public Works		<b>Officer</b> Jude Colechin	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b> Council	<b>Resolution</b> <b>COUNCIL PARKING INFRINGEMENT POLICY</b>	<b>Due Date of Report</b> 12/08/2014	<b>Comments/Update</b> <i>Review underway. Report expected September 2014.</i>
<b>Meeting Date</b> 13/05/2014	That Council review its Enforcement Parking Policy considering the NSW Law Reform Commission's Report, particularly those parts:  (a) <input type="checkbox"/> referring to vulnerable persons; and  (b) <input type="checkbox"/> the issuing of cautions.	<b>Anticipated date</b> 23/09/2014	
<b>Group</b> Environment and Planning		<b>Officer</b> Leon Marskell	
<b>Meeting Type</b> Council	<b>Resolution</b> <b>CIVIC CENTRE - MAINTENANCE SCHEDULE - UPDATE AND REVISED ESTIMATE OF WORKS - COMPLETED</b>	<b>Due Date of Report</b> 24/06/2014	<b>Comments/Update</b> <i>Workshop with Councillors undertaken on 15 July 2014.</i>
<b>Meeting Date</b> 13/05/2014	That this matter be deferred to a Council Meeting in June 2014.	<b>Anticipated date</b> 26/08/2014	<i>Report presented to Council on 26 August 2014.</i>
<b>Group</b> General Manager		<b>Officer</b> Roy Newsome	<i>COMPLETED (To be removed following the Council Meeting to be held on 26 August 2014).</i>

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
<p><b>Meeting Date</b> 13/05/2014</p> <p><b>Group</b> Council</p>	<p><b>Resolution</b> MAYORAL MINUTE - NATIONAL WALK SAFELY TO SCHOOL DAY – 23RD MAY - COMPLETED</p>	<p><b>Due Date of Report</b> 26/08/2014</p>	<p><b>Comments/Update</b> Staff are preparing costs for the breakfasts for schools involved in the program.</p>
<p><b>Meeting Date</b> 13/05/2014</p> <p><b>Group</b> Community Life</p>	<p>(c) <input type="checkbox"/> That upon confirmation of the level of participation in the healthy community breakfast initiative, that a further report be brought to Council regarding funding of the initiative.</p>	<p><b>Anticipated date</b> 26/08/2014</p> <p><b>Officer</b> Derek McCarthy</p>	<p>Costs have been determined and preparation of the report to Council is underway.</p> <p>Report presented to Council on 26 August 2014.</p> <p>COMPLETED (To be removed following Council Meeting to be held 26 August 2014).</p>
<p><b>Meeting Date</b> 13/05/2014</p> <p><b>Group</b> Community Life</p>	<p><b>Resolution</b> MAYORAL MINUTE - WAR MEMORIAL HONOUR BOARD</p>	<p><b>Due Date of Report</b> 23/09/2014</p> <p><b>Anticipated date</b> 23/09/2014</p> <p><b>Officer</b> Derek McCarthy</p>	<p><b>Comments/Update</b> Awaiting advice from the Committee.</p> <p>Discussed with the Committee at its meeting held 7 August and the report is being prepared.</p>

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b> Council	<b>Resolution</b> <b>HERITAGE ADVISORY COMMITTEE - Minutes 16 April 2014</b>	<b>Due Date of Report</b> 23/09/2014	<b>Comments/Update</b> <i>Proposal provided to Heritage Advisory Committee - further consultation with North Ryde RSL underway.</i>
<b>Meeting Date</b> 27/05/2014	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.	<b>Anticipated date</b> 23/09/2014	
<b>Group</b> Environment and Planning		<b>Officer</b> Meryl Bishop	
<b>Meeting Type</b> Works and Community	<b>Resolution</b> <b>FLOODPLAIN RISK MANAGEMENT STUDIES - PARRAMATTA RIVER</b>	<b>Due Date of Report</b> 7/10/2014	<b>Comments/Update</b> <i>Update 5 June 2014: A report will be submitted to Council in October 2014 on the outcome of the public exhibition.</i>
<b>Meeting Date</b> 3/06/2014	(c) That a further report be submitted to Council following the completion of the public exhibition period.	<b>Anticipated date</b> 21/10/2014	
<b>Group</b> Public Works		<b>Officer</b> Charles Mahfoud	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b> Council	<b>Resolution</b> CROWN LANDS WHITE PAPER	<b>Due Date of Report</b> 11/11/2014	<b>Comments/Update</b> Update 1 July 2014: Council delivered its submission by the 20 June 2014 deadline. The matter is now in the hands of the Crown. The Strategic Assessment could possibly take many months.
<b>Meeting Date</b> 10/06/2014	(d) That this matter be further reported to Council once Council has evaluated the Strategic Assessment of the City of Ryde's Crown Land.	<b>Anticipated date</b> 9/12/2014	
<b>Group</b> Public Works		<b>Officer</b> Chris Redman	
<b>Meeting Type</b> Council	<b>Resolution</b> COR-RFT-04/14 - PROVISION OF BUSH REGENERATION SERVICES - COMPLETED	<b>Due Date of Report</b> 4/07/2014	<b>Comments/Update</b> Update 1 July 2014: This report will be listed for consideration at the 22 July 2014 Council meeting.
<b>Meeting Date</b> 10/06/2014	That this matter be referred back to the Evaluation Panel for the provision of further information with regard to the past performance of the recommended providers and a further report be presented to Council.	<b>Anticipated date</b> 22/07/2014	Update 8 August 2014: COMPLETED (To be removed following the Council Meeting to be held on 26 August 2014).
<b>Group</b> Public Works		<b>Officer</b> Barry Hodge	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b> Council	<b>Resolution</b> WALKLEY PATHWAY	<b>Due Date of Report</b> 26/08/2014	<b>Comments/Update</b> Update 8 August 2014: Investigations are currently being undertaken. It is anticipated that a report will be presented to Council in September 2014.
<b>Meeting Date</b> 22/07/2014	That Council continue to explore its options with respect to Walkley Pathway and present a further report to Council.	<b>Anticipated date</b> 23/09/2014	
<b>Group</b> Public Works		<b>Officer</b> Chris Redman	
<b>Meeting Type</b> Council	<b>Resolution</b> PUBLIC EXHIBITION OF DRAFT EASTWOOD MASTER PLAN - SUBMISSIONS	<b>Due Date of Report</b> 11/11/2014	<b>Comments/Update</b> Update 11 August 2014: Due to current heavy workload Council's Traffic section, this report will be prepared as soon as resources allow, currently expected to be reported to Council in December 2014.
<b>Meeting Date</b> 22/07/2014	(c) That a further report be presented to Council regarding progressing the outstanding works recommended in the Eastwood Transport Management and Access Plan 2008 (TMAP) and all associated costs as quickly as practicable;	<b>Anticipated date</b> 9/12/2014	
<b>Group</b> Public Works		<b>Officer</b> Anthony Ogle	

**ITEM 14 (continued)**

**ATTACHMENT 1**

<b>Meeting Type</b>	<b>Resolution</b>	<b>Due Date of Report</b>	<b>Comments/Update</b>
Works and Community	<b>INVESTIGATION INTO NIGHT MARKETS AT EASTWOOD AND OTHER TOWN CENTRES</b>	24/02/2015	
<b>Meeting Date</b>		<b>Anticipated date</b>	
5/08/2014	(b) That Council invite Expressions of Interest for the establishment of a regular Sunday Farmers Market at Eastwood and that the findings of the EOI and the result of consultation with local businesses be reported back to Council for approval.	24/02/2015	
<b>Group</b>		<b>Officer</b>	
Community Life		Derek McCarthy	



**PRECIS OF CORRESPONDENCE****1 NSW PUBLIC LIBRARY FUNDING**

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**Report prepared by:** Executive Assistant to Group Manager  
**File No.:** GRP/09/4/10 - BP14/1007

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**CORRESPONDENCE**

Submitting correspondence from Troy Grant MP, Minister for the Arts, dated 28 July 2014, regarding the NSW Government's increased public library funding in the 2014/15 Budget to help public libraries better meet the needs of local communities.

**RECOMMENDATION:**

That the correspondence be received and noted.

**ATTACHMENTS**

- 1 Correspondence from Troy Grant MP, Minister for the Arts regarding NSW public library funding

Report Prepared By:

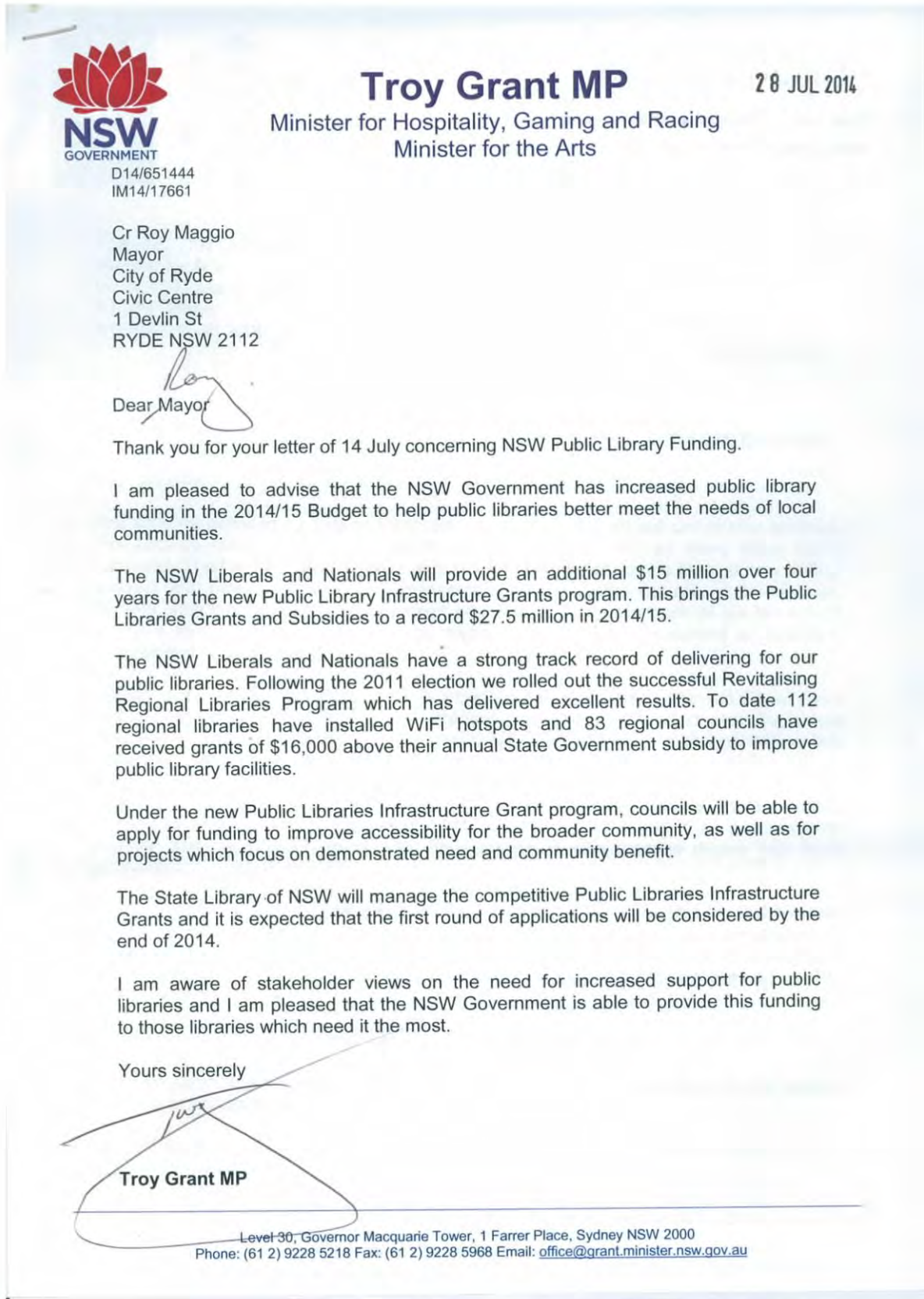
**Valerie Albert**  
**Executive Assistant to Group Manager**


Report Approved By:

**Baharak Sahebekhtiari**  
**Acting Group Manager - Community Life**

**PRECIS OF CORRESPONDENCE 1 (continued)**

**ATTACHMENT 1**



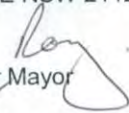
  
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**Troy Grant MP**  
Minister for Hospitality, Gaming and Racing  
Minister for the Arts

28 JUL 2014

Cr Roy Maggio  
Mayor  
City of Ryde  
Civic Centre  
1 Devlin St  
RYDE NSW 2112

  
Dear Mayor

Thank you for your letter of 14 July concerning NSW Public Library Funding.

I am pleased to advise that the NSW Government has increased public library funding in the 2014/15 Budget to help public libraries better meet the needs of local communities.

The NSW Liberals and Nationals will provide an additional \$15 million over four years for the new Public Library Infrastructure Grants program. This brings the Public Libraries Grants and Subsidies to a record \$27.5 million in 2014/15.

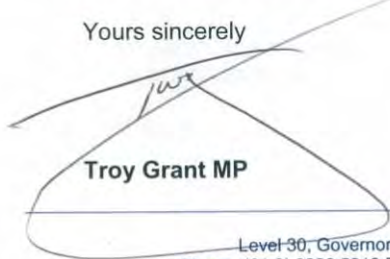
The NSW Liberals and Nationals have a strong track record of delivering for our public libraries. Following the 2011 election we rolled out the successful Revitalising Regional Libraries Program which has delivered excellent results. To date 112 regional libraries have installed WiFi hotspots and 83 regional councils have received grants of \$16,000 above their annual State Government subsidy to improve public library facilities.

Under the new Public Libraries Infrastructure Grant program, councils will be able to apply for funding to improve accessibility for the broader community, as well as for projects which focus on demonstrated need and community benefit.

The State Library of NSW will manage the competitive Public Libraries Infrastructure Grants and it is expected that the first round of applications will be considered by the end of 2014.

I am aware of stakeholder views on the need for increased support for public libraries and I am pleased that the NSW Government is able to provide this funding to those libraries which need it the most.

Yours sincerely

  
**Troy Grant MP**

Level 30, Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000  
Phone: (61 2) 9228 5218 Fax: (61 2) 9228 5968 Email: [office@grant.minister.nsw.gov.au](mailto:office@grant.minister.nsw.gov.au)

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## **CONFIDENTIAL ITEMS**

### **15 LICENCE AGREEMENT - PUTNEY AND TENNYSON BOWLING CLUB**

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#### **Confidential**

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

**Report prepared by:** Service Unit Manager - Open Space; Section Manager - Properties

**File No.:** GRP/09/4/10 - BP14/910

**Page:** 195

### **16 PROCUREMENT REVIEW - STAGE 2 OUTCOMES**

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#### **Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (d) (ii) information that would, if disclosed, confer a commercial advantage on a competitor of the council.

**Report prepared by:** Manager - Governance, Risk and Audit

**File No.:** GRP/09/7/8 - BP14/1004

**Page:** 203

### **17 ADVICE ON COURT ACTIONS**

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#### **Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (g) advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**Report prepared by:** Solicitor

**File No.:** GRP/09/5/7 - BP14/950

**Page:** 213