

Meeting Date: Tuesday 27 September 2016
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde
Time: 7.00pm

Councillors Present: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Laxale, Li, Maggio, Pendleton, Perram, Stott and Yedelian OAM.

Apologies: Nil.

Leave of Absence: Councillors Salvestro-Martin and Simon.

Staff Present: Acting General Manager, Acting Chief Operating Officer, Acting Director – Corporate and Community Services, Acting Director – City Strategy and Planning, Director – City Works and Infrastructure, General Counsel, Acting Chief Financial Officer, Acting Manager – Communications, Customer Service and Events, Manager – Environmental Health and Building, Manager – Community Services, Acting Manager – Strategic City, Executive Officer – Ryde Civic Hub, Senior Coordinator – Open Space Planning and Development, Project Manager, Local Studies Librarian, Digital Communications Coordinator, Senior Coordinator – Governance, Governance, Risk and Audit Coordinator and Administration Officer – Councillor Support.

PRAYER

Pastor Dr Keith Ng of the Evangel Bible Church, Putney was present and offered prayer prior to the commencement of the meeting.

DISCLOSURES OF INTEREST

Councillor Stott disclosed a Pecuniary Interest in relation to Mayoral Minute 15/16 – Request for Leave of Absence, for the reason that the matter relates to her role as Deputy Mayor, and she may receive remuneration as a result of this Mayoral Minute.

Councillor Pendleton disclosed a Less than Significant Non-Pecuniary Interest in Item 4 – Report of the Ryde Civic Hub Committee Meeting 7/16 held on 13 September 2016, for the reason that her continued and consistent opposition to the sale/redevelopment of the Civic Centre public land with the inclusion of high rise residential development is consistent with her core commitment made to the electorate at the 2012 elections.

Councillor Perram disclosed a Less than Significant Non-Pecuniary Interest in Item 6(8) – Request for Tender – Provision of Minor Works and Services and Pre-Qualification for Large Civil and Landscape Works 2016-2017 and 2017-2018, for the reason that one of the recommended firms for pre-qualification is a former client of his consulting firm. Councillor Perram has had no contact with that particular firm for six (6) years.

TABLING OF PETITONS

No Petitions were tabled.

SUSPENSION OF STANDING ORDERS

The Mayor, Councillor Pickering Suspended Standing Orders to allow Councillor Chung to address the meeting in relation to his recent resignation as a Councillor from the City of Ryde, the time being 7.08pm.

Note: Councillor Chung then addressed the meeting.

RESUMPTION OF STANDING ORDERS

The Mayor, Councillor Pickering Resumed Standing Orders, the time being 7.19pm.

PUBLIC PARTICIPATION ON ITEMS LISTED ON THE AGENDA

RESOLUTION: (Moved by Councillors Maggio and Stott)

That the speakers who submitted a Request to Address Council on Items Listed on the Agenda on an Item previously considered by the Works and Community Committee Meeting 8/16 held on 20 September 2016 and Items Listed on the Agenda after the midday deadline, be allowed to address the meeting, the time being 7.24pm.

Record of Voting:

For the Motion: Unanimous

PUBLIC PARTICIPATION ON ITEMS LISTED ON THE AGENDA

The following persons then addressed the Council:-

Name	Topic
Benjamin Drayton	Item 5(2) – Ryde Outdoor Youth and Family Recreation Spaces – Creation of Youth Precincts
John Shi-Nash (representing Macquarie Park Innovation District)	Notice of Motion 1 – Macquarie Park Innovation District

Note: Professor David Wilkinson (representing Macquarie University) was called to address Council, however was not present in the Chamber.

PUBLIC PARTICIPATION ON ITEMS NOT LISTED ON THE AGENDA

The following persons addressed the Council:-

Name	Topic
Stavroula Tsiouostas	Public Interest Topic – DA and Council’s Responsibilities

ORDER OF BUSINESS

RESOLUTION: (Moved by Councillors Yedelian OAM and Stott)

That Council now consider the following Items, the time being 7.35pm:

- Item 5(2) – Ryde Outdoor Youth and Family Recreation Spaces – Creation of Youth Precincts
- Notice of Motion 1 – Macquarie Park Innovation District

Record of Voting:

For the Motion: Unanimous

5 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 8/16 held on 20 September 2016

2 RYDE OUTDOOR YOUTH AND FAMILY RECREATION SPACES - CREATION OF YOUTH PRECINCTS

Note: Benjamin Drayton addressed the meeting in relation to this Item.

MOTION: (Moved by Councillors Maggio and Stott)

- (a) That Council endorse the recommendations of the Skate Park Working Group with the selection of Eastwood Park and Meadowbank Park for further investigation.
- (b) That Council endorse undertaking consultation with the community and stakeholders regarding the location and design of an outdoor youth and family recreation facility within Eastwood Park and Meadowbank Park.
- (c) That after the community consultation, an implementation plan be prepared for the most appropriate site so that the facility can be delivered as soon as practical and the plan be reported to Council.
- (d) That Council write to NSW Health and NSW Police inviting them to continue to participate in the development of these projects and thank them for their submissions.

AMENDMENT: (Moved by Councillors Perram and Li)

- (a) That Council acknowledge the work of the Skate Park Working Group.
- (b) That the Skate Park Working Group be requested to reconsider the options of Eastwood and Meadowbank Park and to recommend other options to Council.
- (c) That Council write to NSW Health and NSW Police inviting them to continue to participate in the development of these projects and thank them for their submissions.

On being put to the Meeting, the voting on the Amendment was five (5) all. The Mayor used his casting vote Against the Amendment. The Amendment was **LOST**. The Motion was then put and **CARRIED**.

Record of Voting:

For the Amendment: Councillors Laxale, Li, Pendleton, Perram and Yedelian OAM

Against the Amendment: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio and Stott

RESOLUTION: (Moved by Councillors Maggio and Stott)

- (a) That Council endorse the recommendations of the Skate Park Working Group with the selection of Eastwood Park and Meadowbank Park for further investigation.
- (b) That Council endorse undertaking consultation with the community and stakeholders regarding the location and design of an outdoor youth and family recreation facility within Eastwood Park and Meadowbank Park.
- (c) That after the community consultation, an implementation plan be prepared for the most appropriate site so that the facility can be delivered as soon as practical and the plan be reported to Council.
- (d) That Council write to NSW Health and NSW Police inviting them to continue to participate in the development of these projects and thank them for their submissions.

Record of Voting:

For the Motion: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Laxale, Maggio and Stott

Against the Motion: Councillors Li, Pendleton, Perram and Yedelian OAM

NOTICE OF MOTION

1 MACQUARIE PARK INNOVATION DISTRICT - Councillor Jerome Laxale

Note: John Shi-Nash (representing Macquarie Park Innovation District) addressed the meeting in relation to this Item.

Note: Documentation regarding the Macquarie Park Innovation District dated 13 September 2016 was tabled in relation to this Item and a copy is ON FILE.

RESOLUTION: (Moved by Councillors Laxale and Chung)

- (a) That Council accepts the invitation to become a member of the Macquarie Park Innovation District (MPID) Group, for a trial period of two (2) years.
- (b) That the Macquarie Park Marketing Plan (PM16_30249), funded by the Macquarie Park Special Levy, and endorsed in the Four Year Delivery Plan be used to fund the membership fee of \$25,000 per annum for the financial years 2016/2017 and 2017/2018.
- (c) That Council's ongoing membership of the Macquarie Park Innovation District (MPID) Group be reviewed in January 2018.
- (d) That Council staff, The Mayor and Councillors attend the meetings of the Group.

Record of Voting:

For the Motion: Unanimous

MAYORAL MINUTES

MM15/16 REQUEST FOR LEAVE OF ABSENCE

Note: Councillor Stott disclosed a Pecuniary Interest in relation to this Item, for the reason that the matter relates to her role as Deputy Mayor, and she may receive remuneration as a result of this Mayoral Minute. Councillor Stott left the Meeting at 8.22pm and was not present for the consideration or voting on this Item.

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

- (a) That Council approve the Mayor, Councillor Pickering's Leave of Absence for the period 11 October 2016 to 19 October 2016 inclusive.

- (b) That Council endorse paying the Deputy Mayor, Councillor Jane Stott, for the period 11 October 2016 to 19 October 2016 inclusive, on a pro rata basis from the Mayoral fee to undertake all duties associated with the Mayoral role throughout that period.

Record of Voting:

For the Motion: Unanimous

MM16/16 APPOINTMENT OF COUNCILLORS TO STANDING COMMITTEES

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

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

- (a) That Councillor Yedelian OAM be endorsed as a member of the Works and Community Committee.
- (b) That Councillor Salvestro-Martin be endorsed as a member of the Ryde Civic Hub Committee and the Planning and Environment Committee.

Record of Voting:

For the Motion: Unanimous

Note: Councillor Stott returned to the Meeting at 8.28pm.

MATTER OF URGENCY

Councillor Etmekdjian advised that he wished to raise a Matter of Urgency regarding the election of Chairperson and Deputy Chairperson for the Planning and Environment Committee and the Ryde Civic Hub Committee.

The Mayor, Councillor Pickering accepted this Item as an Urgent Item.

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

That Council consider a Matter of Urgency raised by Councillor Etmekdjian regarding the election of Chairperson and Deputy Chairperson for the Planning and Environment Committee and the Ryde Civic Hub Committee, the time being 8.33pm.

Record of Voting:

For the Motion: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio, Stott and Yedelian OAM

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

Note: At this stage of the meeting, the Acting General Manager, as Returning Officer, chaired the meeting for the Matter of Urgency and conducted the election of Chairperson and Deputy Chairperson for the Planning and Environment Committee and the Ryde Civic Hub Committee.

MATTER OF URGENCY – ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON FOR PLANNING AND ENVIRONMENT COMMITTEE

The Acting General Manager, as Returning Officer, gave an overview of the election process in relation to the election of the Chairperson and Deputy Chairperson.

METHOD OF VOTING FOR CHAIRPERSON AND DEPUTY CHAIRPERSON

The Acting General Manager, as Returning Officer presented the options on the method of voting for Chairperson and Deputy Chairperson.

RESOLUTION: (Moved by Councillors Maggio and Yedelian OAM)

- (a) That the method of voting for the election of the Chairperson and Deputy Chairperson be open voting by show of hands.
- (b) That the Acting General Manager, as Returning Officer, undertake the election of the Chairperson and Deputy Chairperson for the ensuing twelve (12) months by announcing the nominations and then conducting the election.

Record of Voting:

For the Motion: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio, Stott and Yedelian OAM

Against the Motion: Councillors Laxale and Pendleton

ELECTION OF CHAIRPERSON

The Acting General Manager, as Returning Officer called for nominations for the position of Chairperson of the Planning and Environment Committee and received nominations being for Councillor Yedelian OAM and Councillor Laxale.

The Acting General Manager, as Returning Officer called for any further nominations. As there were none, nominations were closed.

The Acting General Manager, as Returning Officer confirmed with Councillor Yedelian OAM and Councillor Laxale that they accepted their nomination.

The ELECTION FOR CHAIRPERSON was conducted which resulted in the following voting:

Councillor Yedelian OAM 6 votes

Voting in favour: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio, Stott and Yedelian OAM

Councillor Laxale 2 votes

Voting in favour: Councillors Laxale and Pendleton

As a result of the voting, COUNCILLOR YEDELIAN OAM WAS DULY ELECTED CHAIRPERSON FOR THE PLANNING AND ENVIRONMENT COMMITTEE FOR THE ENSUING YEAR.

ELECTION OF DEPUTY CHAIRPERSON

The Acting General Manager, as Returning Officer called for nominations for the position of Deputy Chairperson of the Planning and Environment Committee and received nominations being for Councillor Etmekdjian and Councillor Pendleton.

The Returning Officer called for any further nominations. As there were none, nominations were closed.

The Returning Officer confirmed with Councillor Etmekdjian and Councillor Pendleton that they accepted the nomination.

The ELECTION FOR DEPUTY CHAIRPERSON was conducted which resulted in the following voting:

Councillor Etmekdjian 6 votes

Voting in favour: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio, Stott and Yedelian OAM

Councillor Pendleton 2 votes

Voting in favour: Councillors Laxale and Pendleton

As a result of the voting, COUNCILLOR ETMEKDJIAN WAS DULY ELECTED DEPUTY CHAIRPERSON FOR THE PLANNING AND ENVIRONMENT COMMITTEE FOR THE ENSUING YEAR.

MATTER OF URGENCY – ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON FOR RYDE CIVIC HUB COMMITTEE

The Acting General Manager, as Returning Officer, gave an overview of the election process in relation to the election of the Chairperson and Deputy Chairperson.

METHOD OF VOTING FOR CHAIRPERSON AND DEPUTY CHAIRPERSON

The Acting General Manager, as Returning Officer presented the options on the method of voting for Chairperson and Deputy Chairperson.

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

- (a) That the method of voting for the election of the Chairperson and Deputy Chairperson be open voting by show of hands.
- (b) That the Acting General Manager, as Returning Officer, undertake the election of the Chairperson and Deputy Chairperson for the ensuing twelve (12) months by announcing the nominations and then conducting the election.

Record of Voting:

For the Motion: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio, Stott and Yedelian OAM

Against the Motion: Councillors Laxale, Pendleton and Perram

ELECTION OF CHAIRPERSON

The Acting General Manager, as Returning Officer called for nominations for the position of Chairperson of the Ryde Civic Hub Committee and received nominations being for Councillor Stott and Councillor Laxale.

The Acting General Manager, as Returning Officer called for any further nominations. As there were none, nominations were closed.

The Acting General Manager, as Returning Officer confirmed with Councillor Stott and Councillor Laxale that they accepted their nomination.

The ELECTION FOR CHAIRPERSON was conducted which resulted in the following voting:

Councillor Stott 6 votes

Voting in favour: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Maggio, Stott and Yedelian OAM

Councillor Laxale 3 votes

Voting in favour: Councillors Laxale, Pendleton and Perram

As a result of the voting, COUNCILLOR STOTT WAS DULY ELECTED CHAIRPERSON FOR THE RYDE CIVIC HUB COMMITTEE FOR THE ENSUING YEAR.

ELECTION OF DEPUTY CHAIRPERSON

The Acting General Manager, as Returning Officer called for nominations for the position of Deputy Chairperson of the Ryde Civic Hub Committee and received one nomination being for Councillor Etmekdjian.

The Returning Officer called for any further nominations. As there were none, nominations were closed.

The Returning Officer confirmed with Councillor Etmekdjian that he accepted the nomination.

As there was only one nomination, COUNCILLOR ETMEKDJIAN WAS DULY ELECTED DEPUTY CHAIRPERSON FOR THE RYDE CIVIC HUB COMMITTEE FOR THE ENSUING YEAR.

Note: At this stage of the meeting, the Mayor, Councillor Pickering resumed as Chairperson.

COUNCIL REPORTS

1 CONFIRMATION OF MINUTES - Council Meeting held on 23 August 2016

Note: Councillor Yedelian OAM left the meeting at 8.46pm and was not present for consideration or voting on this Item.

RESOLUTION: (Moved by Councillors Etmekdjian and Maggio)

That the Minutes of the Council Meeting 9/16, held on 23 August 2016 be confirmed.

Record of Voting:

For the Motion: Unanimous

Note: Councillor Yedelian OAM returned to the meeting at 8.49pm.

2 CONFIRMATION OF MINUTES - Extraordinary Council Meeting held on 16 September 2016

RESOLUTION: (Moved by Councillors Etmekdjian and Stott)

That the Minutes of the Extraordinary Council Meeting 10/16, held on 16 September 2016 be confirmed.

Record of Voting:

For the Motion: Unanimous

3 REPORT OF THE PLANNING AND ENVIRONMENT COMMITTEE MEETING 7/16 held on 13 September 2016

RESOLUTION: (Moved by Councillors Pendleton and Chung)

That Council determine Item 4 of the Planning and Environment Committee report 7/16, held on 13 September 2016 noting that Items 1, 2 and 3 were dealt with by the Committee within its delegated powers.

Record of Voting:

For the Motion: Unanimous

4 DRAFT BIODIVERSITY PLAN FOR RYDE LOCAL GOVERNMENT AREA

RESOLUTION: (Moved by Councillors Pendleton and Chung)

- (a) That Council endorses the exhibition of the Draft Biodiversity Plan being placed on public exhibition for a period of 28 days in accordance with the details provided in the report.
- (b) That subject to (a), a further report be submitted for Council to determine the Draft Biodiversity Plan after the public exhibition period has finished and all submissions have been considered.

Record of Voting:

For the Motion: Unanimous

4 REPORT OF THE RYDE CIVIC HUB COMMITTEE MEETING 7/16 held on 13 September 2016

Note: Councillor Pendleton disclosed a Less than Significant Non-Pecuniary Interest in this Item for the reason that her continued and consistent opposition to the sale/redevelopment of the Civic Centre public land with the inclusion of high rise residential development is consistent with her core commitment made to the electorate at the 2012 elections.

RESOLUTION: (Moved by Councillors Perram and Stott)

That Council determine all Items 1 and 2 of the Ryde Civic Hub Committee Meeting 7/16, held on 13 September 2016 in accordance with the Ryde Civic Hub Committee Terms of Reference.

Record of Voting:

For the Motion: Unanimous

1 CONFIRMATION OF MINUTES - Ryde Civic Hub Committee Meeting held on 9 August 2016

RESOLUTION: (Moved by Councillors Perram and Stott)

That the Minutes of the Ryde Civic Hub Committee 6/16, held on 9 August 2016, be confirmed.

Record of Voting:

For the Motion: Unanimous

2 RYDE CIVIC HUB INTERNATIONAL DESIGN COMPETITION STATUS REPORT 11 (SEPTEMBER 2016)

Note: The Final Competition Report regarding Design Our Ryde – Ryde Civic Hub International Design Competition was tabled in relation to this Item and a copy is ON FILE.

RESOLUTION: (Moved by Councillors Perram and Stott)

- (a) That the Ryde Civic Hub Committee receives and notes the content of this Status Report 11 (September 2016).
- (b) That the Ryde Civic Hub Committee notes that this report forms the basis of a further comprehensive report that will include all appendices to this report and will be circulated separately prior to the Council meeting on 27 September 2016.

Record of Voting:

For the Motion: Unanimous

5 REPORT OF THE WORKS AND COMMUNITY COMMITTEE MEETING 8/16 held on 20 September 2016

RESOLUTION: (Moved by Councillors Maggio and Stott)

That Council determine Item 3 of the Works and Community Committee report 8/16, held on 20 September 2016 noting that Items 1 and 4 were dealt with by the Committee within its delegated powers and Item 2 was dealt with earlier in the Meeting as detailed in these Minutes.

Record of Voting:

For the Motion: Unanimous

2 RYDE OUTDOOR YOUTH AND FAMILY RECREATION SPACES - CREATION OF YOUTH PRECINCTS

Note: This matter was dealt with earlier in the Meeting as detailed in these Minutes.

3 SMALL GRANTS PROGRAM - ALLOCATION OF FUNDING SEPTEMBER 2016

RESOLUTION : (Moved by Councillors Maggio and Stott)

(a) That Council endorse the allocation of The City of Ryde Small Grants Category as follows:

Organisation	Project Name	Amount
Holy Land Cultural and Community Assoc. Inc.	Building bridges, connecting and communicating	\$1,000
	Total	\$1,000

(b) That the successful Grant applicant be informed of the outcome of their application.

(c) That the remaining funding available of \$39,000 in the Community Grant Reserve continues to be set aside for the Small Grants Scheme.

Record of Voting:

For the Motion: Unanimous

**6 REPORT OF THE FINANCE AND GOVERNANCE COMMITTEE MEETING
8/16 held on 20 September 2016**

RESOLUTION: (Moved by Councillors Etmekdjian and Chung)

That Council determine all Items 1, 2, 3, 4, 5, 6, 7, 8 and 9 of the Finance and Governance Committee Meeting 8/16, held on 20 September 2016 in accordance with the Finance and Governance Committee Terms of Reference.

Record of Voting:

For the Motion: Unanimous

**1 CONFIRMATION OF MINUTES - Finance and Governance
Committee Meeting held on 16 August 2016**

RESOLUTION: (Moved by Councillors Etmekdjian and Chung)

That the Minutes of the Finance and Governance Committee 7/16, held on 16 August 2016, be confirmed.

Record of Voting:

For the Motion: Unanimous

2 INVESTMENT REPORT - August 2016

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

That Council endorse the report of the Acting Chief Financial Officer dated 1 September 2016 on Investment Report – August 2016.

Record of Voting:

For the Motion: Unanimous

**3 JUNE QUARTERLY REVIEW REPORT - FOUR YEAR DELIVERY
PLAN 2015-2019 AND 2015/2016 OPERATIONAL PLAN**

RESOLUTION: (Moved by Councillors Etmekdjian and Maggio)

- (a) That the report of the Acting Chief Financial Officer dated 30 June 2016 on the June Quarterly Review Report - Four Year Delivery Plan 2015-2019 and One Year Operational Plan 2015/2016 be received and endorsed.

- (b) That the proposed budget adjustments included in this report resulting in no changes to Council's Working Capital of a projected balance as at 30 June 2016 of \$3.29 million, be endorsed and included in the 2015/2016 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 \$4.77 million be endorsed.
- (d) That the Certificate of the Responsible Accounting Officer dated 15 August 2016 be endorsed.
- (e) That Council endorse the Projects recommended for cancellation, deferral, being placed on hold or proposed to be carried over as detailed in the Report.

Record of Voting:

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

Against the Motion: Councillor Pendleton

4 COMMUNITY HALLS AND MEETING ROOMS HIRE POLICY

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

That Council endorse the Draft Community Halls and Meeting Rooms Hire Policy.

Record of Voting:

For the Motion: Unanimous

5 ACCESS ADVISORY COMMITTEE - MINUTES OF 6 JULY 2016 MEETING AND NEW NOMINATION

RESOLUTION: (Moved by Councillors Etmekdjian and Pendleton)

That Council endorse nomination of Ms Cecilia Jeongman Park, Ability Linker and volunteer leader of the Korean Cockatoos Carers Group, for a position on the Access Advisory Committee.

On being put to the Meeting, Councillor Maggio abstained from the voting and accordingly his vote was recorded Against the Motion.

Record of Voting:

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

Against the Motion: Councillor Maggio

6 REPORTS DUE TO COUNCIL

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

That the report on Outstanding Council Reports be endorsed.

Record of Voting:

For the Motion: Unanimous

7 ADVICE ON COURT ACTIONS

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

That the report of the General Counsel be received.

Record of Voting:

For the Motion: Unanimous

8 REQUEST FOR TENDER - PROVISION OF MINOR WORKS AND SERVICES AND PRE-QUALIFICATION FOR LARGE CIVIL AND LANDSCAPE WORKS 2016-2017 AND 2017-2018

Note: Councillor Perram disclosed a Less than Significant Non-Pecuniary Interest in this Item, for the reason that one of the recommended firms for pre-qualification is a former client of his consulting firm. Councillor Perram has had no contact with that particular firm for six (6) years.

RESOLUTION: (Moved by Councillor Etmekdjian and Yedelian OAM)

- (a) That Council accept the tenders for Provision of Minor Works & Services and Pre-qualification for Large Civil and Landscape Works up until 31 October 2018 from the tenderers outlined in the **CONFIDENTIAL ATTACHMENTS** be accepted on an “as required” basis for the items outlined.
- (b) That Council delegate to the General Manager the authority to execute all contract documents for the Provision of Minor Works & Services Tender and Pre-qualification for Large Civil & Landscape Works.

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

Record of Voting:

For the Motion: Unanimous

9 CODE OF MEETING PRACTICE

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

- (a) That Council endorse the draft City of Ryde Code of Meeting Practice for public exhibition as amended and **ATTACHED – CIRCULATED UNDER SEPARATE COVER.**
- (b) That public submissions be invited on the draft Code of Meeting Practice from 29 September 2016 to 10 November 2016.
- (c) That a further report be provided to Council, via the Finance and Governance Committee, to consider submissions and adoption of the draft Code of Meeting Practice.

Record of Voting:

For the Motion: Unanimous

LATE ITEMS

7 DRAFT 2015/2016 FINANCIAL STATEMENTS

RESOLUTION: (Moved by Councillors Etmekdjian and Maggio)

- (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 2015/2016 financial year ending 30 June 2016 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 2016.
 - iii. Accords with Council's accounting and other records and policies.
- (b) That Council has formed an opinion, based on the advice of Council officers, that the Special Purpose Financial Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting.
 - (c) That Council has formed an opinion, based on the advice of Council officers, that the General and Special Purpose Financial Statements be certified by the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer (Chief Financial Officer) in accordance with section 413 (2)(c) of the Local Government Act 1993.
 - (d) That Council has formed an opinion, based on the advice of Council officers, 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 2016 be referred for audit.
 - (e) That Tuesday, 25 October 2016 be fixed as the date for the public meeting to present the audited financial statements and auditor's report for the year ended 30 June 2016 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/(from) their respective reserves:
 - Employee Leave Entitlement Reserve - \$1,019,950
 - Financial Securities Reserve - (\$5,185,670)
 - Investment Property Reserve - \$5,185,670
 - Accommodation Reserve - \$3,000,000
 - Asset Replacement Reserve - \$4,000,000

Record of Voting:

For the Motion: Unanimous

8 RESIGNATION OF COUNCILLOR CHUNG

RESOLUTION: (Moved by Councillors Etmekdjian and Yedelian OAM)

- (a) That Council note the resignation of Councillor Craig Chung and thank Councillor Chung for his contribution and service to Council and the City of Ryde community in his term as a Councillor.

- (b) That Council endorse the proposed recommendation to apply to the Minister for Local Government, in accordance with Section 294 of the Local Government Act, 1993 to not fill the vacancy in the East Ward as the vacancy is within 18 months before the next ordinary election of Councillors.

Record of Voting:

For the Motion: Unanimous

PRECIS OF CORRESPONDENCE FOR CONSIDERATION

1 JOINT REGIONAL PLANNING PANEL APPOINTMENTS

RESOLUTION: (Moved by Councillors Maggio and Chung)

That the correspondence be received and noted.

Record of Voting:

For the Motion: Unanimous

2 366 - 372 LANE COVE ROAD, 124A & 126 EPPING ROAD AND 1 PAUL STREET NORTH RYDE - COUNCIL AS RELEVANT PLANNING AUTHORITY

RESOLUTION: (Moved by Councillors Chung and Pendleton)

- (a) That the correspondence be received and noted;
- (b) That Council endorse being the relevant planning authority with respect to the Planning Proposal for 366 – 372 Lane Cove Road, 124A & 126 Epping Road and 1 Paul Street North Ryde subject to the PP being conditioned in the Gateway determination to having a maximum FSR of 1.2:1 and a maximum height of 5 storeys; and
- (c) That the Department of Planning and Environment be advised accordingly.

On being put to the Meeting, Councillor Maggio abstained from the voting and accordingly his vote was recorded Against the Motion.

Record of Voting:

For the Motion: The Mayor, Councillor Pickering and Councillors Chung, Etmekdjian, Li, Pendleton, Stott and Yedelian OAM

Against the Motion: Councillors Laxale, Maggio and Perram

NATIONAL ANTHEM

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

The meeting closed at 9.20pm.

CONFIRMED THIS 25TH DAY OF OCTOBER 2016

Chairperson

DESIGN OUR RYDE

RYDE HUB PRECINCT
International **Design** Competition

COMPETITION REPORT

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DESIGN OUR RYDE

CONTENTS

Initiation	5
Resources	8
Competition Structure	10
Competition Process	12
Finances	14
Next Steps	14

APPENDICES

Competition Brief	
Competition Conditions	
Jury Brief	
Voting Process Report	
Jury Report (Competition Registrar)	
Probity Report (Probity Advisor)	

City of Ryde is inviting the world's most talented and creative design professionals to submit their vision for an iconic gateway concept that encapsulates the urban identity of the City.

The elevated position of the site has been a compelling component of Ryde's history and skyline since early settlement and offers spectacular views of the Sydney basin, from the Blue Mountains to the Harbour.

The aim of the International Design Competition is to produce a bold solution that can generate broad consensus and community pride.

It will bring insightful design and creative solutions to the summit of our City that will guide future development of the site for the use and benefit of future generations.



INITIATION

On 13 November 2012 Council resolved to prepare a planning proposal to expedite the rezoning of the Civic Centre land back to a zoning of “SP2 – Community Use”, with a maximum height of RL90, from its existing zoning of B4 Mixed Use with a maximum height (on part of the site) of RL130.

The Planning Proposal to rezone the site was endorsed by Council on 14 May 2014 and submitted to the Department of Planning and Environment (the Department) on 10 June 2014.

On 24 February 2015 the Department wrote to Council explaining that outcomes from the rezoning would be contrary to the strategic direction for Sydney metropolitan area proposed in the State Government’s ‘A Plan for Growing Sydney’. On 10 March 2015 Council subsequently requested the General Manager report to Council potential options for the site with regard to the Department’s request.

On 14 April 2015 Council considered the General Manager’s report, which described four options, placing them in the context of matters that had arisen since November 2012. These were the State Government’s initiative ‘A Plan for Growing Sydney’, the ‘Fit for the Future’ program, Council’s plan for a Special Rate Variation and the Civic Centre Building Refurbishment and Maintenance Reports prepared for Council during 2014.

Council subsequently resolved on 14 April 2015 to withdraw the proposal to rezone the Civic Centre land, establish a ‘Ryde Civic Hub’ Committee to develop a new vision for the Civic Centre site and request the General Manager to prepare terms of reference for the Committee.

On 12 May 2015 Council endorsed the terms of reference for the Ryde Civic Hub Committee and noted that a workshop would be held on 2 June 2015.

The Workshop explained the site and applicable planning controls, gave examples of international design competitions, proposed principles to inform the competition brief, provided an indicative program and budget, and undertook to report to the Ryde Civic Hub Committee on 9 June 2015.



RYDE CIVIC HUB COMMITTEE MEETING – 9 JUNE 2015

The Ryde Civic Hub Committee met for the first time on 9 June 2015 and recommended that Council endorse the

- Ryde Civic Hub site to be the subject of an international architectural design competition;
- Principles to inform the competition brief subject to two amendments;
Inclusion of a bus interchange within the site, and
Improvements and additions to enhance pedestrian accessibility between the site and surrounding precincts.
- Appointment of a Competition Advisor and a Probity Advisor
- Appointment of the Executive Officer - Civic Hub
- Program and timeframes for the competition
- Allocation of a budget of \$710,000

The minutes of the Committee meeting were endorsed at the Council meeting of 23 June 2016 but a Notice of Rescission was lodged at the Council meeting of 14 July 2015, seeking to rescind that resolution. The rescission motion was lost.

The Ryde Civic Hub Committee has continued to meet monthly throughout the competition period to consider status reports submitted by the Executive Officer and presentations by the Competition Registrar (initially titled 'Competition Advisor'), Probity Advisor and Council's Communications and Media team, as appropriate.

Membership of the Ryde Civic Hub Committee consists of Councillors Terry Perram (Chair), Artin Etmekdjian, Denise Pendleton, Bill Pickering, George Simon and Jane Stott.



RYDE CIVIC HUB COMMITTEE'S FUNCTIONS AND POWERS

The Ryde Civic Hub Committee was established with functions and powers to:

- Establish an international architectural design competition to provide an iconic architectural vision for the site, conducted generally in accordance with the NSW Government's Design Excellence Guidelines;
- Prepare a public consultation strategy;
- Prepare a new master plan for the site including a site specific Development Control Plan;
- Prepare a business case(s) to determine options for how the site could be developed whilst retaining the majority (or all) of the site in Council's ownership; and
- Determine any other matters relating to the Ryde Civic Hub as referred by Council.

PRINCIPLES – COMPETITION BRIEF

The principles developed to inform the competition brief were;

- Use of the Site/Content
- Council Offices accommodating all the administrative functions of Council i.e. staff situated at Constitution Road and 1A Pope Street are located on the site;
- Council Chambers including Councillor facilities;
- Multi-functional space that allows for uses such as conferences, performances and community hall;
- Plaza/Open Space that can accommodate performances;
- Commercial activities including retail and business office uses;
- Residential incorporating key worker housing;
- Inclusion of a bus interchange within the site; and
- Improvements and additions to enhance pedestrian accessibility between the site and surrounding precincts.

Utilisation of Existing Infrastructures

- The design would be encouraged to explore integration with the existing pedestrian bridges and use of the existing vehicle tunnels to enter and exit the site; and
- The realignment of Blaxland Road and road/intersection improvements would be dictated by the proposed design solution for the site.



Planning Controls

The planning controls in LEP 2010, LEP 2014 and with DCP Part 4.4 Ryde Town Centre are to be used as a starting point to guide development on the site. However, it should be noted that some flexibility to vary the planning controls will be allowed in response to any design that exhibits outstanding architectural or urban design merit. For example, if an iconic design for the site is submitted, Council should give consideration to amending the planning controls if it is in the public interest.

Other Matters

A number of additional matters such as ownership models of the site and viability of the development and financial return to Council/Community would not be considered as part of the competition process. Detailed consideration and analysis of these matters would occur if Council progressed to Stage 2 of the development process.

Program

The initial draft program was structured to run from June 2015 until September 2016. This time reflected a requirement to have identified a preferred design before the Local Council Elections scheduled for September 2016.

RESOURCES

EXECUTIVE OFFICER RYDE CIVIC HUB

This is the full-time Council Officer role established to manage the Ryde Civic Hub Competition.

COMMUNICATIONS AND MEDIA

Council's staffs have provided expert and invaluable support in promoting the 'Design Our Ryde' competition, particularly in the area of community awareness and engagement.

EVENTS

Council's team has provided support for the launch and announcement ceremonies.



COMPETITION REGISTRAR

Australian companies with experience in this role are few and a competitive 'selective request for quotation' process was held, in accordance with Council's Procurement Policy, with the small number of identifiable providers.

JBA Urban Planning was the preferred tenderer and has, in particular, provided a quality service to Council in managing the registration and submission processes and entrants' enquiries.

PROBITY ADVISOR

This competition was expected to provide some unusual challenges and appropriate experience of such work narrowed the field to a handful of potential providers.

Procure Group Pty Ltd was the preferred tenderer from a competitive 'selective request for quotation' process and has provided expert prompt advice and guidance throughout the competition.

AUSTRALIAN INSTITUTE OF ARCHITECTURE (AIA)

It was essential to give members of the international architectural community invited to participate in the Competition confidence that it was structured in accordance with their general professional standards, that their rights were protected and the prizes commensurate with the effort required. In order to achieve this, the Competition Brief and Competition Conditions had to carry endorsement by the AIA. This was obtained by the Competition Registrar in liaison with the General Counsel of the AIA.

APPOINTMENT OF JURY

Selection of the preferred designs and identification of the winner of the Competition had to be independent of Council, the Competition Registrar and the Probity Advisor.

A suitably qualified Jury was therefore sought, its members having extensive experience of similar tasks. The Jury consisted of:

Peter Poulet (Chair)

Peter Poulet is NSW Government Architect and General Manager of the Government Architect's Office with over 25 years' experience in Australia and Japan in both private and government architectural offices. He is a member of the Sydney Opera House Trust Conservation Council and the NSW Architects Registration Board. He is Chair of the Sydney Olympic Park Design Review Panel, the Sydney Opera House Eminent Architects Panel, the Sydney International Convention Exhibition & Entertainment Precinct Design Review Panel and the North West Rail Link Design Review Panel.



Maria Atkinson AM

Maria Atkinson is an internationally recognised sustainability strategist and founding director of Maria Atkinson Consultancy. Maria is currently the Central District Commissioner for the Greater Sydney Commission. Her previous roles include Director at the United States Studies Centre at the University of Sydney, Global Head of Sustainability at Lend Lease and the CEO of Green Building Council of Australia.

Shaun Carter, President AIA, NSW Chapter

Shaun Carter is the founding architect of Carterwilliamson Architects and the NSW Chapter President, Australian Institute of Architects and sits on the Awards, Design Culture, Large Practice Forum and CPD committee. He is a Chapter Councillor and Chair of the Architecture Bulletin Editorial Committee and has tutored at the University of Technology Sydney, The University of Sydney and the University of NSW.

COMPETITION STRUCTURE

The structure and program of the Competition were determined with guidance from the Competition Registrar and Probity Adviser. Branding of the Competition as 'Design Our Ryde' was established by Council's Communications and Media team.

KEY ELEMENTS

The Competition was divided into two stages.

Stage 1 was designed to capture the attention of the global architectural community and elicit submissions.

Stage 2 consisted of an invitation to each of the shortlisted entrants to submit further design documents to enable the Jury to select the winner. There were to be no more than four designs shortlisted.

Registration and submission were free to all entrants, each shortlisted entrant was guaranteed \$50,000 compensation for the additional work required to be submitted in Stage 2. The winner's prize was \$150,000.

It was critical for Council to ensure that the community had every opportunity to contribute to the outcome of the Competition. The approach to 'community' was designed to capture the interest of current and previous local residents, workers in Ryde, visitors to Ryde, landlords of Ryde property, people interested in Ryde, the evolution of Sydney and architecture in any way; in fact the 'general public'.



In Stage 1 the public were polled in order to identify the 'People's Choice' design, which would be automatically shortlisted for Stage 2. To encourage participation, 10 x \$100 gift vouchers were to be awarded, at random, to those voting for any design. In Stage 2 the public was asked to select comments from a short list to register their views of each shortlisted design. These comments were forwarded to the Jury for their consideration when identifying the winner.

The Competition opened on 11 January, 2016, and consisted of eight steps:

11 January to 30 March	Registration and Stage 1 submissions.
31 March to 13 April	Preparation of submission exhibition material.
13 April to 5 May	Stage 1 exhibition and public polling.
6 May to 13 May	Jury study and determination of shortlist for Stage 2.
16 May to 27 Jun	Shortlisted entrants preparation of further material.
28 Jun to 8 Jul	Preparation of submission exhibition material.
11 Jul to 1 Aug	Stage 2 exhibition and public polling.
2 Aug to 8 Aug	Jury study and determination of Competition winner.

COMPETITION DOCUMENTS

It was essential that the documents made available to the entrants (and public) were clear and offered sufficient information on which to base a concept design. It was also critical that the documents did not impose parameters that would have significantly restricted design freedom or channelled designers towards a preconceived outcome.

The Competition had to be fair and just to the entrants and could not restrict or limit their rights, e.g. copyright of the designs. Subsequently the Competition Brief and the Competition Conditions were each subject to endorsement of the Australian Institute of Architects prior to publication.



COMPETITION PROCESS

STAGE 1

All online advertising was managed by Council staff and the Competition Registrar assisted with approaches to universities. The Competition Registrar utilised their proprietary online portal on which architects could register their interest and access the competition documents. The Registrar provided support to all entrants during the registration and submission period. All entrants were given an entry number and the names of all entrants kept confidential. During the registration and submission process, Council was kept aware of the questions raised by the entrants and both the Executive Officer and Probity Advisor were involved in resolving some queries.

Early advice from the Registrar to Council was that it was unlikely that the total of registrations would exceed 100 and that subsequent submissions would be in the range 50 to 70. However 566 compliant registrations were received resulting in 175 valid submissions. This exceptional response to the Competition caused both the Registrar and Probity Advisor to devote unanticipated resources to Stage 1, significantly increased the printing required for the exhibitions and presented no option but to seek larger than expected exhibition areas.

To inform the public and provide the opportunity for them to identify their preferred design, electronic voting was hosted on Council's website. At the two large exhibitions at Top Ryde City and Macquarie Centre shopping centres, Council provided exhibition hosts to explain the Competition and advise visitors about voting on the provided slips or online. At all other public Council locations A3 folders of all the designs were provided with voting slips and instructions left with Customer Service staff and Librarians.

The mix of public online and paper votes totalled 2,653 but unexpectedly these included suspicious online votes and some questionable paper votes. A probity check of these issues involved the Probity Advisor and Council staff in unanticipated work to ensure that the identification of the 'People's Choice' design was fair to all entrants and the public. The Probity Advisor also had oversight of Council's process to identify the winners of the \$100 gift vouchers.

Interestingly, although there were 22 designs that retained one or both of the existing buildings on the site, none resonated significantly with the public. Voting patterns for the more popular designs were also interesting, with three receiving the bulk of the votes in the first four days of the exhibition, one with reasonably consistent voting throughout the period and another whose votes peaked significantly in the last four days of exhibition, suggesting a concerted effort to influence the outcome.



The Jury was able to meet on two of the five days allocated for their discussions. They had each been supplied with an A3 book of all the submitted designs and they arrived at the first meeting with their own preferences documented. Over the two days the Jury members not only scrutinised the designs but also interrogated one another's preferences. The final analysis utilised the evaluation matrix tool employed by Council to evaluate tenders to ensure scores against the criteria and agreed weightings were compared accurately. The Jury's deliberations were overseen by the Executive Officer, Competition Registrar and Probity Advisor. Only when their choice of shortlist entrants was complete, were the Jury members advised of the authors of the designs and the design that the public had preferred. The Competition Registrar advised all entrants of the Jury's decision and invited the four shortlisted entrants to participate in Stage 2.

STAGE 2

The names of the shortlisted entrants were announced as had been foreshadowed in the Competition's documents.

The shortlisted entrants were required to produce a 3D digital model for the Jury to interpret, extra illustrations and a video fly-through for the Jury and public to review. The Competition Registrar was responsible for managing this process and validating compliance of the submissions. All illustrations for each shortlisted design were exhibited at Top Ryde City and Macquarie Centre shopping centres and on Council's website, where the video fly-throughs could also be made available to the public. A template of comments was provided to enable the public to choose which descriptions best suited their view of each design. This template was accessible on Council's website and on electronic voting pads at the two shopping centres. Electronic voting was chosen in preference to paper voting to avoid the high cost of providing exhibition hosts. Council's validation of the public polling eliminated some invalid returns and 300 valid votes were consolidated and presented to the Jury at its meetings on 4 and 8 August for consideration when choosing the winning design.

The competition was anonymous. The competitors were identified by number and only those who were shortlisted were to be named. To ensure that public polling for Stage 1 and Stage 2 did not infringe privacy, and allowed freedom of expression, no commitment was made to publish details of the correspondents. Correspondents' and non-shortlisted entrants' details remain confidential, as to do otherwise would place Council in breach of the Australian Privacy Principles contained in Schedule 1 of the Privacy Act 1988.

The winner of the Competition, RYDE572 entered by the Beijing Institute of Architectural Design, was announced by Peter Poulet (Jury Chair) on August 8 at a ceremony held at the Civic Centre introduced by the Acting General Manager and hosted by the Mayor. Subsequent to Council's media release the outcome of the Competition was announced on TV news, in newspapers and in online architectural magazines and competition sites.



FINANCES

At the Council meeting of 26 July 2016 the minutes of the Finance and Government Committee of 19 July 2016 were endorsed. These included the RYDE CIVIC HUB INTERNATIONAL DESIGN COMPETITION - BUDGET STATUS REPORT in which it was recommended that Council endorse the additional allocation of \$200,000 from the Civic Precinct Redevelopment Reserve to the Ryde Civic Hub project. This funding was required to provide for an extra \$150,000 in awards to entrants as the original budget of \$200,000 became inadequate when the Competition awards were approved at \$350,000. Due to the unexpectedly high numbers of registrations and submissions and polling validation requirements, a cost impact flowed through to many aspects of the budget and could not be wholly offset by other realised budget savings. The net effect was that \$50,000 of funding was required further to the additional allocation for the awards budget.

At the Council meeting of 23 August 2016, the minutes of the RYDE CIVIC HUB INTERNATIONAL DESIGN COMPETITION STATUS REPORT 10 (AUGUST 2016) were considered with the contents of a memorandum from the Acting General Manager submitted to all Councillors on that day. Council subsequently endorsed, among other actions, the allocation of \$95,000 from the Civic Centre Redevelopment Reserve to fund an independent financial viability analysis of the Competition's winning design, as a prerequisite to preparing a Planning Proposal with the results to be reported to Council in February 2017.

NEXT STEPS

In accordance with Council's resolution at its meeting on 23 August 2016, the following are to be conducted

- A public campaign to find the preferred name for the site reflective of the winning design;
- An independent financial viability analysis of the Competition's winning design and report the results to the Ryde Civic Hub Committee meeting in February 2017;
- Preparation of either a Planning Proposal or site specific Development Control Plan to reflect the winning design, subject to the outcome of the financial viability analysis; and
- An investigation of the estimated costs to demolish the Civic Centre site and report the findings to a future Ryde Civic Hub Committee meeting.

Executive Officer - Ryde Civic Hub, September 2016



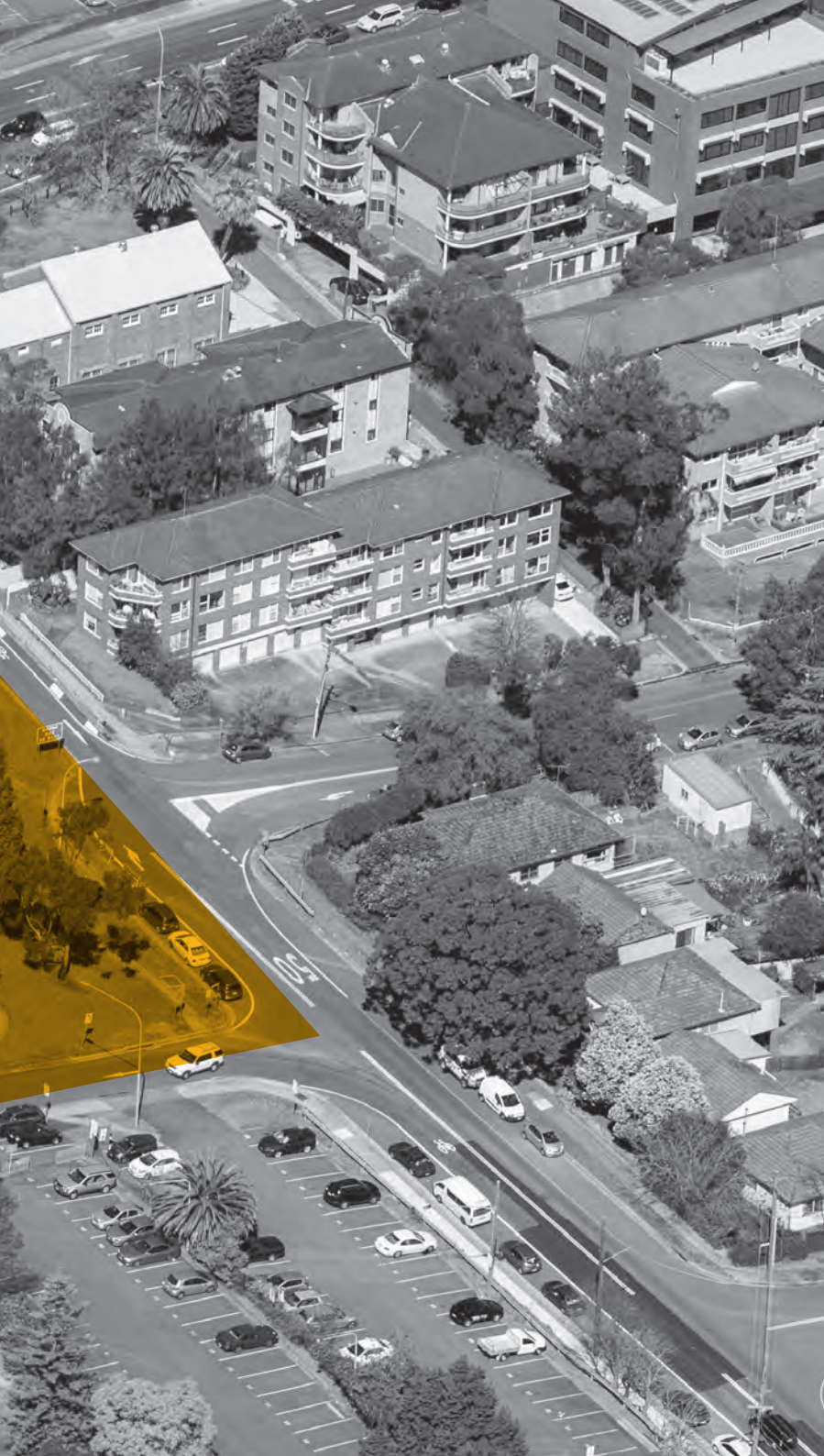
DESIGN OUR RYDE

RYDE HUB PRECINCT
International **Design** Competition

COMPETITION BRIEF

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DESIGN OUR RYDE

CONTENTS

Introduction	5
1.0 The Opportunity	6
2.0 The Competition	10
3.0 The Site	15
4.0 Design Objectives	23
5.0 Technical Considerations	34

APPENDICES

All Appendices	38
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**Design Ideas - International Design Competition
17 December 2015**

This document is the 'Design Ideas' International Competition Brief for the Design our Ryde project being undertaken by the City of Ryde. It outlines the City of Ryde's vision for the project and the key Site and Competition details for the Entrants and the community's information.

Entrants shall read this Brief in conjunction with the following:

- Competition Conditions
- Ryde Local Environmental Plan 2010
- Ryde Local Environmental Plan 2014
- City of Ryde Development Control Plan 2014 (Part 4.4 Ryde Town Centre) and LEP 2010
- Ryde Town Centre - Public Domain Plan 2006
- NSW Apartment Design Guide
- Green Building Council of Australia
- LEED (Leadership in Energy and Environmental Design) BREEAM (Building Research Establishment Environmental Assessment Methodology)

Additional Information

Details on eligibility and the registration process are outlined in the Competition Conditions available at www.DesignOurRyde.com

Enquires

For questions and clarifications regarding the Brief and entry in the Competition please contact:

Jim Murray

Competition Registrar

competitionregistrar@jbaurban.com.au

Tel: +61 2 9956 6962

City of Ryde Council

1 Devlin Street, Ryde

Sydney Australia

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North Sydney + 61 2 9956 6962

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INTRODUCTION

City of Ryde is inviting the world's most talented and creative design professionals to submit their vision for an iconic gateway concept that encapsulates the urban identity of the City.

The elevated position of the site has been a compelling component of Ryde's history and skyline since early settlement and offers spectacular views of the Sydney basin, from the Blue Mountains to the Harbour.

The aim of the International Design Competition is to produce a bold solution that can generate broad consensus and community pride.

It will bring insightful design and creative solutions to the summit of our City that will guide future development of the site for the use and benefit of future generations.

Gail Connolly
General Manager



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THE OPPORTUNITY



This Design Ideas Competition will help define the future of the City of Ryde Civic Centre (the Site). The Site is prominent in the local and regional context. Sitting at the crest of a ridge-line running northeast and southwest through Ryde town centre and situated 12 kilometres from the centre of Sydney, the Site presents an opportunity for speculation about the identity of town centres relative to proximate major centres.

The Competition comes at an interesting time in Sydney and Ryde local government politics. The New South Wales State Government has initiated a process to enlarge local government and to merge the City of Ryde with neighbouring local authorities. If the Site continues its long-standing use as civic administration the land area which it administers is likely to change profoundly.

This is an opportunity to undertake a creative re-imagining of the Site as it moves into a cycle of renewal.

The Competition seeks ideas from talented designers locally and internationally to provide an iconic architectural vision of the future.

The Competition is guided and underpinned by the core principles of the Ryde 2025 Community Strategic Plan to make Ryde a place where lifestyle and opportunities are available close to where people live, work and play.

The logo for the 'DESIGN OUR RYDE' competition. It features the words 'DESIGN', 'OUR', and 'RYDE' stacked vertically in a bold, sans-serif font. The letters 'O', 'U', and 'R' in 'OUR' are highlighted in a bright yellow color, while the other letters are white. The text is set against a solid black rectangular background.

1.1 THREE KEY THEMES UNDERPIN THIS COMPETITION

- It is a Competition for ideas to reveal the potential of the Site to meet the aims and goals
- The Competition is to identify a concept, supported by the community, that could guide future use of the Site
- The winning concept will be of significant architectural merit and deemed achievable in terms of design and construction, however Council is not in a position to commit in any way to converting the concept into reality.

1.2 THE AIM OF THE COMPETITION

- To achieve the highest standards in sustainable design practice
- To promote innovative concept designs for the Site
- To elicit a diversity of architectural solutions
- To encourage flexibility within the existing planning controls to allow for newer, and unexpected solutions
- To realise the potential of the Site to sustain an iconic solution, and
- To engage the community to liberate the potential of the Site

1.3 THE GOALS FOR THE SITE

- To provide accommodation for local government council operations but in a manner by which, should a Council not be the occupant, the accommodation would be viable for commercial enterprises
- To offer a range of multifunctional spaces, both open and enclosed, to support community needs
- To house office and retail space to enhance employment and service local requirements
- To provide apartment dwellings, with a significant proportion nominated as key-worker housing
- To implement improved connectivity (it is an island site) for pedestrian access from adjacent precincts and to the Top Ryde City shopping centre, its eastern neighbour, and
- To seek improved links to bus services (for example a bus terminus) although it is acknowledged that this would be subject to the consent of the bus operators and State traffic authorities.

1.4 CURRENT SITUATION

Ryde Town Centre has been the home of Ryde Council since it was formed in 1870 and the Site has housed the principal office of the Council of the City of Ryde since 1964. Two issues bear upon Council's use of the Site:

- Council will soon relocate to other premises as the current Civic Centre is no longer compliant with accommodation safety standards. However this does not exclude the potential for a remodelled site to house civic functions and services in the future.
- The State Government of New South Wales is pursuing an initiative to reduce the number of local government councils in the Sydney region and the City of Ryde may merge with adjacent councils. Were a merger to occur it would not diminish the potential of the Site to support an iconic architectural solution and a merger may not necessarily remove the scope for the Site to accommodate future local government functions and services.

1.5 POLICY BACKGROUND

- Ryde 2025 Community Strategic Plan:

The City is committed to being 'A City of Progressive Leadership'. This outcome is supported by three Goals:

- Our City is well led and managed
- The City of Ryde will deliver value for money services for our community and our customers
- Our residents trust their council, feel well informed, heard, valued and involved in the future of their City.



This is a two stage international design ideas Competition. It has been developed, and will be conducted, generally in accordance with the Australian Institute of Architects (AIA) 'Guidelines for Architectural Competitions' and the NSW Government's 'Design Excellence Guidelines'. This competition, the brief and the accompanying competition conditions have been endorsed by the AIA.

The Competition will be divided into two stages:

Stage One is an open and anonymous design competition, comprising the following key components:

- Competitors are able to evaluate the Site's development potential over an eleven (11) week period
- Competitors are able to seek clarifications from the Competition Registrar in the first seven (7) weeks
- All submissions will be assessed by a Jury and exhibited publicly
- The general public will be canvassed for their preferred submission
- The Jury will select three (3) entrants to be invited to participate in Stage 2 alongside the submission most favoured by the general public. If the public's choice matches one on the Jury's shortlist, three (3) not four (4) Entrants will be invited to participate in Stage 2.

Stage Two is a closed and invited design competition, comprising the following key components:

- Competitors will provide a more detailed analysis of the sites development potential over a six (6) week period
- Submissions from the invited Entrants will be assessed by the Jury and exhibited publicly
- The general public will have an opportunity to comment upon on submissions
- The Jury, provided with the comments of the general public, will determine the winner of the Competition

It is important to note that this is a Design Ideas Competition and the City of Ryde does not undertake to enter a contract with any Entrants or develop the Site in accordance with the outcome of the Competition. Any action undertaken by the City of Ryde following the completion of the Competition is not part of the Competition process, protocols and scope.



2.1 THE PROGRAM AND KEY MILESTONES

STAGE	MILESTONE	DATE
STAGE 1	Open Competition commences	Monday 11 January 2016
	Open Competition registrations and clarification period closed	Friday 4 March 2016
	Open Competition closed	Wednesday 30 March 2016
	Public Exhibition for community polling	Thursday 14 April 29 - Thursday 5 May 2016
STAGE 2	Participants announced and Invited Competition commences	Friday 13 May 2016
	Invited Competition closed	Monday 27 June 2016
	Public Exhibition for community polling	Monday 11 July - Monday 1 August 2016
	Winner announced	Monday 8 August 2016



2.2 DESIGN EVALUATION CRITERIA

All submissions will be evaluated by the Jury for the quality of their response to the Brief based on the following design objectives. The criteria are weighted to assist the judging process. Indicative weightings are shown below.

The Jury is to review the submissions against their ability to deliver the following:

- 15% A place that enhances the civic and cultural qualities of Ryde
- 45% Best practice sustainable design
- 5% Improved connectivity to the surrounding area for all users
- 20% A significant architectural and economically feasible concept that will complement the existing Top Ryde City Shopping Centre
- 5% Excellent amenity for future workers and residents whilst protecting and respecting the amenity of existing neighbours
- 5% Open and enclosed spaces that are welcoming and address the social needs of the community and employees on the Site
- 5% The functional requirements of Brief

2.3 COMMUNITY PARTICIPATION AND ENGAGEMENT IN THE IDEAS COMPETITION

The fundamental principle of community engagement is central to the success of this Competition. The City of Ryde is committed to keeping the community informed and providing opportunities for sincere public engagement throughout the Competition. This approach is underpinned by the City of Ryde's strategic goal to ensure the community feels well informed, heard, valued and involved in the future of its City.

All Stage 1 and Stage 2 submissions will be published online and form part of an open public exhibition. The community will have an opportunity to register their preferred Stage 1 submissions and the most popular submission will be invited into Stage 2. The jury will identify a further three shortlisted Entrants to be invited into Stage 2.

Further, in Stage 2, the community will be asked to comment on the shortlisted submissions in the order they feel most successfully achieves the City of Ryde's future vision and objectives for the Site. The community's preferences will be tallied and the outcome of community polling provided to the Jury for their consideration during the evaluation process to determine the winner of the Competition.



DESIGN OUR RYDE

2.4 PRIZE MONEY

Each entrant invited to participate in Stage 2 will receive \$AU50,000 to support their Stage 2 submission.

The winning Entrant will be awarded an additional prize of \$AU150,000.

2.5 THE COMPETITION CONDITIONS

This Competition shall be read in conjunction with the Competition Conditions which detail the Competition's procedures, administration and protocols.

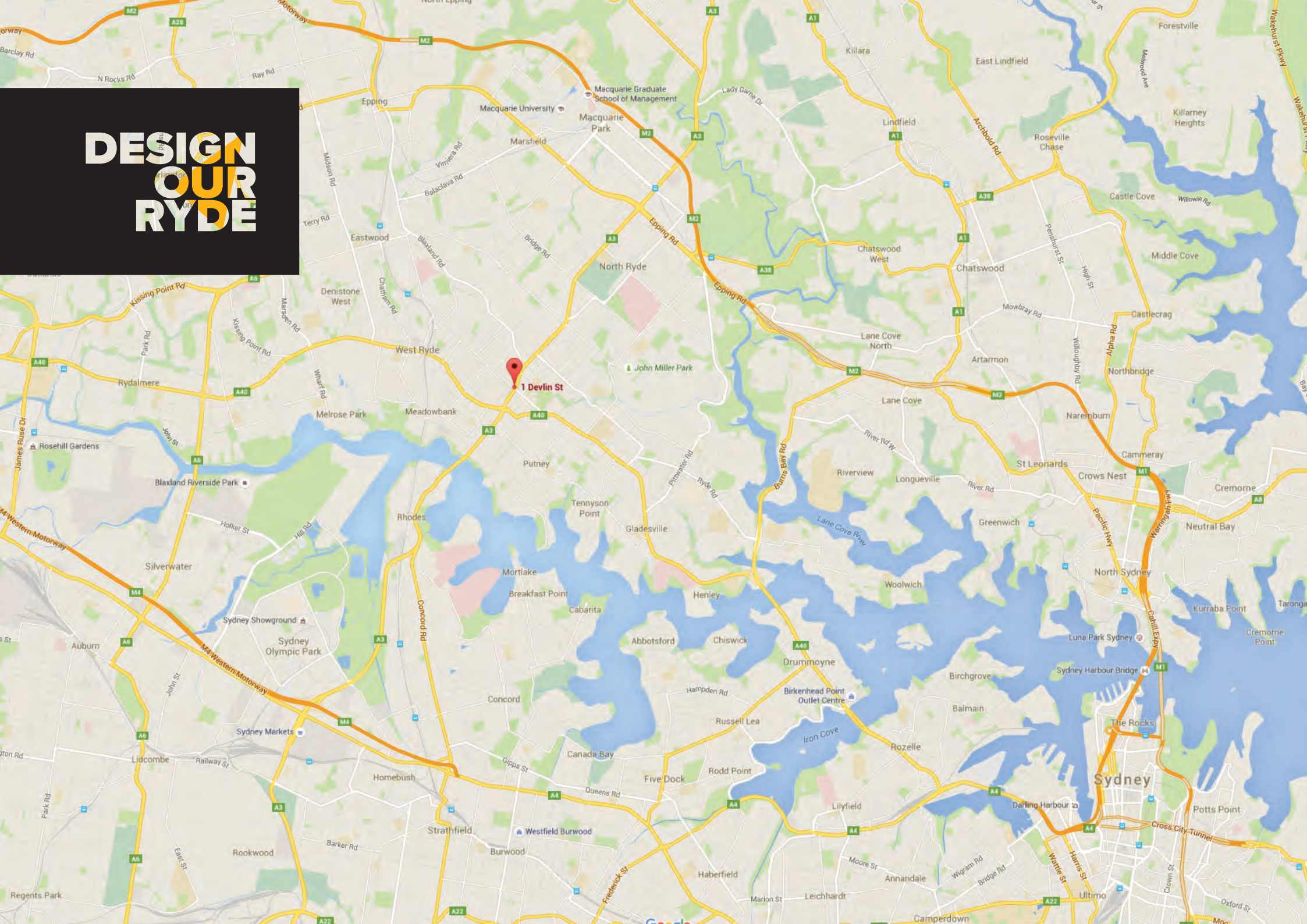


THE SITE

DESIGN
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RYDE



DESIGN OUR RYDE





3.1 ABOUT RYDE

The City of Ryde has an area of approximately 40.7 square kilometres and lies in the central northern part of the Sydney Metropolitan area, approximately 12kms from the Sydney CBD.

Ryde occupies most of the divide between the Parramatta and Lane Cove rivers, and has 16 suburbs within its boundaries. Its current population is 115,000 people, which is forecast to increase to 135,500 by 2031.

Known locally as 'Top Ryde', the Ryde Town Centre is one of five commercial centres in the wider City of Ryde and it accommodates the existing Civic precinct and buildings. Top Ryde currently has a population of 6,200 which is forecast to increase to 8,000 by 2031.

Top Ryde has transformed significantly over the last five years with the redevelopment of the Top Ryde City Shopping Centre and the construction of over 500 residential apartments. Top Ryde is connected to the surrounding suburbs and the wider metropolitan area by major roads. Multiple public bus routes service the Town Centre, integrating Top Ryde with Sydney's extensive public transport network.

The Competition Site sits at the western edge of the Town Centre at the junction of Parkes Street and Devlin Street opposite the Top Ryde City Shopping Centre.



3.2 THE COMPETITION SITE

The Site sits at the crest of the ridge-line running northeast and southwest through Top Ryde and is approximately 16,500m² (1.65ha) and irregular in shape. Its location on the ridge-line means it is visible from various regional vantage points.

The Site is currently home to the City of Ryde Council Chamber, administration offices and its adjacent Civic Hall. The buildings are supported by on-grade car parking, landscaping, open space and roads. The existing Civic Centre building provides approximately 2,500 sqm net floor area for 200 workers and the adjacent Civic Hall has a net floor area of about 1,100sqm that provides a multi-functional flat floor area, small stage and an under-croft space that previously housed the Ryde Centenary Library.

Built in 1964, the existing Civic Centre is highly recognisable and was formerly a prominent landmark prior to the development of Top Ryde City shopping centre directly east of the Site.

The Civic Centre building is 50 years old and the Civic Hall dates from 1970, The administration building requires significant ongoing public investment to continue to make it fit for purpose. It has therefore been decided to vacate the Civic Centre and retain the Civic Hall as a venue for public hire. This Competition represents the opportunity to investigate the Site's potential for inspirational renewal.

The Site has a 290 metre frontage to Devlin Street. Devlin Street is a busy six-lane road (70,000 vehicles a day) and forms part of the A3 arterial road connecting the M2 and M4 motorways and northern and southern Sydney. Two existing pedestrian bridges connect the Site to the new shopping centre.





3.3 SITE HISTORY

Civic Centre - Synopsis of "A Brief History"

The Municipality of Ryde was constituted in November, 1870, and held its first election in February, 1871. The first purpose-built Town Hall was opened in 1903 at the corner of Tucker Street and Blaxland Road. Within a decade this was inadequate and in 1922 an additional building was constructed beside it.

Both buildings had become inadequate by the 1950s and Council had three options: re-develop its current site and the land adjacent to it; go elsewhere in the municipality, away from the 'sentimental' heart of Ryde; or build on the "Island Block", a triangle of land bounded by Blaxland Road and Devlin Street which had been a tram terminus subsequently remodelled by the construction of Devlin Street.

The choice was the "Island Block", a level site, with a commanding position; the land dropping away significantly to the west providing uninterrupted views towards the Parramatta River and the Blue Mountains.

The plan that Council chose for their Civic Centre consisted of four buildings: an administrative block, a ballroom, a concert hall, a library, and a pedestrian subway to connect the island complex to the major shopping centre to its east.



FUTURE



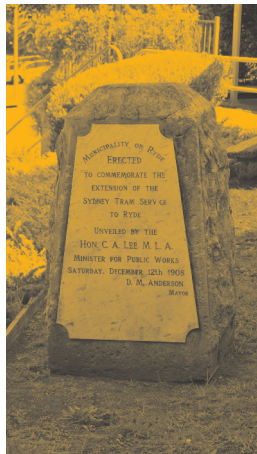
In 1962 the Council announced the design of the Civic Centre to function as the administrative block. It had a single level basement carpark, no pedestrian subway and was designed in the style of the AMP building at Circular Quay in Sydney Harbour. In spite of considerable controversy construction progressed and the building was opened on 15 August 1964.

A short while after that a war memorial (cenotaph) was installed on the land north of the Civic Centre and in 1970 a Civic Hall, housing a dual purpose ballroom/concert hall with the Ryde Centenary Library (1870-1970) in the undercroft below the hall.

During the development of the Top Ryde City shopping centre (2005-2010) a significant proportion of the forecourt of the Civic Centre was sold to the developer to provide underground traffic access to and from Top Ryde City. This closed the basement car park of the Civic Centre and that space reverted to general storage. The cenotaph was relocated to Ryde Park and the library moved to new innovative space in the Top Ryde City shopping centre. The Civic Hall remained a venue for public hire.

In October 2015 Council resolved to cease occupying the Civic Centre.





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3.4 HERITAGE ITEMS

Heritage items in the surrounding area include:

a) Hatton's Cottage 158 Blaxland Road, Ryde

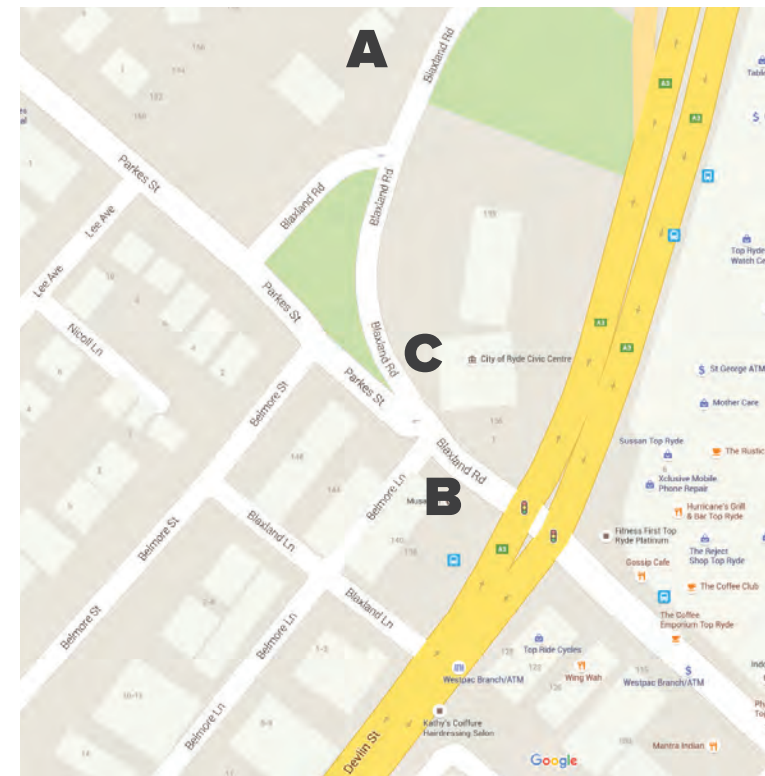
Early settler's cottage built in 1884 for Joseph Hatton, descended from one of Ryde's First Fleet families. Listed by the Heritage Council.

b) Masonic Temple 142 Blaxland Road, Ryde

Built in 1908, the building was once the social hub of the district hosting regular dances and was a popular wedding venue.

c) Tram monument - on the Site

The small monument celebrates the opening of the tram service to Ryde in 1908. It is currently "on hold" in its current location as Council intends in the near future to relocate it close to its original site at the intersection of Church Street and Blaxland Road.



3.5 PLANNING CONTEXT

The City of Ryde has developed planning controls for the Site. These are outlined in the City of Ryde Development Control Plan (notably Part 4.4 Ryde Town Centre) which should be read in conjunction with this Brief. Other documents that may be useful are:

- **Ryde Local Environmental Plan 2014**
(<http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+608+2014+cd+O+N>)

This identifies the site as deferred and Entrants should refer to:

- **Ryde Local Environment Plan 2010**
(<http://www.ryde.nsw.gov.au/Business-and-Development/Planning-Controls/Local-Environmental-Plan>)
- **City of Ryde Local Planning Study**
(<http://www.ryde.nsw.gov.au/Business-and-Development/Planning-Controls/Local-Planning-Study>)
- **Ryde Town Centre - Public Domain Plan 2006**
(<http://www.ryde.nsw.gov.au/files/assets/public/publications/pdtm/public-domain-technical-manual-top-ryde.pdf>)

Refer to the “Centres and Corridors” section of this Plan in particular

- **A Plan for Growing Sydney;**
(<http://www.planning.nsw.gov.au/Plans-for-Your-Area/Sydney/A-Plan-for-Growing-Sydney>)

The current planning controls for the Site reflect a previous development scheme that did not proceed. The City of Ryde encourages all entrants to think freely during the design process, and whilst there are planning controls for the Site - entrants should consider variations to the planning controls if there is a legitimate design rationale and the concept meets the evaluation criteria.

DESIGN OBJECTIVES

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The Design our Ryde competition will identify a concept that embodies the character and aspirations of the City and its people. The competition's key design objectives are:

1. To accommodate the civic and administrative functions of the City of Ryde
2. To provide multi-functional indoor spaces for the use and benefit of public and private organisations;
3. To provide a public plaza /open space for use by the community;
4. To incorporate commercial activities to support the viability of the civic precinct;
5. To provide new housing close to the town centre; including key worker housing;
6. To improve pedestrian connectivity to the Site from the surrounding precincts; and
7. To provide a bus interchange facility within the Site to improve connectivity to the surrounding suburbs.

4.1 OBJECTIVE 1

Accommodate the civic and administrative functions of the City of Ryde

As explained in section 1.0, the Council of the City of Ryde may be merged with adjacent councils and may not return to the Site (it is relocating soon to another building because the Civic Centre is no longer fit for purpose). The majority of accommodation required by Council is office space, therefore should Council not be the occupant that space should function as commercial office accommodation. The space required for the civic functions of Council should also be capable of operating in a commercial manner, (e.g. the Council Chamber is a conference centre for the occupants of the offices or as a facility for hire)

The civic and administration building will define the character and identity of the City of Ryde Council. It will house the City of Ryde's Council Chambers and administrative offices. The design of the building should reflect its significant role in the daily lives of the Ryde community.

The City of Ryde has 12 Councillors forming a Council that holds monthly meetings that are open to the public and interested parties. The Council Chamber and ancillary facilities should be appropriately located to reflect their significance and public purpose.

The design concept will consolidate the City of Ryde's administrative functions into a single location which may also be the City of Ryde's primary interface with the community. To function as a place where people come to undertake business with the City of Ryde, such as paying rates, general enquiries and formal and informal meetings, the main entrance is to include a customer service function with adjacent meeting rooms for visitor meetings. The building is expected to accommodate between 400 and 500 staff in space that would not be accessible to the public.

Creative reuse of the existing Civic Centre building as part of the concept design may be proposed. However, it is to be noted that reuse would require the building to be remodelled to comply with current building regulations. Furthermore, retention of the building would eliminate the option for basement parking provision under it and connection to the T3 spur tunnel which is designed to provide access to underground parking from the southbound entry ramp on the eastern side of Devlin Street. Alternative access and parking designs from those anticipated by the provision of the existing ramps and tunnels would be required to be included in the concept design.

DETAILED REQUIREMENTS: The schedule below is indicative of future user needs and the general breakdown of the spaces and areas required to be provided. Entrants are asked to provide the requirements contained in the table.

AREA	Indicative Net Floor Area (sqm)	INTENT	Other Considerations
Civic Council Chamber	300	Accommodate the public Council meetings; public gallery to accommodate 120-150 people; universal access	Adjacent to Mayor's suite and Councillors' area.
Civic Mayor's suite, secretary and Councillor's "drop-in" office space	200	Mayor's suite to include formal and informal meeting space	Space for amenities to be added. 12 Councillors to share drop-in space
Civic Council Supper Room	70	Seating for 20 with adjacent kitchen	
Civic Committee and Meeting rooms	300	2 x50, 2 x100	Add space for a furniture store and kitchen Operable wall between 2 x 100 rooms
Civic Circulation Space	Subject to design	Circulation to cater for maximum occupancy (200 people)	
Administrative Functions	6,000 (minimum)	Reception and public meeting rooms. Administration space including offices, staff meeting rooms , utility, storage and kitchen spaces. Circulation area included.	Amenities to be added

4.2 OBJECTIVE 2

Provide a multi-functional indoor space for the use and benefit of public and private organisations

Some years previously the City of Ryde operated a community theatre at a nearby site (33 - 35 Blaxland Road, Ryde). Since that facility closed, the experiences of two adjacent Councils have shown that a commercially operated purpose-built theatre (of approximately 600 seats) can operate successfully adjacent to shopping centres that provide dining and leisure destinations. . As part of the design concept to complement its location close to the Top Ryde City shopping centre, entrants may wish to consider a theatre as an option for the site. Subject to commercial viability a theatre could complement the activities of the multi-functional space.

The multi-functional space effectively replaces and broadens the capabilities of the existing Civic Hall, which is next to the Civic Centre building. The requirements, excluding the theatre are detailed over page.



DETAILED REQUIREMENTS: This table is indicative of future user needs and the general breakdown of the spaces and areas required. Entrants are asked to provide the requirements contained in the table. Subject to concept design the following areas could be included in a building that also houses the "Civic" spaces only in the table for Objective 1, thereby providing a Civic/Public Building and Administration Centre as separate entities.

AREA	Indicative Net Floor Area (sqm)	INTENT	Other Considerations
Performance Space (for hire)	1200	Flat floor auditorium (ballroom flooring) 500, Stage, wings, pit 200, Dressing and Green rooms 200, Rehearsal 100, Back of House 100, Storage 100	Add amenities for performers
Public Foyer and Reception	340	Foyer 250, Reception area 70, Back of House 20	Add public amenities
Community Meeting Rooms (for hire)	350	3 x50, 2x100	Operable walls between all rooms for flexibility
Storage	100	1 x 70, 3 x 10	Meeting room furniture store and equipment store rooms for community groups
Circulation	Subject to design	Circulation to cater for maximum occupancy	Audience, performers, visitors and staff



4.3 OBJECTIVE 3

Provide a public plaza / open space for use by the community

Irrespective of the balance of use suggested in a concept design (civic, commercial, retail and residential) the separation of structures on the site is required to provide open space that benefits occupants and visitors to the proposed development.

The plaza will become a place for community congregation and enjoyment. A place for performances, markets, exhibitions, activities and interactions, during the day and night. It will contribute significantly to the Site's importance as a civic and cultural centre and could also provide potential future residents with an exceptional outdoor area. The plaza should recognise the Site's topography, relate seamlessly to the built form and receive good levels of sunlight throughout the year. The open space is to be key landscape feature of the design.

The plaza could be a single open space designed for a multitude of uses or a series of linked spaces each of different character.

Due to the volume of traffic at Devlin Street (70,000 vehicles a day) any design for open space should include some measures to limit noise intrusion.



4.4 OBJECTIVE 4

Incorporate commercial activities to support the viability of the civic precinct

The Council may or may not be present on the Site but community facilities are expected to feature and they require financial support.

The City of Ryde's primary objective is to revitalise the Site as a civic and cultural hub.

However, it is important that any future development is economically viable and Entrants are asked to provide spaces for potential retail and office uses that can be leased by Council to generate income. In doing this, Entrants are asked to consider;

- The Site's location and economic context at the western edge of the Ryde Town Centre directly adjacent to a significant concentration of shops, cafés and restaurants in the Shopping Centre,
- The Site's potential to provide improved connectivity to the Shopping Centre and adjacent precincts.
- Retail functions and commercial services on the Site would support Council staff, commercial office workers, community groups and residents.

It is not feasible to provide details of the spaces and areas required on the Site as they will be subject to the principal uses proposed in each design concept.



4.5 OBJECTIVE 5

Provide new housing close to the town centre; including “key worker” housing

The Site’s town centre location and proximity to the bus services around the Top Ryde City shopping centre make it ideal to accommodate future residential development. The City of Ryde asks Entrants to investigate and identify suitable locations for housing on the Site. Any residential development concept must be cognisant of the key principles of residential amenity, namely: acoustic and visual privacy, good solar access and natural light, and natural ventilation. Entrants are recommended to review the NSW ‘Apartment Design Guide’ (<http://www.planning.nsw.gov.au/apartmentdesignguide>) and Ryde Development Control Plan 2014 (Part 4.4 Ryde Town Centre, Section 7) which provides guidance on residential design in NSW and Ryde.

The City of Ryde has identified an under-supply of affordable housing in the area for “very low” to “low to medium” income residents. There is an increasing trend whereby Sydney’s city housing prices are preventing workers in these income groups from living close to their place of employment. “Key workers” is a description often used in association with affordable housing but that term, whilst generally used to depict people who work in the public service, is not a defined description in housing regulations. Affordable housing does not differ in design from other housing; it is different only in that the rental charged to the occupants is less in recognition of their income status. Council would expect that the residential component of any concept proposal would include 5 - 10% of the residences to be categorised as “affordable housing” and that proportion to be divided as 50% single person dwellings and 50% as family residences

When proposing residential units on the Site, Entrants are required to design to minimum internal areas outlined in the table below.

PROPOSED REQUIREMENTS: Entrants are asked to complete the table.

Type	Min Internal Area (sqm)	Quantity	Total Internal Area (sqm)
Studio	35sqm		
1 bed	50sqm		
2 bed	70sqm		
3 bed	90sqm		
4 bed	112sqm		



4.6 OBJECTIVE 6

Improve pedestrian connectivity and integration with the surrounds

The Site is connected to the eastern side of Devlin Street by two pedestrian bridges. The bridges connect to the Top Ryde City shopping centre but do not provide entry into the centre; they connect to lifts and stairs that bring pedestrians to the ground level outside the centre. On the western side, the Site, the bridges are similarly connected to lift/stair towers for ground level access. However, these western towers are sacrificial the bridges being supported separately to allow each to connect directly to the façade of any development on the site. It should be considered that at each end of each bridge there is single lift and this Competition could provide the opportunity to increase that capacity on the western side of Devlin Street and perhaps include additional bridges.

The topography and existing road network means that the Site is relatively isolated from the surrounding area. The City of Ryde ask Entrants to provide concepts that 'knit' the Site back into the Town Centre and connect to the adjacent precincts in a way that is legible, improves universal access to allow and encourages a diverse and broad range of the people to use and interact with Site. The improved access should integrate with the design concept and the surrounding area in a logical manner and the whole, concept and access, is to respect the scale and density of adjacent precincts.

The minimum width of any pedestrian link must be 3 metres. There are no detailed design requirements for pedestrian access.



4.7 OBJECTIVE 7

Provide a bus interchange facility within the Site to improve connectivity to the surrounding suburbs

The City of Ryde Council does not operate any commercial bus services. The Site accommodated a small State Transit Authority bus terminal until 2008 and the development of Top Ryde City shopping centre has removed all bus stops from the Site. The ramps and tunnels on the Site have a 2.2m headroom limit and are used only by cars and small commercial vehicles. The inclusion of a bus interchange would require the approval of the State Transport Authority and Road and Maritime Services of New South Wales and changes to roads and traffic management proposed on the previous scheme [Refer to technical considerations and appendices].

The design concept will intensify the uses and the number of people visiting the Site on a daily basis. To reduce the reliance on private cars, improve connectivity and provide convenience, the City of Ryde asks Entrants to consider a bus interchange within the development if possible.



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TECHNICAL CONSIDERATIONS



5.1 ENGINEERING OBJECTIVES

- **Structural**
Information about the geology of the Site is provided in "Preliminary Geotechnical Investigation - April 2011"
- **Mechanical**
Commercial, Civic and retail spaces are to be conditioned in accordance with the sustainable design. Any underground carparking is to be mechanically ventilated.
- **Electrical**
Subject to the energy solutions proposed as part of the proposed sustainable designs, occupation of the Site will require an increase in the electrical supply. If any part of this is to be supplied via the existing grid the intensified concept should recognise the requirement for a new substation kiosk(s) that would be required to comply with Ausgrid's standards.

5.2 ENVIRONMENTAL BRIEF

- **The Civic Hub concept is required to represent Best Practice in environmentally sustainable design and Council requires a very high benchmark to be set.**

The Civic Hub shall demonstrate world-class sustainability leadership by striving to be a regenerative development (that is, having a net positive impact on the environment) by targeting a rating under the Living Building Challenge. This shall be facilitated by achieving a Green Star rating of 6 Stars Design and As-Built, which is equivalent to a certification level of LEED (Leadership in Energy and Environmental Design) Platinum and BREEAM (Building Research Establishment Environmental Assessment Methodology) 'Outstanding'. In addition to achieving Green Star 6 Stars, the project shall be designed to be carbon negative (that is, absorb/offset more carbon dioxide than it emits), achieve full points in the Energy and Water categories of Green Star Design and As-Built rating tool and be a showcase for innovation by achieving all credits available in the Innovation category of Green Star.

While the Living Building Challenge rating is provided upon operation of the development, the design and construction of the building must be in alignment with the credits. Certification under Green Star will facilitate demonstrating that the building will have positive impacts on the environment and its occupants.



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- **The Site, Land and Services**

Refer to

- Site Plans, Selected Details and Levels - January 2012
- Crown Land - Lots Purchased - November 2011
- Site Plan - Cadastral lot layout and general road pattern
- Site Plan - Services locations and potential relocations
- Site Plan - Indicative development area subject to road and services realignment.



5.3 TRANSPORT OBJECTIVES

- During the construction of Top Ryde City the ramps and tunnels providing vehicular access the shopping centre's underground parking level were designed with breakthrough points to enable them to also service any future development of the Site. It was assumed at that time that any development would provide underground parking and thus benefit from pre-installed traffic management infrastructure. Access to these breakthrough points will, most likely, require the removal of any existing buildings and the construction of underground parking.
 - The total number of car parking spaces to be provided on the Site will need to meet Council's minimum/maximum DCP requirements.
 - Number of bicycle spaces / location (as per car parking)
 - Any car-share scheme requirements (as per car parking).
- o Details - Ramps and Tunnels
 - Utilising ramp and tunnel connections (vis breakthrough points) to access maximised developable area.
 - o Site Plan - Indicative developable area subject to road and services realignment. This shows:
 - Changes to the Blaxland Road/Devlin Street intersection,
 - Realignment of Blaxland Road on the western edge of the Site,
 - The retained closure of the western section of Blaxland Road,.
 - The widening and conversion of Parkes Street/ Blaxland Road to two-way working close to Devlin Street with options for intersection changes.



6.0 APPENDICES

The following attachments will be provided with the Brief:

- A) Site Plans, Selected Details and Levels
- B) Crown Land - Lots Purchased Nov 2011
- C) Cadastral Lot Layout and General Road Pattern
- D) Services Locations and Potential Relocations
- E) Indicative Developable Area - subject to road realignment
- F) Details - Ramps and Tunnels
- G) Traffic Plan Concept
- H) Preliminary Geotechnical Investigation 2011 - Extract
- I) Ryde Civic Centre - A Brief History (illustrated)
- J) Development Control Plan Diagrams
- K) LEP 2010 - Extracts
- L) Site Photographs

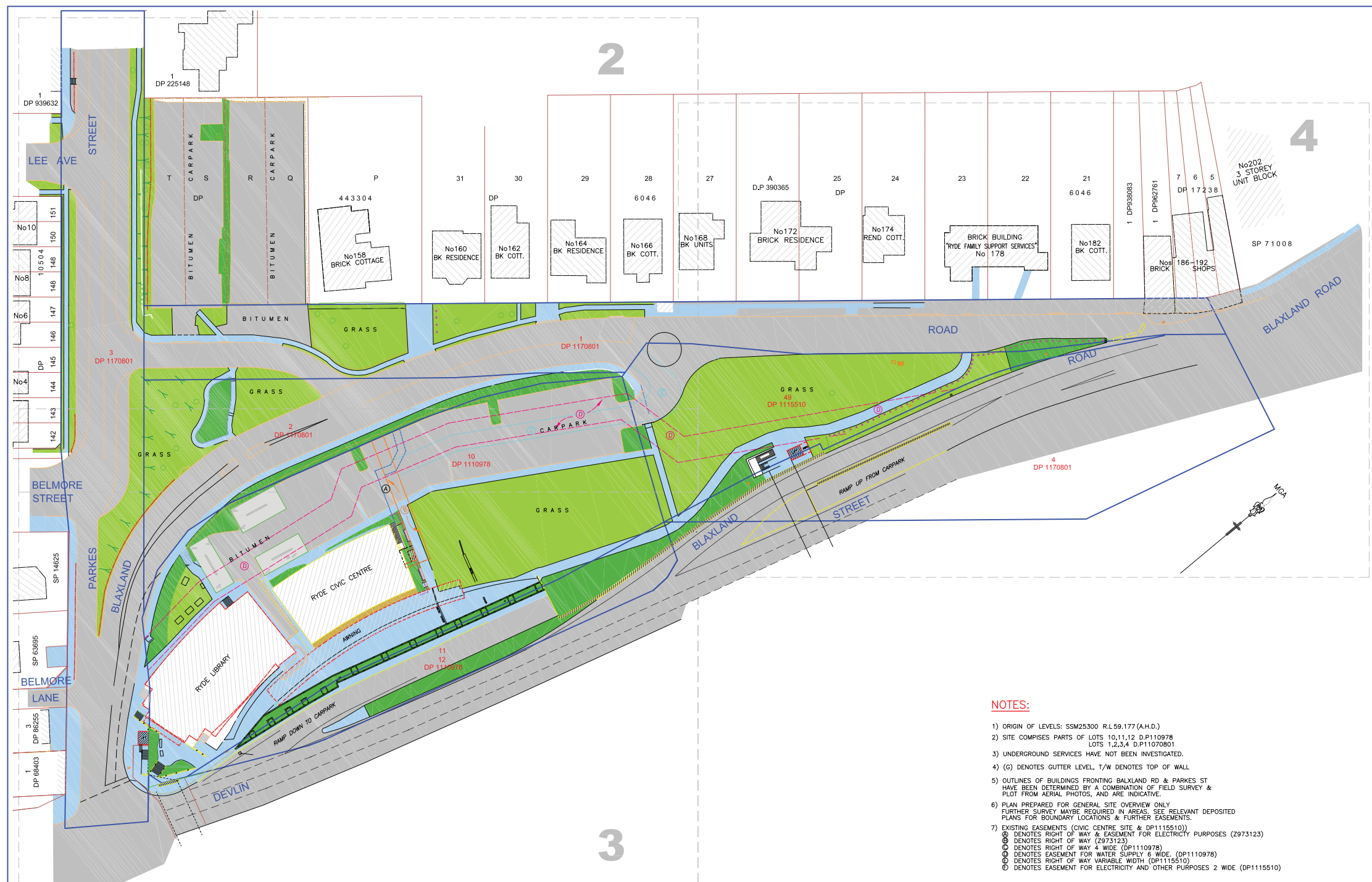


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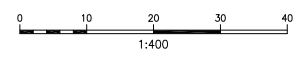
Attachment A)

Site Plans, Selected Details and Levels

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- NOTES:**
- 1) ORIGIN OF LEVELS: SSM25300 R.L.59,177 (A.H.D.)
 - 2) SITE COMPRISES PARTS OF LOTS 10,11,12 D.P.110978 & PLOTS 1,2,3,4 D.P.11070801
 - 3) UNDERGROUND SERVICES HAVE NOT BEEN INVESTIGATED.
 - 4) (s) DENOTES GUTTER LEVEL, T/W DENOTES TOP OF WALL
 - 5) OUTLINES OF BUILDINGS FRONTING BLAXLAND RD & PARKES ST HAVE BEEN DETERMINED BY A COMBINATION OF FIELD SURVEY & PLOT FROM AERIAL PHOTOS, AND ARE INDICATIVE.
 - 6) PLAN PREPARED FOR GENERAL SITE OVERVIEW ONLY FURTHER SURVEY MAYBE REQUIRED IN AREAS - SEE RELEVANT DEPOSITED PLANS FOR BOUNDARY LOCATIONS & FURTHER EASEMENTS.
 - 7) EXISTING EASEMENTS (CIVIC CENTRE SITE & DP1115510)
 - (a) DENOTES RIGHT OF WAY & EASEMENT FOR ELECTRICITY PURPOSES (2973123)
 - (b) DENOTES RIGHT OF WAY (2973123)
 - (c) DENOTES RIGHT OF WAY 4 WIDE (DP1110978)
 - (d) DENOTES EASEMENT FOR WATER SUPPLY 6 WIDE (DP1110978)
 - (e) DENOTES RIGHT OF WAY VARIABLE WIDTH (DP1115510)
 - (f) DENOTES EASEMENT FOR ELECTRICITY AND OTHER PURPOSES 2 WIDE (DP1115510)

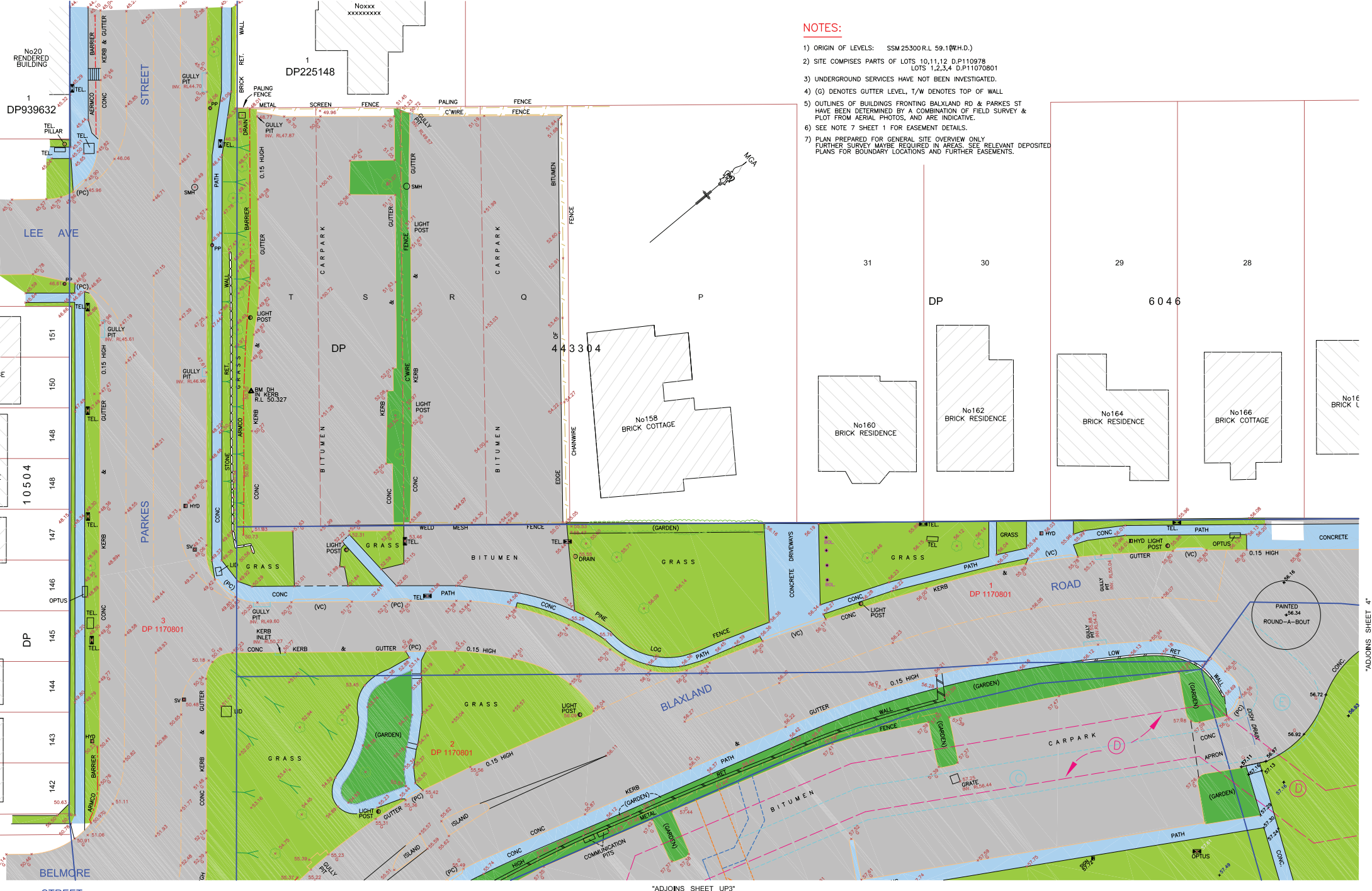


ISSUE	DATE	AMENDMENT

TITLE: PLAN SHOWING SELECTED DETAIL & LEVELS OVER RYDE CIVIC CENTRE SITE	
LGA: RYDE	REFERENCE: 33678
CLIENT: RYDE CITY COUNCIL	DATE: 26.01.12 SHEET
SCALE (AT A1): 1:400	DATUM: AHD SURVEYOR: AW UP1

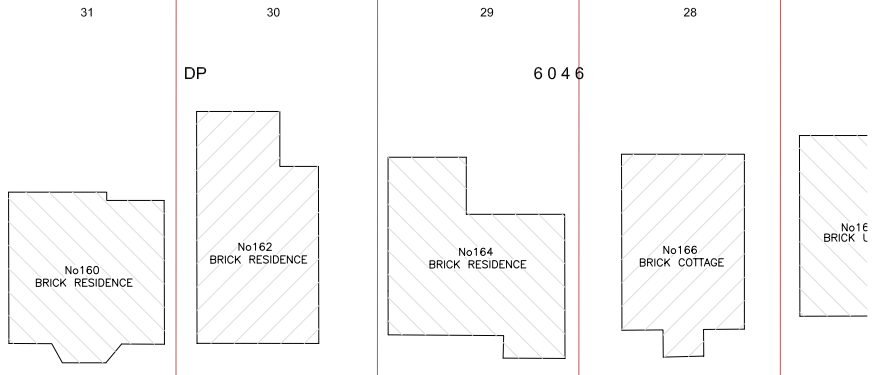
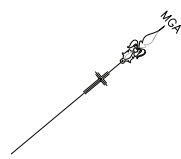
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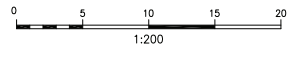
NOTES:

- 1) ORIGIN OF LEVELS: SSM 25300 R/L 59.1 (W.H.D.)
- 2) SITE COMPRISES PARTS OF LOTS 10,11,12, D.P.110978 & LOTS 1,2,3,4, D.P.11070801
- 3) UNDERGROUND SERVICES HAVE NOT BEEN INVESTIGATED.
- 4) (G) DENOTES GUTTER LEVEL, T/W DENOTES TOP OF WALL
- 5) OUTLINES OF BUILDINGS FRONTING BALKLAND RD & PARKES ST HAVE BEEN DETERMINED BY A COMBINATION OF FIELD SURVEY & PLOT FROM AERIAL PHOTOS, AND ARE INDICATIVE.
- 6) SEE NOTE 7 SHEET 1 FOR EASEMENT DETAILS.
- 7) PLAN PREPARED FOR GENERAL SITE OVERVIEW ONLY. FURTHER SURVEY MAYBE REQUIRED IN AREAS. SEE RELEVANT DEPOSITED PLANS FOR BOUNDARY LOCATIONS AND FURTHER EASEMENTS.



"ADJOINS SHEET UP3"

"ADJOINS SHEET 4"



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LGA: RYDE	REFERENCE: 33678
CLIENT: RYDE CITY COUNCIL	DATE: 26.01.12
SCALE (AT A1): 1:200	DATUM: AHD
SURVEYOR: AW	SHEET: UP2

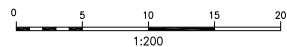
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SCALE (AT A1): 1:200	DATUM: AHD
SURVEYORS: AW	SHEET: UP3

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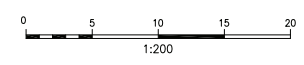
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TITLE: PLAN SHOWING SELECTED DETAIL & LEVELS OVER RYDE CIVIC CENTRE SITE	
LGA: RYDE	REFERENCE: 33678
CLIENT: RYDE CITY COUNCIL	DATE: 26.01.12
SCALE (AT A1): 1:200	DATUM: AHD
SURVEYOR: AW	SHEET: UP4

Norton Survey Partners
SURVEYORS & LAND TITLE CONSULTANTS

A.C.N. 199 734 968
SUITE 1
570 DARLING STREET
ROZELLE N.S.W. 2039

PH +61 2 9555 2744
FAX +61 2 9555 2766
office@nspartners.com.au



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Attachment B)

Crown Land - Lots Purchased Nov 2011

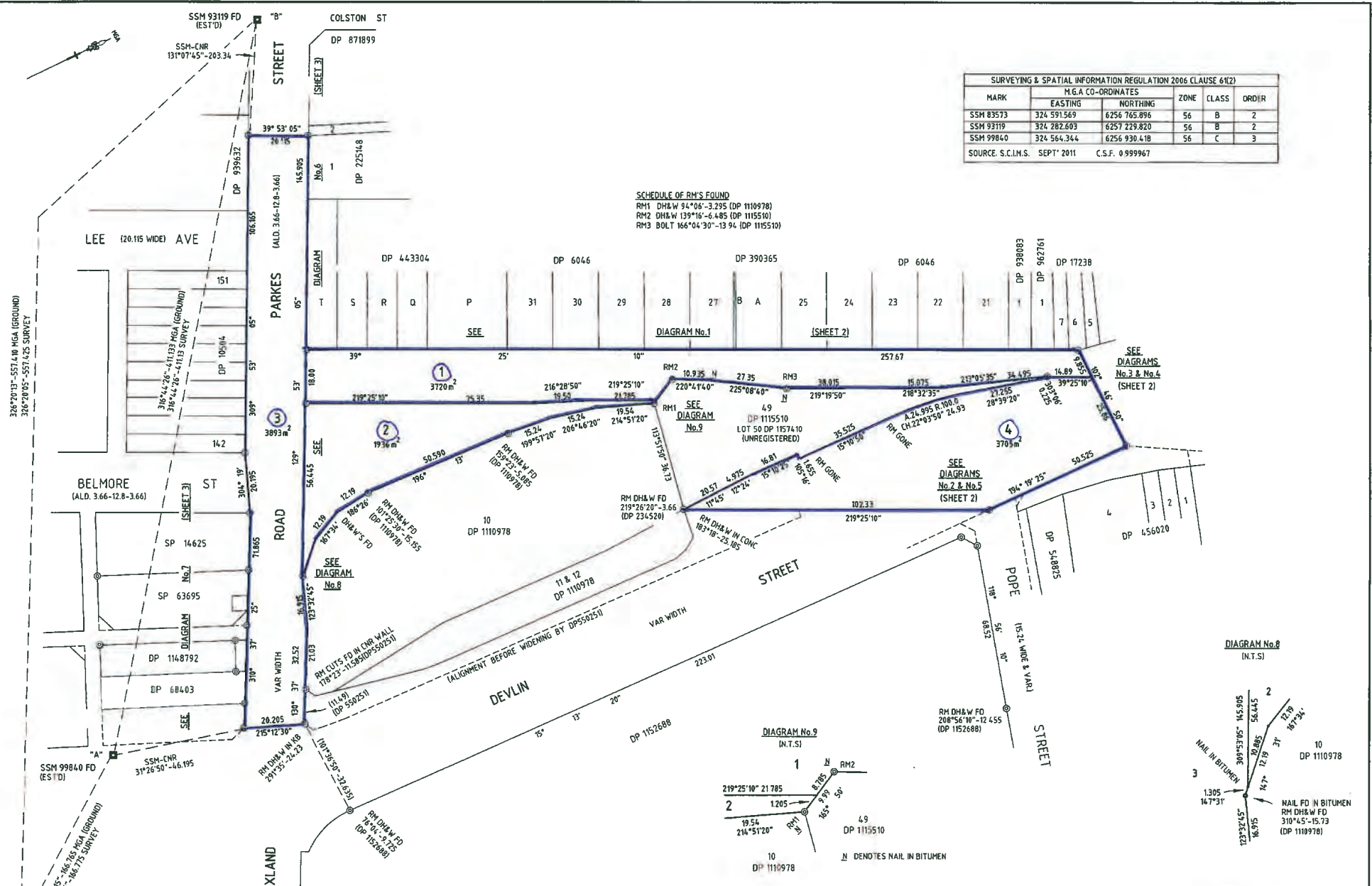
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MARK	M.G.A CO-ORDINATES		ZONE	CLASS	ORDER
	EASTING	NORTHING			
SSM 83573	324 591.569	6256 765.896	56	B	2
SSM 93119	324 282.609	6257 229.820	56	B	2
SSM 99840	324 564.344	6256 930.418	56	C	3

SOURCE: S.C.I.M.S. SEPT' 2011 C.S.F. 0 999967

SCHEDULE OF RM'S FOUND
 RM1 DH&W 34°08'-3.295 (DP 1110978)
 RM2 DH&W 139°16'-6.485 (DP 1115510)
 RM3 BOLT 166°04'30"-13.94 (DP 1115510)

Reg: R132088 / Doc: DP 1170801 P / Rev: 24-Nov-2011 / Ppt: 29-Nov-2011 13:55 / Pgs: ALL / Seq: 1 of 5
 RYDE / Src: B



Surveyor: CHRISTOPHER THOMAS NORTON
 Date of Survey: 26.10.11
 Surveyor's Ref: 33678 ACQUISITION 2

**PLAN FOR FIRST-TITLE CREATION OF PARTS OF
 DEVLIN ST, BLAXLAND RD AND PARKES ST
 BEING CROWN LAND**

LGA: RYDE
 Locality: RYDE
 Subdivision No: —
 Lengths are in metres. Reduction Ratio 1:800

Registered
 24.11.2011

DP1170801 P

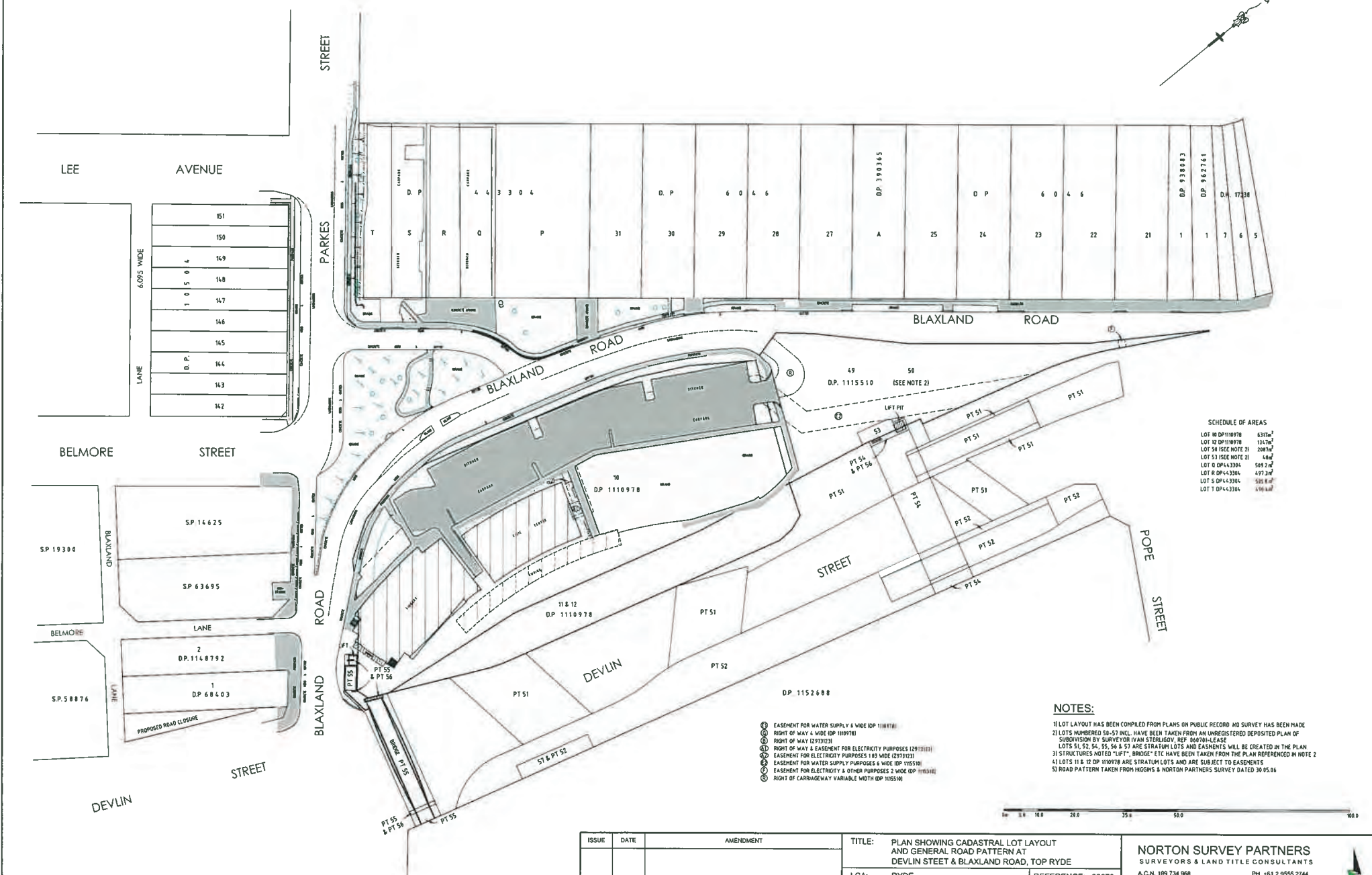
10	20	30	40	50	Table of mm	90	100	110	120	130	140
----	----	----	----	----	-------------	----	-----	-----	-----	-----	-----

ATTENDED BY THE 22.11.11

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Attachment C)

Cadastral Lot Layout and General Road Pattern



SCHEDULE OF AREAS

LOT 10 DP 110978	637m ²
LOT 12 DP 110978	1347m ²
LOT 24 (SEE NOTE 2)	2087m ²
LOT 51 (SEE NOTE 2)	144m ²
LOT 0 DP 443304	505.2m ²
LOT 8 DP 443304	497.2m ²
LOT 5 DP 443304	505.8m ²
LOT 7 DP 443304	490.4m ²

NOTES:

- 1) LOT LAYOUT HAS BEEN COMPILED FROM PUBLIC RECORD. NO SURVEY HAS BEEN MADE
- 2) LOTS NUMBERED 58-57 INCL. HAVE BEEN TAKEN FROM AN UNREGISTERED DEPOSITED PLAN OF SUBDIVISION BY SURVEYOR IVAN STERLIGJOY, REF 069781-LEASE
- 3) LOTS 51, 52, 54, 55, 56 & 57 ARE STRATUM LOTS AND EASEMENTS TO BE CREATED IN THE PLAN
- 4) STRUCTURES NOTED "LIFT", "BRIDGE" ETC HAVE BEEN TAKEN FROM THE PLAN REFERENCED IN NOTE 2
- 5) LOTS 11 & 12 DP 110978 ARE STRATUM LOTS AND ARE SUBJECT TO EASEMENTS
- 6) ROAD PATTERN TAKEN FROM HIGGINS & HORTON PARTNERS SURVEY DATED 30.05.06

- 1) EASEMENT FOR WATER SUPPLY & WIDE (DP 110978)
- 2) RIGHT OF WAY 4 WIDE (DP 110978)
- 3) RIGHT OF WAY (2/3/2/3)
- 4) RIGHT OF WAY & EASEMENT FOR ELECTRICITY PURPOSES (2/3/3/3)
- 5) EASEMENT FOR ELECTRICITY PURPOSES 1.83 WIDE (2/3/3/3)
- 6) EASEMENT FOR WATER SUPPLY PURPOSES & WIDE (DP 110978)
- 7) EASEMENT FOR ELECTRICITY & OTHER PURPOSES 2 WIDE (DP 110978)
- 8) RIGHT OF CARRIAGEWAY VARIABLE WIDTH (DP 110978)



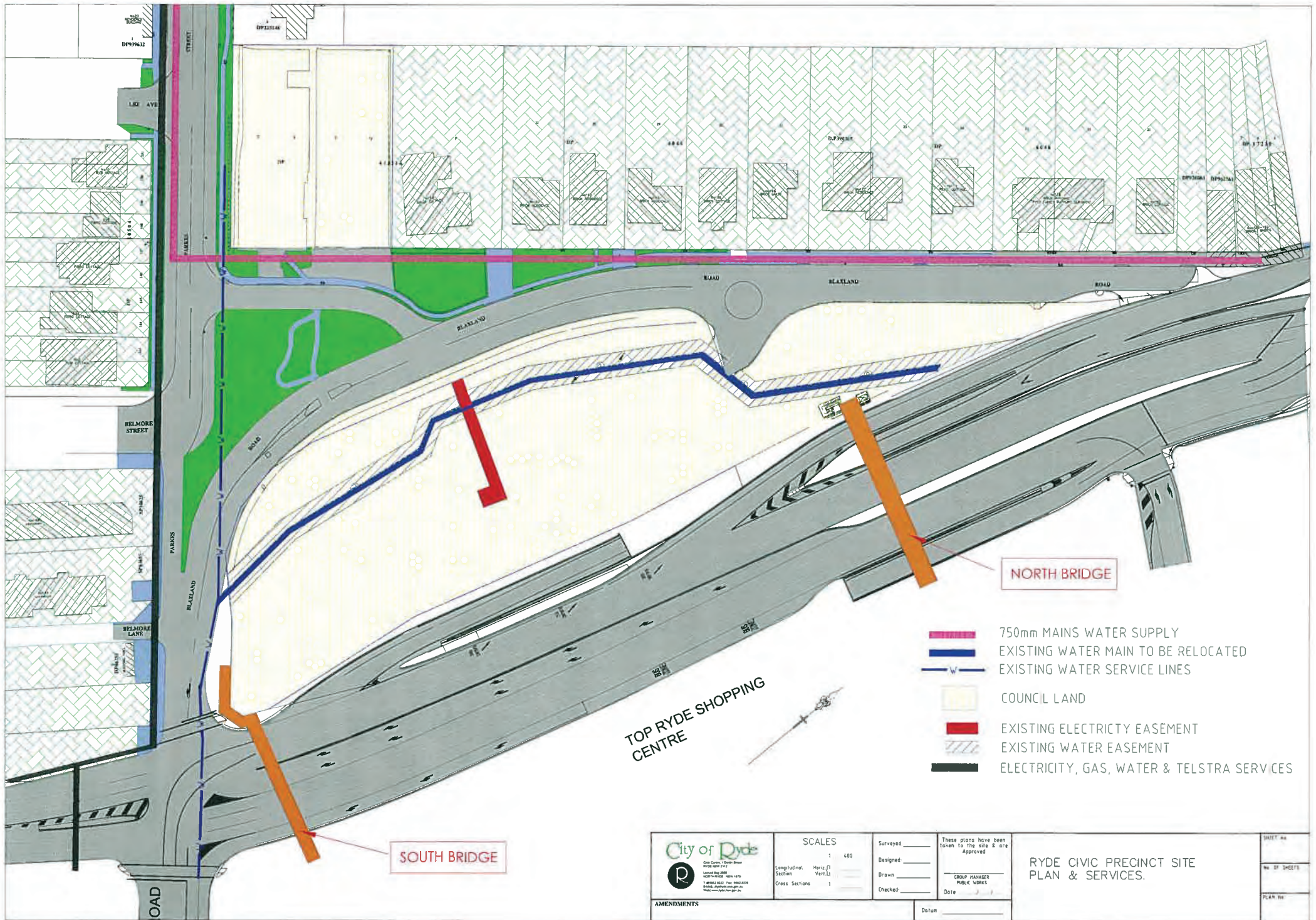
ISSUE	DATE	AMENDMENT	TITLE:	NORTON SURVEY PARTNERS SURVEYORS & LAND TITLE CONSULTANTS		
			PLAN SHOWING CADASTRAL LOT LAYOUT AND GENERAL ROAD PATTERN AT DEVLIN STREET & BLAXLAND ROAD, TOP RYDE	A.C.N. 109 734 968	PH +61 2 9555 2744	
			LGA: RYDE	SUITE 1	FAX +61 2 9555 2766	
			CLIENT: CITY OF RYDE	670 DARLING STREET	office@nspartners.com.au	
			SCALE (AT A1): 1:500	ROZELLE N.S.W. 2030		
			DATUM:	REFERENCE: 33678		
				DATE: 18.03.11		
				SURVEYOR: CN	SHEET	11

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Attachment D)

Services Locations and Potential Relocations








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NORTH BRIDGE

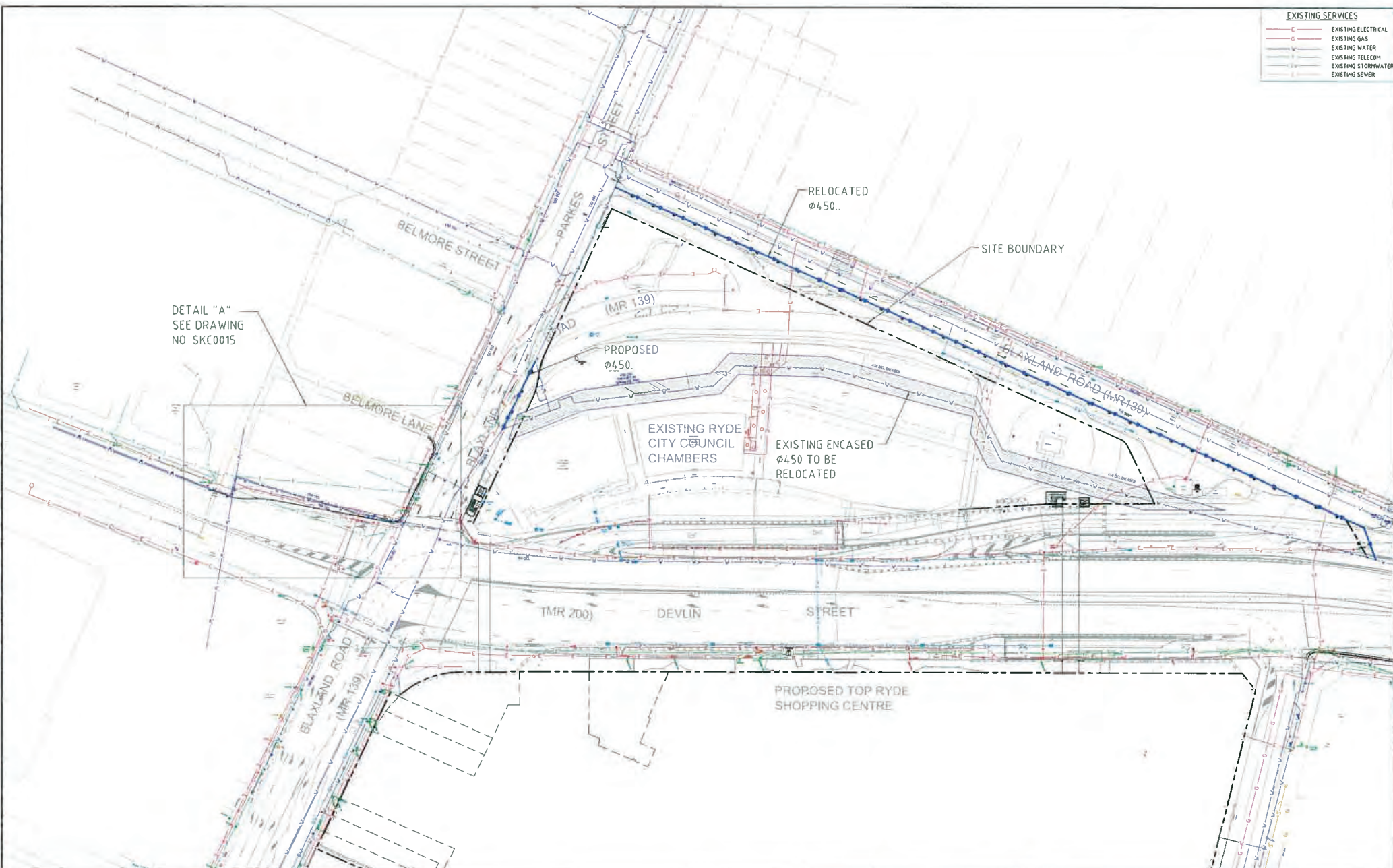
SOUTH BRIDGE

TOP RYDE SHOPPING CENTRE

-  750mm MAINS WATER SUPPLY
-  EXISTING WATER MAIN TO BE RELOCATED
-  EXISTING WATER SERVICE LINES
-  COUNCIL LAND
-  EXISTING ELECTRICITY EASEMENT
-  EXISTING WATER EASEMENT
-  ELECTRICITY, GAS, WATER & TELSTRA SERVICES

 <p>City of Ryde <small>City Centre - Water Street Ryde NSW 1512 Council Office 100 North Ryde NSW 1512 Tel: (02) 9371 1000 Fax: (02) 9371 1001 Email: info@ryde.nsw.gov.au Web: www.ryde.nsw.gov.au</small></p>	<p>SCALES</p> <p>1 : 400</p> <p>Longitudinal Horiz. 1/</p> <p>Section Vert. 1/1</p> <p>Cross Sections 1</p>	<p>Surveyed _____</p> <p>Designed: _____</p> <p>Drawn _____</p> <p>Checked _____</p>	<p>These plans have been taken to the site & are Approved</p> <p>GROUP MANAGER PUBLIC WORKS</p> <p>Date _____</p>	<p>SHEET No</p> <p>No. OF SHEETS</p> <p>PLAN No</p>
	<p>AMENDMENTS</p>	<p>Datum _____</p>	<p>RYDE CIVIC PRECINCT SITE PLAN & SERVICES.</p>	

EXISTING SERVICES	
	EXISTING ELECTRICAL
	EXISTING GAS
	EXISTING WATER
	EXISTING TELECOM
	EXISTING STORMWATER
	EXISTING SEWER



P1	ISSUE FOR INFORMATION	19/03/12
Issue	Description	Date

1:500

Client

Status	PRELIMINARY NOT TO BE USED FOR CONSTRUCTION	
Scales	1:500	Current Issue Signatures
Original Size	A1	Drawn GB
Height Datum	AHD	Designed GB
Grid		Checked GJ
		Approved

TOP RYDE REDEVELOPMENT

PROPOSED LAYOUT Combined Services

HYDER CONSULTING PTY LTD
 ABN 76 104 485 289
 Level 5, 141 Walker St
 North Sydney NSW 2060
 Australia
 Tel: +61 (0)2 8907 9000
 Fax: +61 (0)2 8907 9001
 www.hyderconsulting.com
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Drawing No: SKC0014 Project No: AA004016 Issue: P1

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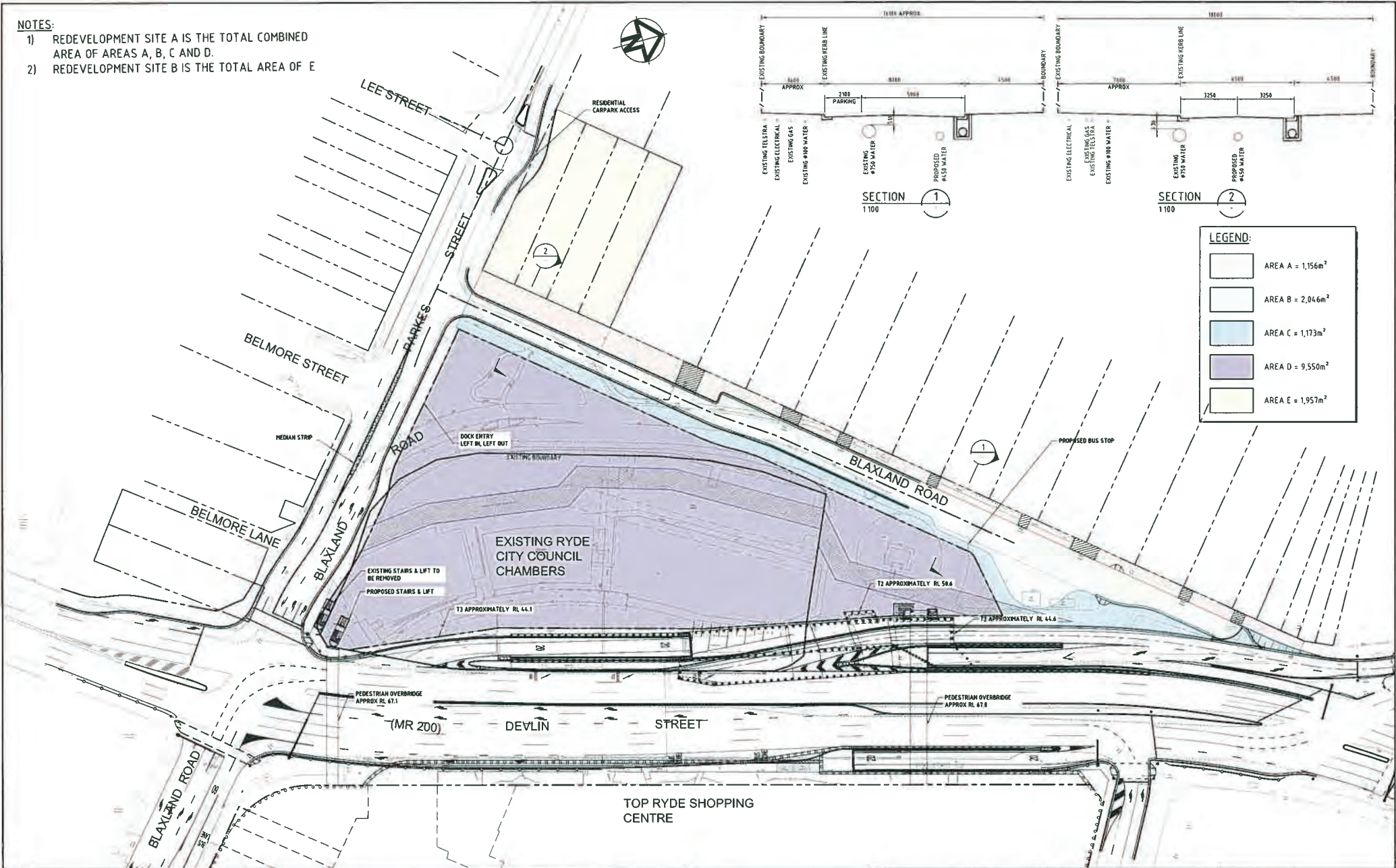
Attachment E)

Indicative Developable Area - subject to road
realignment

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NOTES:

- 1) REDEVELOPMENT SITE A IS THE TOTAL COMBINED AREA OF AREAS A, B, C AND D.
- 2) REDEVELOPMENT SITE B IS THE TOTAL AREA OF E



LEGEND:

	AREA A = 1,156m ²
	AREA B = 2,046m ²
	AREA C = 1,173m ²
	AREA D = 9,550m ²
	AREA E = 1,957m ²

Issue	Description	Date
P2	RE-ISSUE FOR INFORMATION	23-06-11
P1	ISSUE FOR INFORMATION	27-05-11



Status		PRELIMINARY	
Scales		NOT TO BE USED FOR CONSTRUCTION	
Original Size	A1	Current Issue Signatures	
Height	AHD	Drawn	DK
Grid		Designed	DK
		Checked	DK
		Approved	

Project		TOP RYDE REDEVELOPMENT	
Title		PROPOSED LAYOUT OPTION 5 5 1	
		DEVLIN LEFT TURN SLIP LANE	

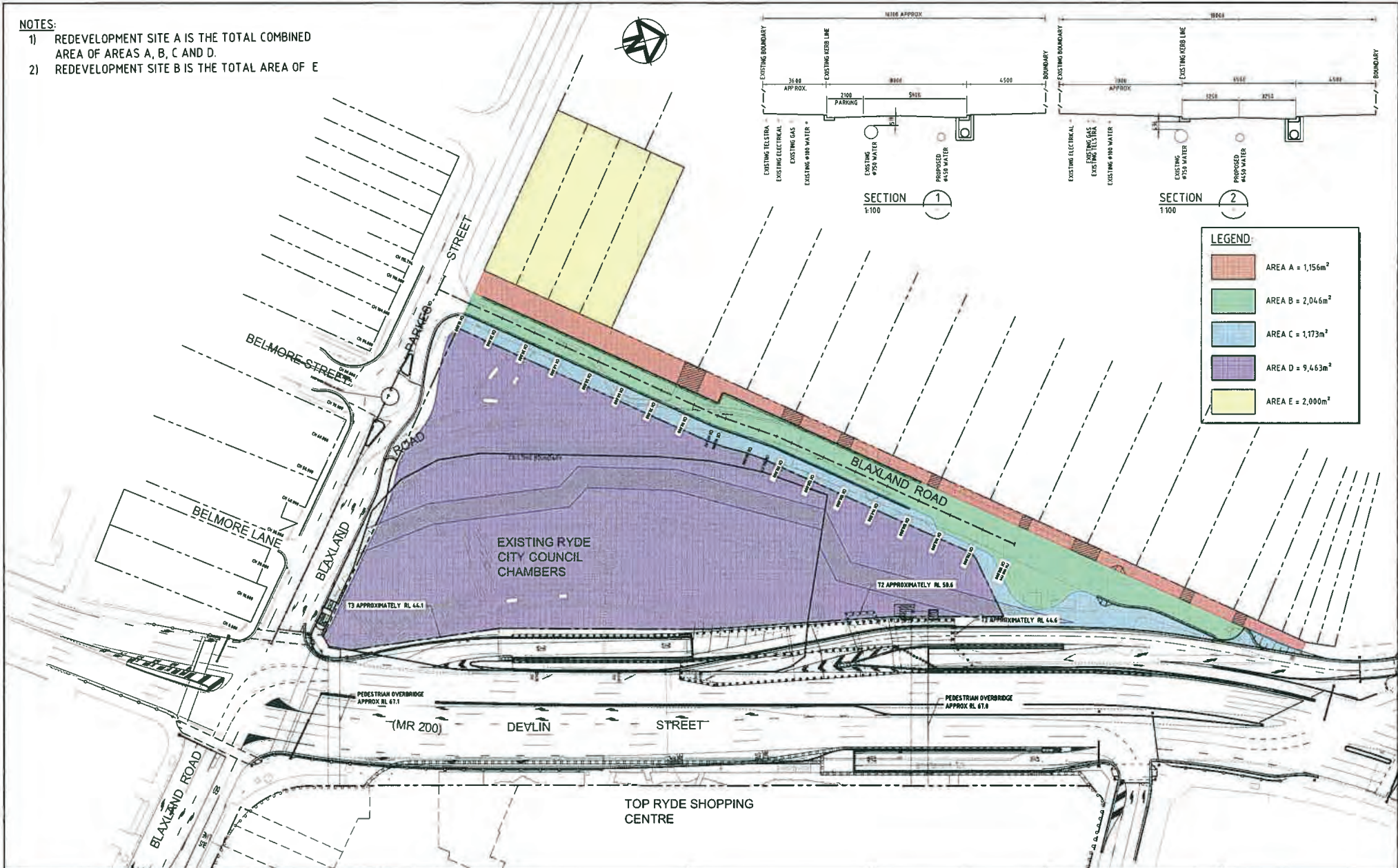
Project No		SKC036	
Issue		AA004.016 - P2	

Hyder

HYDER CONSULTING PTY LTD
 ABN 76 104 485 289
 Level 5, 141 Walker St
 North Sydney NSW 2060
 Australia
 Tel: +61 (0)2 8907 9000
 Fax: +61 (0)2 8907 9001
 www.hyderconsulting.com
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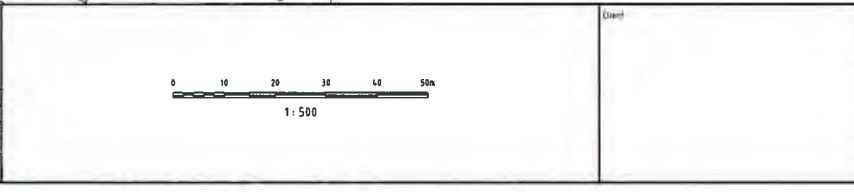
NOTES:

- 1) REDEVELOPMENT SITE A IS THE TOTAL COMBINED AREA OF AREAS A, B, C AND D.
- 2) REDEVELOPMENT SITE B IS THE TOTAL AREA OF E



LEGEND	
	AREA A = 1,156m ²
	AREA B = 2,046m ²
	AREA C = 1,173m ²
	AREA D = 9,463m ²
	AREA E = 2,000m ²

Issue	Description	Date
PS	ISSUE FOR INFORMATION	09-05-11
P1	ISSUE FOR INFORMATION	02-05-11



Status		PRELIMINARY NOT TO BE USED FOR CONSTRUCTION	
Scales	1:500	Current Issue Signatures	Drawn IT6
Original Size	A1	Designed	GB
Height	AHD	Checked	GC
Datum		Approved	
Grid			

Project		TOP RYDE REDEVELOPMENT	
Title		PROPOSED LAYOUT OPTION 1 AREAS	

Hyder

HYDER CONSULTING PTY LTD
 ABN 75 104 485 289
 Level 5, 141 Walker St
 North Sydney NSW 2060
 Australia
 Tel: +61 (0)2 8907 9000
 Fax: +61 (0)2 8907 9001
 www.hyderconsulting.com
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Drawing No: SKC032 - AA004.016 - P5
 Project No:
 Issue:

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Attachment F)

Details - Ramps and Tunnels

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Hyder Consulting Pty Ltd
Level 5, 141 Walker Street
Locked Bag 6503
North Sydney NSW 2060
Australia
Tel: +61 2 8907 9000
Fax: +61 2 8907 9001
www.hyderconsulting.com



2 May 2011

City of Ryde
Civic Centre
1 Devlin Street RYDE
Locked Bag 2069
NORTH RYDE NSW 1670
Attention: Mr Malcolm Harrild

City of Ryde, Civic Centre Precinct

Masterplan Feasibility Breakthrough of Tunnel Spurs

Dear Sir

Further to our recent discussions, we confirm that the design and construction of the carpark access tunnels for the Top Ryde City Shopping Centres was prepared on the basis that the three spur tunnels could be extended in the future to allow access to basement carparking within the site on the western side of Devlin Street.

Any future extension of the spur tunnels will breakthrough the existing shoring piles. Such breakthroughs will require detailed design and construction sequencing which would both be dependent of the particular construction methodology adopted for the basement structure and tunnel breakthroughs. However, methodologies similar to that adopted for the tunnels (cut and cover, steel sets and shotcrete) are likely to be the most feasible.

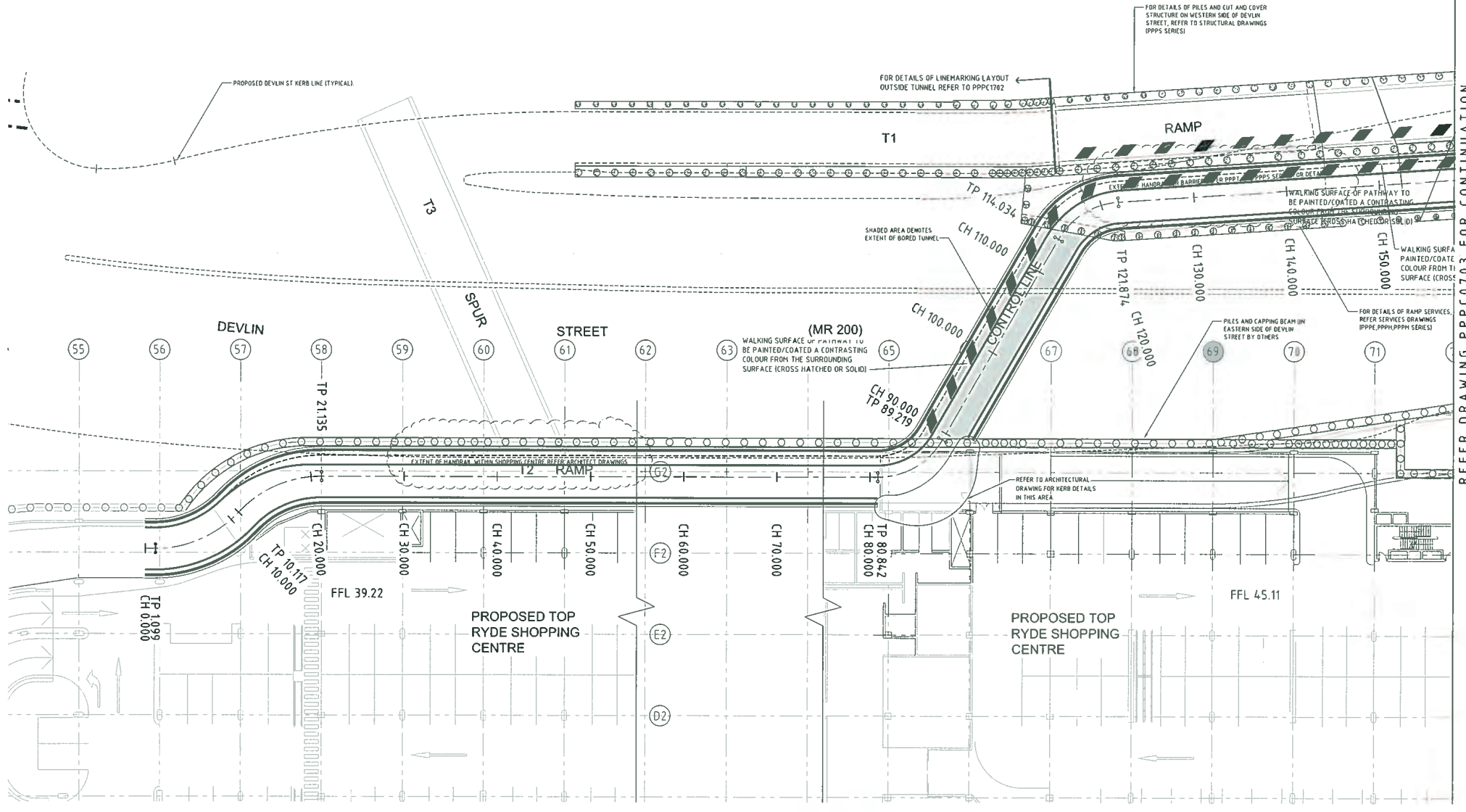
Yours sincerely

A handwritten signature in blue ink, appearing to read "Greg Ives", with a stylized flourish at the end.

Greg Ives
Principal Engineer
8907 9082

NOTE:
 1 REFER DRAWINGS PPPC0901 TO PPPC0904
 FOR RAMP LONGITUDINAL SECTIONS

EXISTING RYDE
 CITY COUNCIL
 CHAMBERS



REFER DRAWING PPPC0703 FOR CONTINUATION

F	ISSUED FOR CONSTRUCTION	LH	AMC	27.06.09	
E	ISSUED FOR FINAL RTA APPROVAL	TS	MM	23.04.08	
D	RE-ISSUE FOR RTA REVIEW	TS	MM	10.03.08	
C	ISSUE FOR RTA REVIEW	PD	MM	11.12.07	
B	ISSUE FOR RTA APPROVAL	PD	MM	27.09.07	
A	60% ISSUE	PD	MM	22.08.07	
Issue	Description	Drawn	Chk	Appd	Date



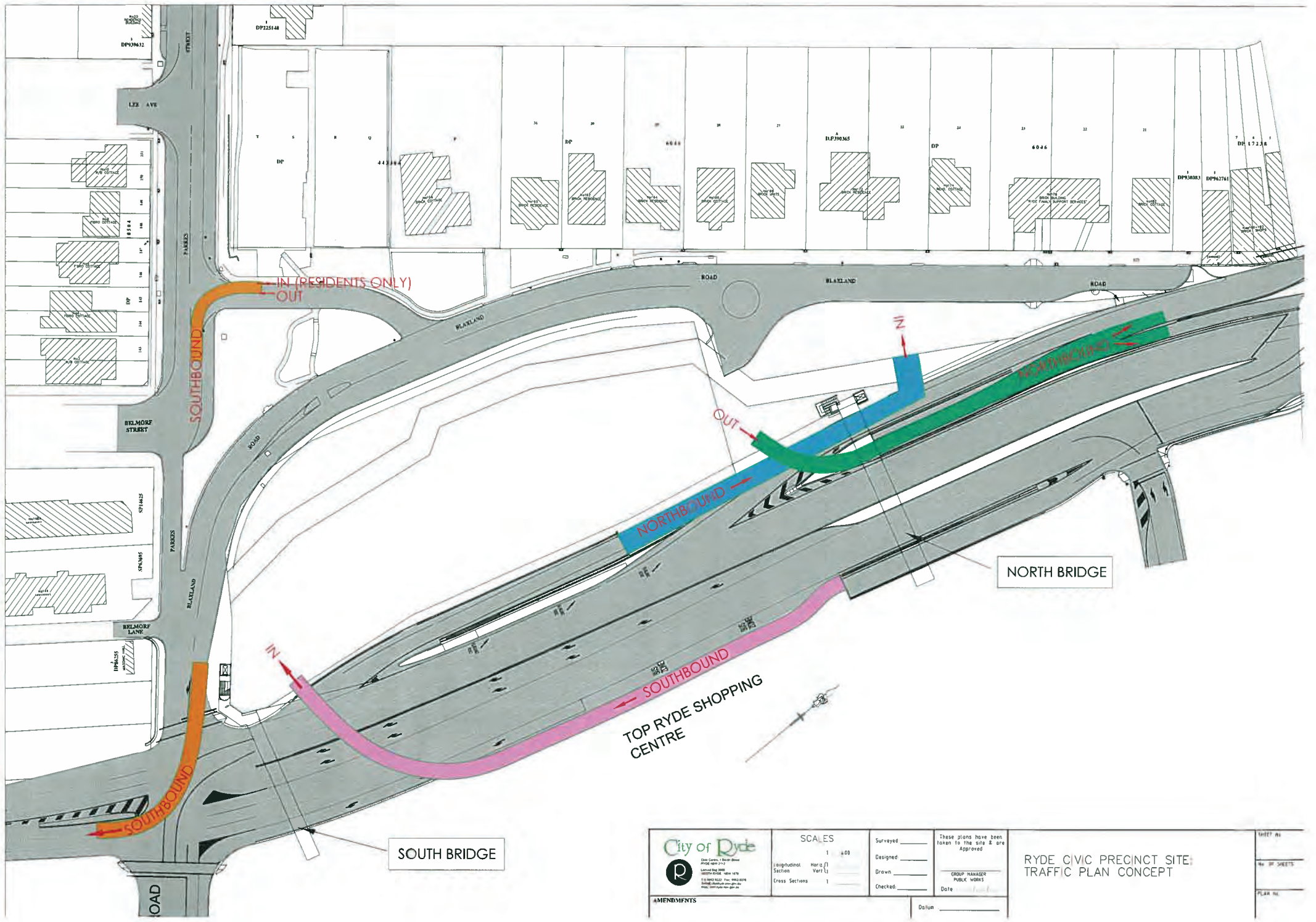
 Bovis Land Lease	Client Bovis Group Suite 302, 31 Lime Street, King Street Wharf Sydney, NSW, 2000, Australia	Project TOP RYDE SHOPPING CENTRE REDEVELOPMENT	Hyder HYDER CONSULTING PTY LTD Level 5 161 Walker St. North Sydney, NSW, 2060 ABN 76 104 445 287 Tel +61 (0)2 8907 9000 Fax +61 (0)2 8907 9001
	Status CONSTRUCTION	Scale (A1) 1:200 Datum AHD	Title RAMP DETAIL PLAN T2 SHEET 1

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Attachment G)

Traffic Plan Concept

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<p>City of Ryde <small>City Centre, Ryde Drive Ryde NSW 1513 Locked Mail Bag 969 Ryde NSW 1513 Tel: 02 9372 2222 Fax: 02 9372 2299 Email: council@cityofryde.nsw.gov.au</small></p>	<p>SCALES</p> <p>1 : 400</p> <p>Geographical Section Horiz. 1/1</p> <p>Vertical 1/1</p> <p>Cross Sections 1</p>	<p>Surveyed _____</p> <p>Designed _____</p> <p>Drawn _____</p> <p>Checked _____</p> <p>Date _____</p>	<p>These plans have been taken to the site & are Approved</p> <p>GROUP MANAGER PUBLIC WORKS</p>	<p>SHEET NO.</p> <p>NO. OF SHEETS</p> <p>PLAN NO.</p>
	<p>AMENDMENTS</p>	<p>Date</p>	<p>RYDE CIVIC PRECINCT SITE TRAFFIC PLAN CONCEPT</p>	

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Attachment H)

Preliminary Geotechnical Investigation 2011 -
Extract

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Report on
Preliminary Geotechnical Investigation

Proposed Civic Centre Redevelopment
Devlin Street, Ryde

Prepared for
City of Ryde

Project 72293
April 2011



Report on Preliminary Geotechnical Investigation
Proposed Civic Centre Redevelopment
Devlin Street, Ryde

1. Introduction

This report presents the results of a preliminary geotechnical investigation undertaken for the proposed redevelopment of the Civic Centre Precinct at Devlin Street, Ryde. The work was commissioned by the City of Ryde.

The City of Ryde is considering redeveloping the existing Civic Centre and adjacent areas although the type and extent of the redevelopment works is yet to be determined. It is understood that numerous options are being considered including residential, retail, commercial, public access and civic related land uses.

Preliminary geotechnical investigation was undertaken to provide information on the subsurface conditions on the site and included the drilling of boreholes at accessible locations, laboratory testing and engineering analysis. Details of the field work and preliminary comments relevant to design and construction are given in this report.

2. Previous Investigations

Douglas Partners Pty Ltd has previously undertaken extensive investigations for the Top Ryde Shopping Centre redevelopment. These have included geotechnical investigation and contamination assessment on the shopping centre site. Relevant information from this previous work has been used to develop the geotechnical model for the Civic Centre site.

3. Site Description and Geology

The development site incorporates the triangular-shaped portion of land bounded by Devlin Street, Blaxland Road and Parkes Street (approximately 12,500 m² in area) and the City of Ryde parking areas on the north-western corner of the intersection of Parkes Street and Blaxland Road (approximately 2,400 m² in area). The ground surface in the area to the east of Blaxland Road slopes relatively gently downwards to the west and south and surface levels vary from about RL 60 m (AHD) to RL 55 m (AHD). The slope is steeper in the western area of the site with falls in the order of 20% down to Parkes Street.

At the time of investigation the only buildings present on the site were the Civic Centre and Library buildings between Devlin Street and Blaxland Road. Council-owned vehicle parking areas were located to the west and north of the existing buildings, as well as near the intersection of Parkes Street and Blaxland Road. Two pedestrian bridges over Devlin Street link the Civic Centre Precinct with Top Ryde Shopping Centre. The remainder of the site was vacant and landscaped.

Table 1 summarises the levels at which different materials were encountered in the boreholes. The rock has been classified in accordance with a system developed by Pells et al (1998) which classifies rock strata depending on strength, fracturing and defects. Class V rock is typically very low strength, highly weathered and highly fractured rock whereas Class I rock is typically high strength, fresh and unbroken rock.

Table 1: Summary of Material Strata Levels and Rock Classifications

Stratum	RL of Top of Stratum (m, AHD)				
	BH1	BH2	BH3	BH4	BH5
Ground Surface	52.5	52.4	57.8	56.9	57.5
Residual Soil	52.3	52.2	NE	55.3	NE
Class V/IV Rock	49.4	51.4	55.6	53.9	56.7
Class III Rock	44.0	47.5	51.1	52.4	53.4
Class III/II Rock	41.3	40.6	46.8	51.4	53.0
Base of Borehole	32.5	32.4	27.8	26.6	27.0

Notes: Rock classification in accordance with Pells et al (1998); NE = not encountered

Free groundwater was not observed during augering and the use of drilling fluid prevented groundwater observations during rotary wash-boring and coring. The water level in monitoring well BH2 was measured at a depth of 7.0 m (RL 45.4 m) on 18 March 2011.

6. Laboratory Testing

6.1 Rock Samples

One hundred and seventeen (117) samples selected from the better quality rock core were tested for axial point load strength index (I_{s50}). The results ranged from 0.3 MPa to 4.0 MPa which correspond to low to medium strength and very high strength rock. These I_{s50} results suggest an uniaxial compressive strength (UCS) in excess of 80 MPa for the very high strength rock encountered during the investigation.

6.2 Soil Samples

Selected soil samples were analysed for a range of potential contaminants by Envirolab Services Pty Ltd. A summary of the results is provided in Tables 2 to 4. The detailed results and chain-of-custody documentation are provided in Appendix D.

Table 2: Summary of Test Results for Selected Hydrocarbon Compounds

Sample/ Depth (m)	TPH ¹ C ₆ -C ₉	TPH ¹ C ₁₀ -C ₃₆	Benzene	Toluene	Ethyl-benzene	Xylene	Total PAH ²	Benzo(a) pyrene
BH1/0.3	<25	<100	<0.5	<0.5	<1.0	<2.0	15.1	2.3
BH2/0.4	<25	<100	<0.5	<0.5	<1.0	<2.0	<0.2	<0.05
BH3/0.5	<25	250	<0.5	<0.5	<1.0	<2.0	1.6	0.2
BH3/1.0	<25	450	<0.5	<0.5	<1.0	<2.0	1.5	0.1
BH3/1.5	<25	320	<0.5	<0.5	<1.0	<2.0	0.7	<0.05
BH3/2.0	<25	120	<0.5	<0.5	<1.0	<2.0	1.1	0.08
BH4/0.1	<25	<100	<0.5	<0.5	<1.0	<2.0	7.2	0.7
BH4/0.5	<25	<100	<0.5	<0.5	<1.0	<2.0	0.3	0.1
BH5/0.1	<25	<100	<0.5	<0.5	<1.0	<2.0	8.0	0.9
BH5/0.5	<25	<100	<0.5	<0.5	<1.0	<2.0	<0.2	<0.05

Notes: ¹Total petroleum hydrocarbons; ²Polycyclic aromatic hydrocarbons; All units in mg/kg unless noted otherwise

Table 3: Summary of Test Results for Selected Organic Compounds and Asbestos

Sample/ Depth (m)	Organochlorine Pesticides	Organophosphorus Pesticides	Polychlorinated Biphenyls	Total Phenols	Asbestos
BH1/0.3	<0.1	<0.1	<0.1	<5	None
BH2/0.4	<0.1	<0.1	<0.1	<5	None
BH3/0.5	<0.1	<0.1	<0.1	<5	None
BH3/1.0	<0.1	<0.1	<0.1	<5	None
BH3/1.5	<0.1	<0.1	<0.1	<5	None
BH3/2.0	<0.1	<0.1	<0.1	<5	None
BH4/0.1	<0.1	<0.1	<0.1	<5	None
BH4/0.5	<0.1	<0.1	<0.1	<5	None
BH5/0.1	<0.1	<0.1	<0.1	<5	None
BH5/0.5	<0.1	<0.1	<0.1	<5	None

Notes: All units in mg/kg unless noted otherwise

Table 4: Summary of Test Results for Selected Heavy Metals

Sample/Depth (m)	Arsenic	Cadmium	Chromium	Copper	Lead	Mercury	Nickel	Zinc
BH1/0.3	4	<0.5	11	40	27	0.2	16	74
BH2/0.4	11	<0.5	9	34	13	<0.1	32	81
BH3/0.5	4	<0.5	13	12	47	<0.1	3	51
BH3/1.0	<4	<0.5	8	19	36	0.1	34	47
BH3/1.5	<4	<0.5	5	17	30	<0.1	23	40
BH3/2.0	7	<0.5	11	33	63	0.4	13	180
BH4/0.1	<4	<0.5	11	49	55	<0.1	9	98
BH4/0.5	7	<0.5	8	7	20	<0.1	2	9
BH5/0.1	<4	<0.5	16	52	88	<0.1	9	110
BH5/0.5	13	<0.5	10	42	19	<0.1	27	91

Notes: All units in mg/kg unless noted otherwise

7. Geotechnical Model

A geotechnical model for the site is presented in Section A-A in Drawing 2 in Appendix B. A summary of the geotechnical model is provided in Table 5.

Table 5: Summary of Geotechnical Model

Geological Unit	Description
Unit A	Filling comprising asphalt, roadbase gravel, sandy and clayey soils and ash. Residual clayey soils.
Unit B	Class V and IV siltstone and laminitic bedrock of extremely low and very low strength.
Unit C	Class III laminitic bedrock generally of low strength. Numerous crushed zones throughout rock profile.
Unit D	Class II and I siltstone and laminitic bedrock of medium and high strength. Some very high strength bands. Some crushed zones throughout rock profile.
Groundwater	Measured at a depth of 7.0 m (RL 45.4 m) in BH2. Regional groundwater table likely to be well below the bedrock surface.

9.5 Potential for Soil Contamination

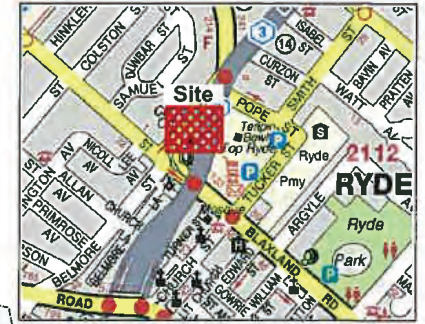
Portions of the site are understood to have been used for a variety of uses including residential housing, commercial, and industrial (tram depot) and therefore soil contamination may be present. The Department of Environment Climate Change and Water NSW (DECCW) provides soil investigation levels for urban development sites based on the proposed land use. Table 10 outlines the soil investigation levels for selected contaminants.

Table 10: Soil Investigation Levels for Selected Contaminants and Land Uses

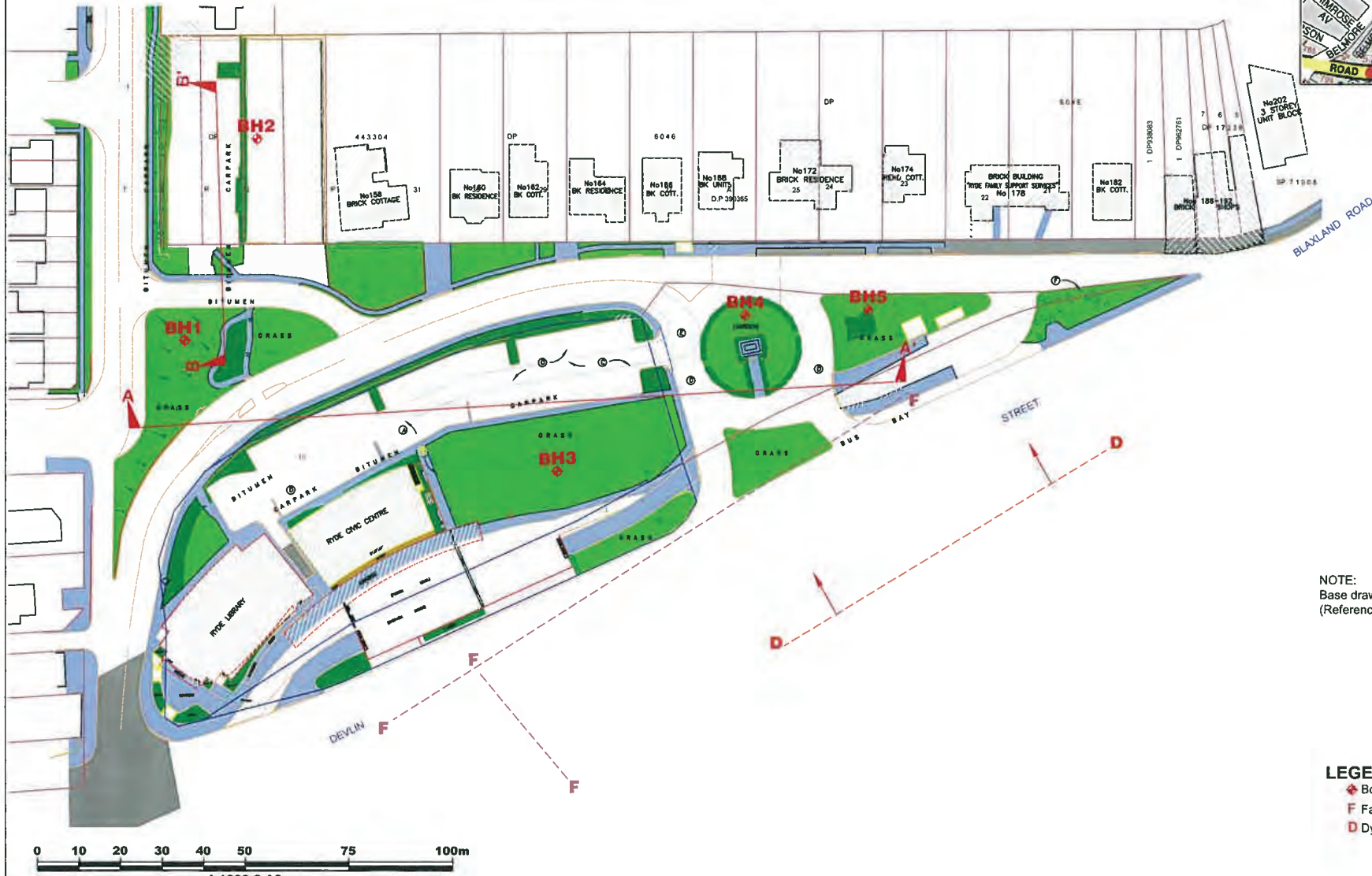
Contaminant	HIL for High Density Residential Sites	HIL for Parks and Open Space	HIL for Commercial and Industrial Premises
TPH C ₆ -C ₉	65	65	65
TPH C ₁₀ -C ₃₆	1000	1000	1000
Benzene	1	1	1
Toluene	1.4 to 130	1.4 to 130	1.4 to 130
Ethylbenzene	3.1 to 50	3.1 to 50	3.1 to 50
Xylene	14 to 25	14 to 25	14 to 25
Total PAH	80	40	100
Benzo(a)pyrene	4	2	5
Phenol	34000	17000	42500
PCB	40	20	50
Arsenic	400	200	500
Cadmium	80	40	100
Chromium	48%	24%	60%
Copper	4000	2000	5000
Lead	1200	600	1500
Mercury	60	30	75
Nickel	2400	600	3000
Zinc	28000	14000	35000

Notes: TPH = total petroleum hydrocarbons; PAH = polycyclic aromatic hydrocarbons; PCB = polychlorinated biphenyls; HIL = health-based investigation level; Units are in mg/kg unless noted otherwise

Of the ten soil samples analysed during the investigation, Benzo(a)pyrene was the only contaminant detected that exceeded any of these HILs (2.3 mg/kg in the sample from BH1/0.3 m exceeded the HIL for parks and open space). All other contaminants had concentrations below the HILs listed in Table 10.



Locality Plan



NOTE:
Base drawing from Norton Survey Partners Pty Ltd
(Reference 33675, dated 30.5.2006)

- LEGEND**
- ◆ Borehole Location
 - Fault Zone previously identified
 - Dyke previously identified

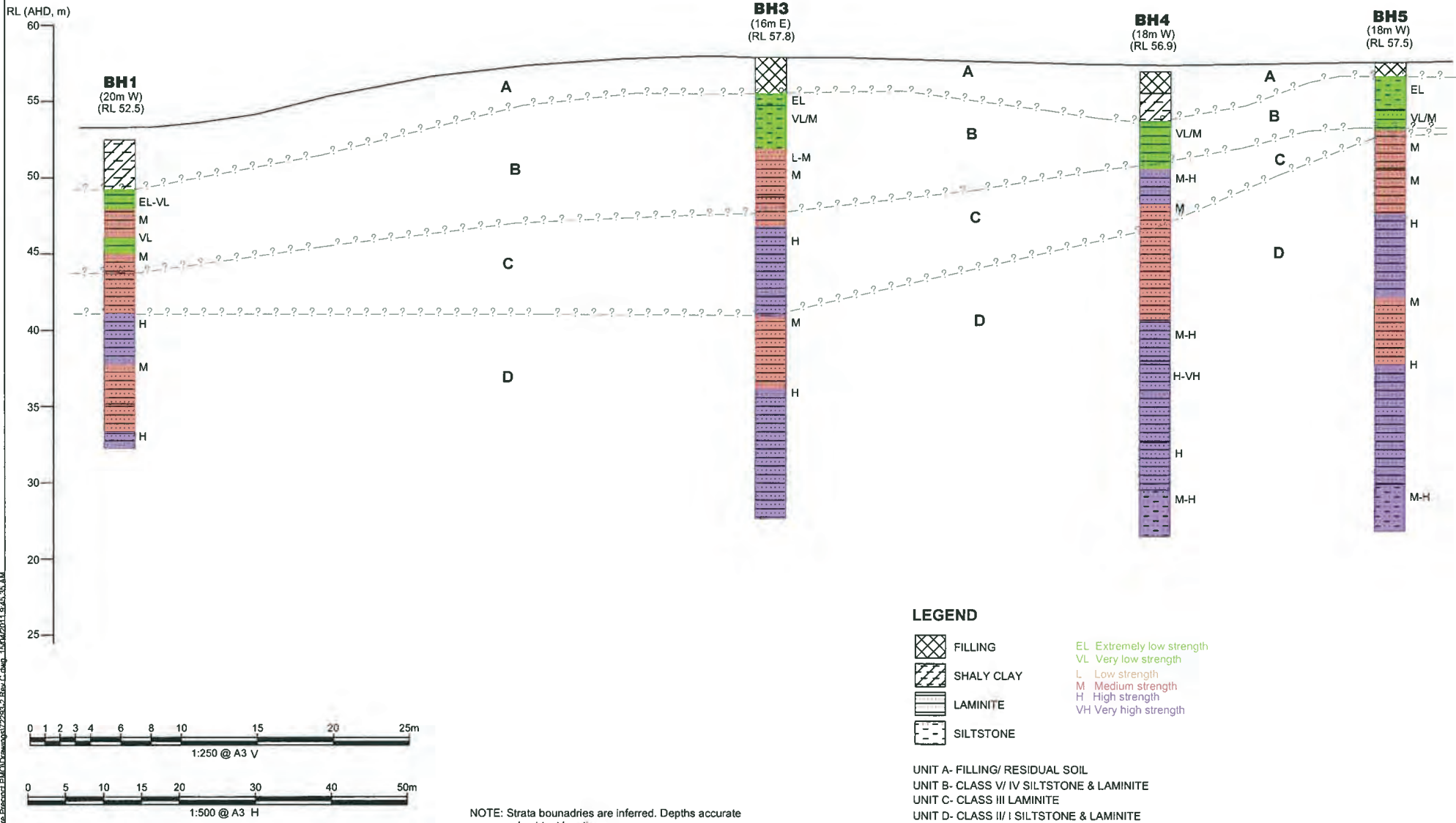


CLIENT: City of Ryde
OFFICE: Sydney DRAWN BY: PSCH
SCALE: As shown DATE: 7.4.2011

TITLE: **Location of Boreholes**
Civic Centre Redevelopment
Devlin Street, RYDE



PROJECT No: 72293
DRAWING No: 1
REVISION: B



P:\72293\TOP BYDE_Civic_Centre_Preview\72293_2_Bor_C.dwg - 15/04/2011 9:45:35 AM

LEGEND

	FILLING	EL Extremely low strength
	SHALY CLAY	VL Very low strength
	LAMINITE	L Low strength
	SILTSTONE	M Medium strength
		H High strength
		VH Very high strength

UNIT A- FILLING/ RESIDUAL SOIL
 UNIT B- CLASS V/ IV SILTSTONE & LAMINITE
 UNIT C- CLASS III LAMINITE
 UNIT D- CLASS II/ I SILTSTONE & LAMINITE

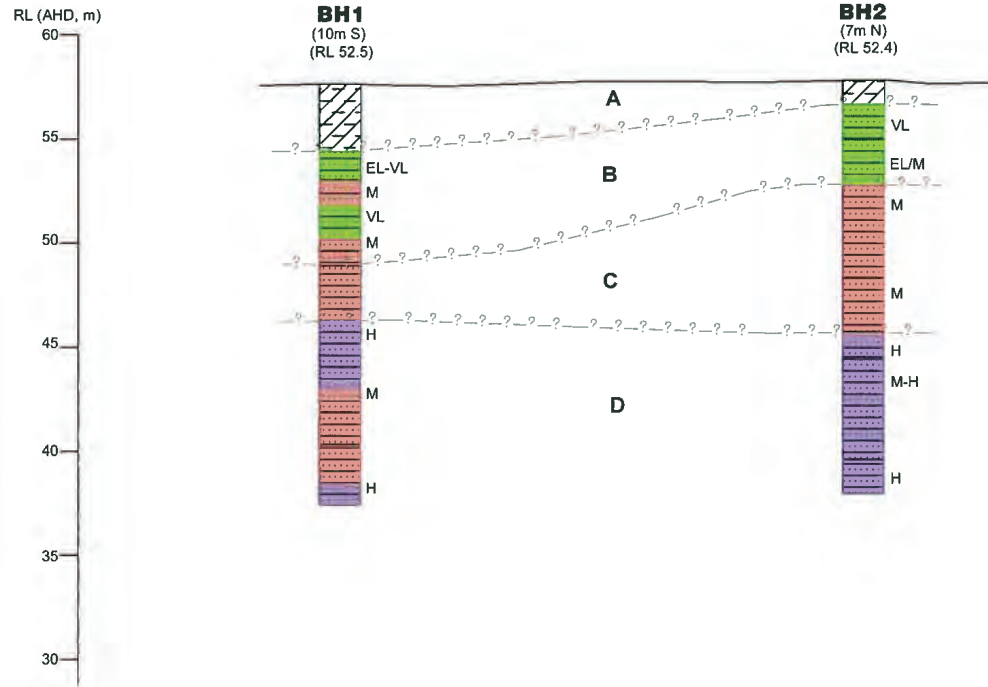


CLIENT: City of Ryde
 OFFICE: Sydney
 SCALE: As shown

DRAWN BY: PSCH
 DATE: 15.4.2011

TITLE: **Section A-A'**
Civic Centre Redevelopment
Devlin Street, RYDE

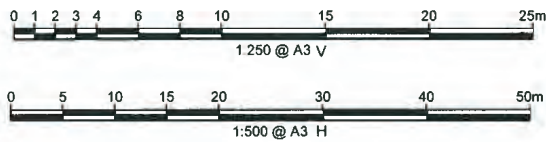
PROJECT No: 72293
 DRAWING No: 2
 REVISION: C



LEGEND

-  FILLING
-  SHALY CLAY
-  LAMINITE
-  SILTSTONE
- EL Extremely low strength
- VL Very low strength
- L Low strength
- M Medium strength
- H High strength
- VH Very high strength

- UNIT A- FILLING/ RESIDUAL SOIL
- UNIT B- CLASS V/ IV SILTSTONE & LAMINITE
- UNIT C- CLASS III LAMINITE
- UNIT D- CLASS II/ I SILTSTONE & LAMINITE



NOTE: Strata boundaries are inferred. Depths accurate only at test locations.

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Attachment I)

Ryde Civic Centre - A Brief History (illustrated)

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A Brief History

The Municipality of Ryde was constituted in November, 1870, and held its first election in February, 1871. Originally in rented then re-purposed premises, the first purpose-built Town Hall was unveiled in 1903 at the corner of Tucker Street and Blaxland Road. Within a decade this was inadequate and in 1922 an additional building was constructed beside it.

In the late 1930s there was discontent with Council's accommodation and after WWII, the premises issue was firmly back on the agenda:

Ryde is far behind the times so far as a Town Hall is concerned. A new Civic Hall should be erected so that Ryde will have something it will not be ashamed of. Ryde is a very progressive suburb with a lot of development work on hand. Its population is 50,000 at present and is rapidly increasing. The Council's offices have been totally inadequate for many years. A large and airy premises should meet the requirements of the Council for the next 50 years or so. [Town Clerk's Report September, 1952]

The Alderman and historian M. C. I. Levy believed the new Civic Centre would:

Have to be located in a core of population, so that, like a cathedral it will rise and persist where civic life throbs hardest – in a place that is, in every sense, the true heart of the municipality.

For Council to improve and expand its premises there were three options: re-develop its current site and the land adjacent to it; go elsewhere in the municipality, away from the 'sentimental' heart of Ryde; or build on the 'Island Block', a triangle of land bounded by Blaxland Road and Devlin Street, the shape of which had been created by major roadworks in the 1930s. The advantage of the Island Block was that it was a level site, with a commanding position; the land dropping away significantly to the west providing uninterrupted views towards the Parramatta River and the Blue Mountains. By 1952 buses were using part of the site as a terminus and Council had a proposal for closing that portion of Blaxland Road covering the old tramlines and using the whole site for the Civic Centre. The problem was that Council did not own any of the land it proposed to occupy. Its acquisition, either by purchase or resumption, took place in the 1950s and early 1960s.

Council decided to run a competition for the design of a Civic Centre firstly in 1955, then 1956 and finally, in 1960, it looked like it would come to fruition. Competition materials were printed for the 'Ryde Memorial Civic Centre and Square' and assessors appointed but a municipal election and change of Council meant the competition never proceeded.

The Aldermen adopted opposing views with one side *believing the present accommodation is totally inadequate and the buildings are, to some extent, unsafe. The present Council Chambers building impairs the efficiency as the staff are working too close together.* The other side believing that Council did not have the money; even if it did there were more important things on which to spend it, i.e. road infrastructure. Eventually Council did decide to proceed with the building of a Civic Centre and in 1961, in the absence of a competition, asked the Royal Australian Institute of Architects to provide a list of architects. From the nine practices proposed, Council chose Buckland and Druce of Parramatta. Even though the competition did not proceed, the competition guidelines were distributed to Aldermen and the architects.

The plan that Council chose for their Civic Centre consisted of four buildings: an administrative block, a ballroom, a concert hall and a library. For this to function effectively, a pedestrian subway would have to be built to connect the island complex to the major shopping centre to its east. The administrative block would need to satisfy current and future needs. The complex itself could be built in sections as funds permitted, but to an overall plan.

The architects produced a model of their proposed six-storey administrative building, just in time for the 1962 municipal election. Front page headlines asked, 'monstrosity or beauty?' One Alderman believed it was indeed a 'monstrosity to flaunt it in front of the public'; another that he had never seen a more beautiful structure. What was not in doubt was that the Civic Centre plan was one of the most controversial subjects ever put before the public in Ryde Municipality. But with the tender for its construction having been agreed to by the outgoing council its construction was inevitable. The Administrative Block was opened on 15 August, 1964.

The Engineer A. G. Forrester described it thus:

- It was finished on the front façade and on north and south walls with aluminium curtain walling infilled with coloured metal vitreous enamel panels. The rear wall was brickwork. There were also fine woven bronze louvre type sun screens installed on the western wall;
- The basement and under concourse area provided parking for 56 cars;
- Ground floor – Third Floor: offices; Fourth floor: staff dining and recreation facilities, committee rooms numbers 1 and 2; interview rooms and aldermen's rooms; Fifth floor: 'for the present' had been set aside for galleries to be used for cultural purposes and other approved functions but allowed for expansion; Sixth floor: council chambers numbers 1 and 2.

Though its construction had divided the community and Aldermen alike, one resident wrote:

The view of it that emerges as one rounds the corner of the building nearest the Masonic Hall, and the gentle curve into its western façade – to me it is a perfect gem and an outstanding building judged by any capable critic.

A letter from October, 1964 written by the Ryde Chamber of Commerce, to complain about the lack of meeting spaces in the municipality exemplified the pride felt by residents when it asked whether people could:

[inspect] the magnificent new Civic Centre and see its splendid views from the top of what we believe is the highest completed building of its kind in Sydney. We would point out the G.P.O. Tower, AMP Building and numerous others are available to the public for viewing at set times. Surely we have something we are proud enough to show its owners and their friends.

1964 was significant in Ryde for other reasons: Council received a Coat of Arms and, though unsuccessful, applied for City status; the Gladesville Bridge, the then longest concrete arch bridge in the world was built; and Macquarie University instituted. The Administrative Building, with its curved wall design which owed its inspiration to the AMP Building at Circular Quay, showed a Council that was striving for modernity. Unfortunately, the proposed pedestrian subway to connect to the shopping centre was not built which meant that access to the Island Block, uninterrupted by traffic, would not be achieved until pedestrian bridges over Devlin Street were installed in 2009 and 2010.

Part of the original competition conditions set out the need for:

Layout and landscaping of the whole area of the site, which should provide as its main feature a Memorial Square ... to make an appropriate gathering place for civic celebrations and national observances such as Anzac Day ... A war memorial is to be provided at a later date and the design of the square should include a raised portion for use in ceremonial occasions.

The Buckland and Druce designed Cenotaph was the next component to be constructed, dedicated in April, 1967. Originally conceived as a memorial fountain, it went through many design changes. What eventuated was a granite slab with an eternal flame and the insignia of the various military forces, centred within a circular feature which functioned as a traffic roundabout. At the same time as the Cenotaph was constructed a Memorial Book was created of Ryde's war dead from WWI and WWII. As a result of works required as part of the re-development of the Top Ryde Shopping Centre, in February 2008, the 1967 Cenotaph was removed and a newly designed one located within a reflective enclave of Ryde Park on Blaxland Road.

It was intended that the Administrative Building would be the first of four buildings on the site. In the end only one additional building was constructed: a combined Library-Hall. Recommendations for the complex were first submitted to Council in 1965 and it became the subject of numerous debates, investigations and delays. In 1969 newspapers stated that the Library-Hall issue had been one of the longest battles fought in Ryde Council's history.

There were opposing forces in the tug of war for and against its construction. In favour: the need for a new Town Hall once the old one had been demolished; need for a new central library as the

current one was housed in a converted house under threat of demolition for road widening; and the upcoming centenary of the establishment of the municipality in November 1970, with the Centenary Committee suggesting that something significant should be built. Against its construction: lack of funds; priority that available funds should be spent on specifics such as a new garbage depot or civil infrastructure; and proposed changes to municipal boundaries. These push-pull factors waxed and waned at different times. At the heart of the debate was a philosophical one about Council's role and responsibility. Council was divided, but it was merely reflecting the community's attitude.

The Library-Hall, also designed by Buckland and Druce, was opened in November 1970 as part of the municipal centenary celebrations; a full six years after the Administrative Building. 'The Civic Hall' could seat 800 people; 'The Centenary Library' was three times the area of its predecessor with five times the public area. For many years the unbuilt area of the site housed formally landscaped flowerbeds but as costs and priorities changed the land was converted to turf without any particular purpose allocated to it.

During the development of the Top Ryde City shopping centre (2005-2010) a significant proportion of the forecourt of the Administration Building was sold to the developer to provide underground traffic access to and from Top Ryde City. This necessitated closure of the 56 parking spaces under the Administration Building and Council and visitor parking was intensified at ground level and within the sites Council owned on the Parkes Street/Blaxland Road loop road. The remaining basement parking area reverted to general storage.

The final change occurred in 2010 when the Centenary Library, in the under-croft of the 1970 Civic Hall, was relocated to new premises negotiated within Top Ryde City shopping centre. The innovative Ryde Library, nearly three times the size of its predecessor, has thrived in its new location and its old site has been allocated to staff and community facilities. The Civic Hall continues to function as a Council venue for hire.

End.

Photography

Ryde Town Hall – 1903



Ryde Town Hall – Modified 1922



Ryde Town Hall – Extended 1922



Ryde Civic Centre – Opening Day 1964



Ryde Civic Centre and Civic Hall – 1970



end

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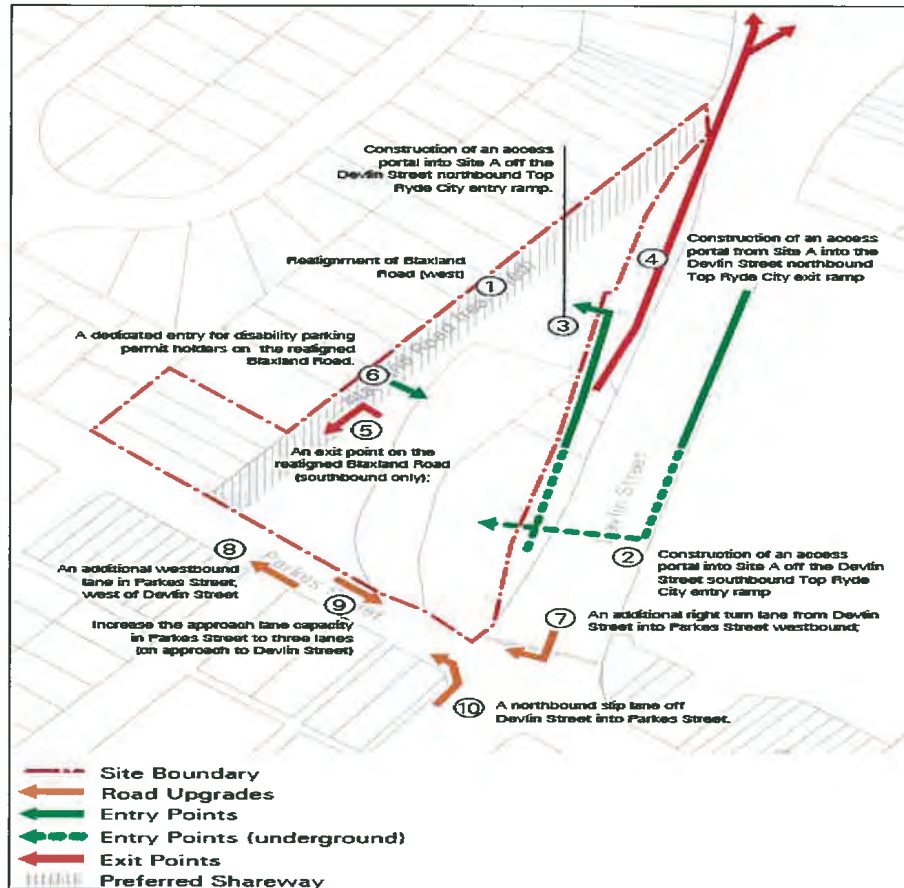
Attachment J)

Development Control Plan Diagrams

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Ryde Civic Hub Development Control Plan Potential Outcomes

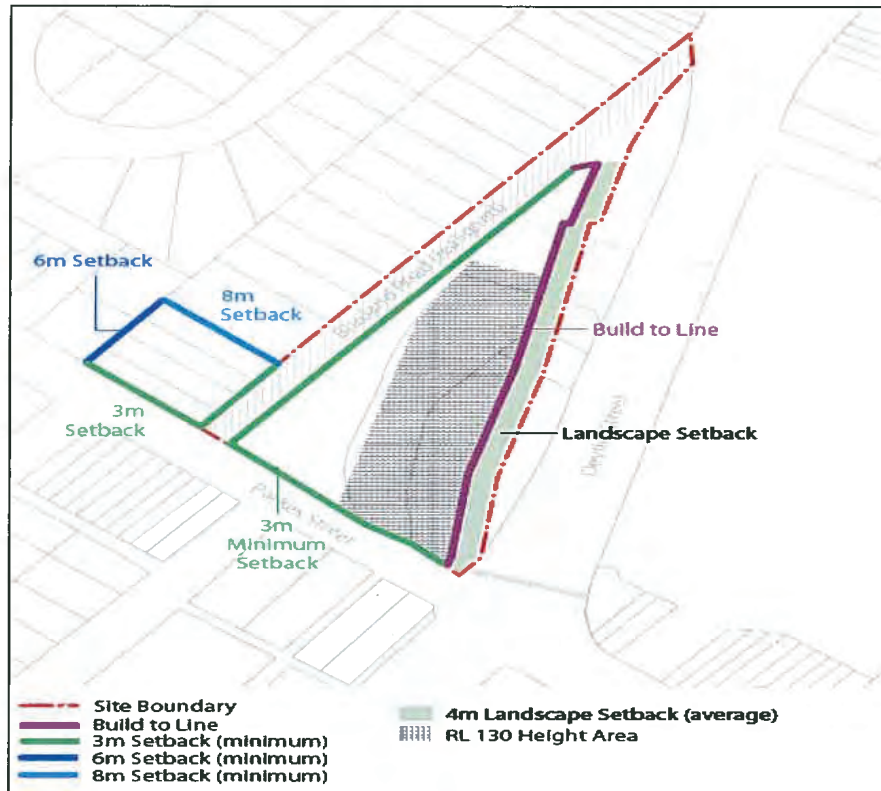
1. Vehicle Access and Road Network Improvement.



2. Pedestrian Connections



3. Setbacks and Build-to Lines



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Attachment K)

LEP 2010 - Extracts

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Ryde Local Environment Plan 2010 Extract - Key Clauses Relating to Ryde Civic Hub Site

Note: In Ryde Local Environment Plan 2014, the Ryde Civic Hub Site is a "Deferred Matter" and the applying controls are to be found in Ryde Local Environment Plan 2010

1. Land Use

The Civic Hub Site is zoned "B4 Mixed Use", the characteristics of which are:

Objectives

- To provide a mixture of compatible land uses.
- To integrate suitable business, office, residential, retail and other development in accessible locations so as to maximise public transport patronage and encourage walking and cycling.
- To create vibrant, active and safe communities and economically sound employment centres.
- To create safe and attractive environments for pedestrians.
- To recognise topography, landscape setting and unique location in design and land-use.

Uses (a) Permitted without Planning Consent

- Home-based child care; Home occupations

Uses Permitted with consent

- Boarding houses;
- Building identification signs;
- Business identification signs;
- Business premises;
- Child care centres;
- Community facilities;
- Educational establishments;
- Entertainment facilities;
- Function centres;
- Hotel or motel accommodation;
- Information and education facilities;
- Office premises;
- Passenger transport facilities;
- Recreation facilities (indoor);
- Registered clubs;
- Retail premises;
- Roads;
- Seniors housing;
- Shop top housing;
- Waste or resource transfer stations; and
- Any other development not specified in (a) and (b)

Uses (b) Prohibited

- Advertising structures;
- Agriculture;

- Biosolids treatment facilities;
- Caravan parks;
- Depots;
- Hazardous industries;
- Hazardous storage establishments;
- Heavy industries;
- Home occupations (sex services);
- Liquid fuel depots;
- Offensive industries;
- Offensive storage establishments;
- Sex services premises;
- Stock and sale yards;
- Vehicle body repair workshops;
- Vehicle repair stations;
- Vehicle sales or hire premises;
- Waste or resource management facilities;
- Water recycling facilities; and
- Water treatment facilities

2. Heritage Assessment

There is one heritage item on the site, the tram monument (Item 49) that is soon to be relocated, and three sites "Hattons Cottage" (Item 17), the "Masonic Temple" (Item 16) and the Great North Road (Item 54) on land near the site

The consent authority may, before granting consent to any development:

- (a) on land on which a heritage item is located, or
- (b) on land that is within a heritage conservation area, or
- (c) on land that is within the vicinity of land referred to in paragraph (a) or (b),

require a heritage management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area concerned.

Refer LEP 2010 Heritage map

http://www.legislation.nsw.gov.au/map/6700_CON_HER_006_010_20100512.pdf?id=5ca13454-ddfd-69f6-8e95-ad592ea78fd5

3. Planning Controls for Ryde Town Centre Precincts

The Ryde Civic Hub Site is Precinct 1 in the Ryde Local Environmental Plan 2010 and 2014.

Precinct 1 – Civic and mixed use

- (1) The total net useable floor area in Precinct 1 must not exceed 60,000m²
- (2) This clause applies to development in Precinct 1 if the development would result in:
 - a. The total net useable floor area in all buildings in Precinct 1 exceeding 20,000m² or
 - b. Residential use in Precinct 1.

- (3) Development consent must not be granted for development which this clause applies to unless:
- a. The development application is for the development of the whole of Precinct 1, and
 - b. The consent authority has considered the following:
 - i. Access management (addressing vehicular, bicycle, pedestrian and public modes of transport),
 - ii. Design quality,
 - iii. Public domain enhancement,
 - iv. Arts and culture facilities,
 - v. Economic impact,
 - vi. Social impact,
 - vii. Staging,
 - viii. Construction management,
 - ix. A 3D computer model of the development,
 - x. Traffic impacts
- (4) If, before the commencement of this Plan, development consent was granted to development to which this clause applies, this clause does not prevent the consent authority from granting consent to a subsequent development application that seeks to modify that development whether before or after completion.
- (5) If the consent authority is satisfied that compliance with subclause (3) is not necessary for the subsequent application, consent may be granted without compliance with subclause (3).
- (6) For the purposes of this clause, car parking designed and located so that it is not visible when viewed from public streets, thoroughfares and plazas is not to be included in the net useable floor area.

Refer Ryde LEP 2010 Clause 6.7 and Schedule 6: Planning Controls for Ryde Town Centre
<http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+316+2010+cd+0+N>

Definition—net useable floor area

In this Schedule, **net useable floor area**, of a building, means the gross floor area of the building excluding the following:

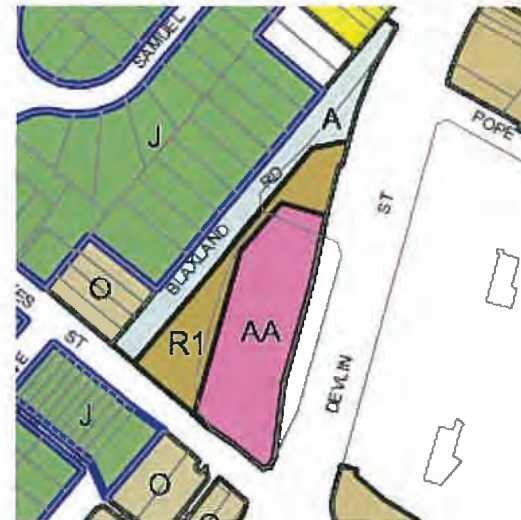
- (a) storage space associated with plant rooms, lift towers and other areas used exclusively for mechanical services or ducting,
- (b) cooling towers, machinery rooms and related storage space,
- (c) internal walls,
- (d) stairs, lobbies, corridors and other space permanently set aside for circulation,
- (e) lift wells and service ducts,
- (f) toilets and space permanently set aside for common storage,
- (g) plant, machinery and service areas including service corridors and garbage areas,
- (h) car parking ticketing booths, trolley return areas and associated storage space,
- (i) temporary kiosks that are designed to be readily relocated and placed in public circulation areas, and
- (j) terraces, balconies and like spaces with walls less than 1.5 metres high.

4. Height of Buildings

(1) The objectives of this clause are as follows:

- (a) to maintain desired character and proportions of a street within areas,
- (b) to minimise overshadowing and ensure a desired level of solar access to all properties,
- (c) to enable the built form in denser areas to create spatial systems that relate to human scale and topography,
- (d) to enable focal points to be created that relate to infrastructure such as train stations or large vehicular intersections,
- (e) to reinforce important road frontages in specific centres.

5. Height of Buildings Map



Heights – metres

A	0
O	15.5
R1	21.5
AA	75

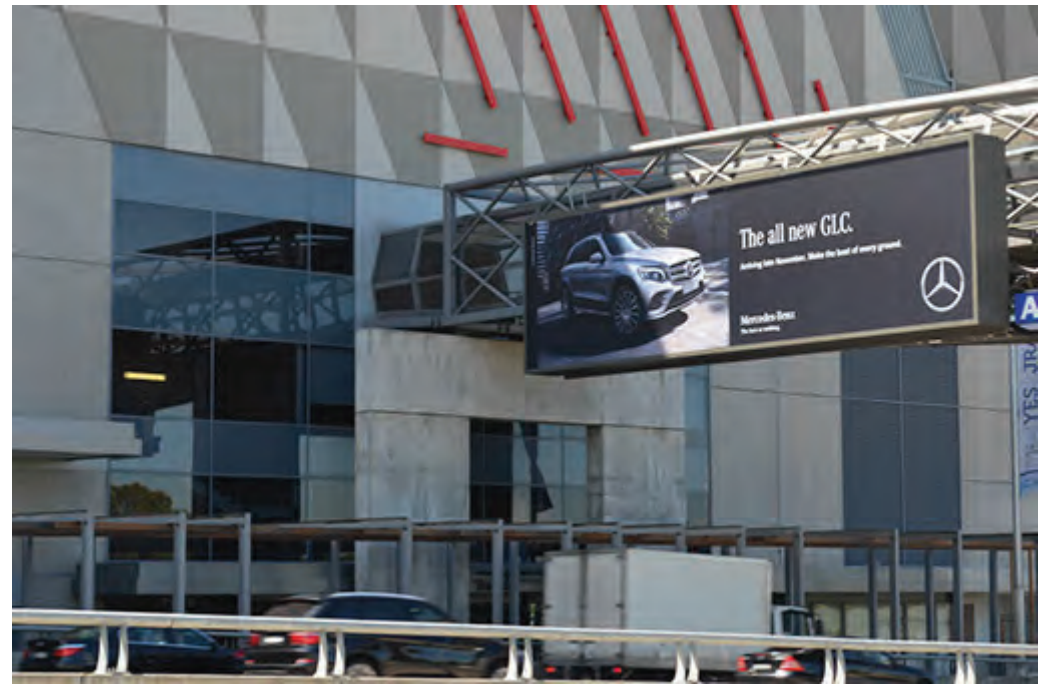
Conversion

1 square metre : 10.76391 square feet
 1 metre : 3.28084 feet

Attachment L)
Site Photographs



Northern Bridge West Tower.JPG



Northern Bridge into Top Ryde City.JPG



Heritage - Tram Monument.JPG



Heritage - Masonic Temple.JPG



View from Parkes Street.JPG



View from Parkes Street and Bowden Street.JPG



Southern Bridge Lift and Stairs.JPG



Southern Bridge West Tower from South.JPG



Heritage - Masonic Temple 2.JPG



Top Ryde City South.JPG



Top Ryde City North.JPG



Aerial - Ryde Civic Hub setting.JPG



Aerial - Ryde Civic Hub Site.JPG



Aerial view - from West.JPG



Aerial view - to City of Sydney.JPG



Aerial view - to South.JPG



Aerial view - to West.JPG



Northern Bridge setting.JPG



Northern Bridge West Tower and Civic Centre.JPG



Southern Bridge setting.JPG



Southern Bridge West tower.JPG



View - North.JPG



View - Northeast.JPG



View - Northwest.JPG



View - South.JPG



View - Southwest.JPG



View - West.JPG



View from Hermitage Rd West Ryde.JPG



View from Orchard St West Ryde.JPG



View from Parkes St.JPG



View from Parkes-Bowden Streets.JPG

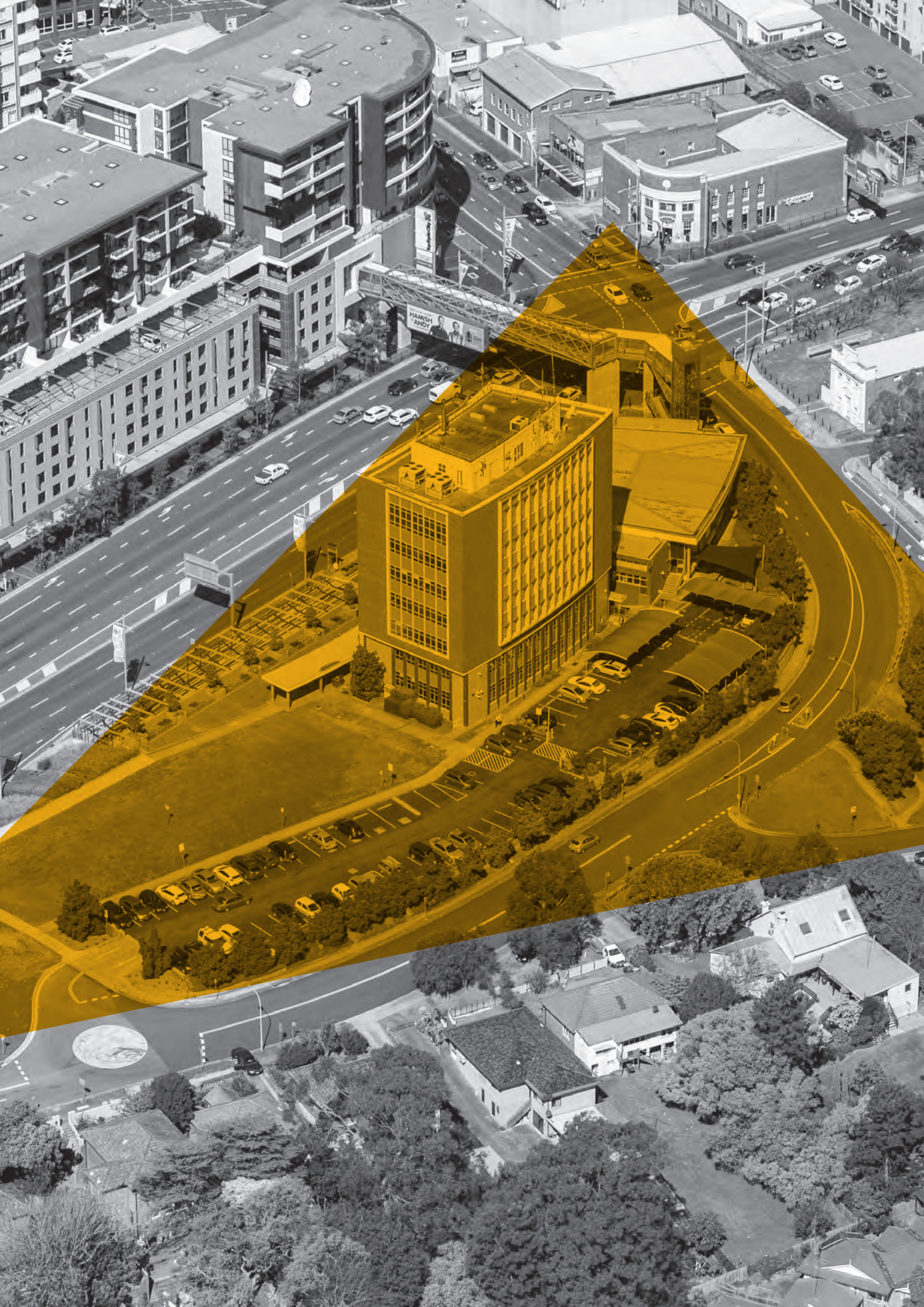
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RYDE HUB PRECINCT
International **Design** Competition

COMPETITION CONDITIONS

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DESIGN OUR RYDE

CONTENTS

1.0 The Competition	6	5.0 Stage Two	19
1.1 About the Competition	6	5.1 Shortlisted Competitors	19
1.2 Competition Stages	6	5.2 General Public Feedback	19
1.3 Competition Programme	7	5.3 Competition Fee	19
1.4 The Jury and Voting	8	5.4 Stage Two - Submission Deadline	19
2.0 Participation in the Competition	9	5.5 Submission Requirements ...	20
2.1 Competition Documents	9	5.6 General Public Responses ...	24
2.2 Competition Microsite	9	5.7 Assessment Criteria	24
2.3 Eligibility	10	5.8 Competition Prize	24
2.4 Non-Eligibility	11	6.0 General Conditions	25
2.5 Propriety	11	6.1 Australian Institute of Architects	25
2.6 Conflict of Interest	11	6.2 Exhibition and Community Participation	25
2.7 Registration	12	6.3 Moral Rights	25
2.8 Anonymity	12	6.4 Intellectual Property (IP)	26
2.9 Communications and Questions	12	6.5 Council Use of Submissions for future planning/ redevelopment	26
2.10 Disqualification	13	6.6 Council Use of Submissions (Post-Competition)	26
3.0 Competition Management ...	14	6.7 Changes to Documentation..	27
3.1 Jury Members	14	6.8 Non-Conforming Submissions	27
3.2 Competition Registrar	15	6.9 Issues and Complaints	27
3.3 Probity Advisor	15	6.10 Anti-Competitive Conduct ...	28
4.0 Stage One	16	6.11 Reserved Rights	28
4.1 Question Period	16	7.0 Definitions	29
4.2 Stage One - Submission Deadline	16		
4.3 Submission Requirements ...	17		
4.4 Assessment Criteria	18		

DESIGN OUR RYDE

Design Ideas - International Design Competition Conditions

17 December 2015

10 March 2016 - minor amendment. Due to the number of expected submissions for Stage 1 - the Community Preference will be based on the most popular choice, rather than a ranking of 1-5.

This document is the 'Design Ideas' International Competition Conditions for the Design our Ryde project being undertaken by the City of Ryde. It outlines the Competition's Conditions.

The Competition Conditions shall be read in conjunction with the following:

- The Stage 1 and Stage 2 International Design Competition Brief
- Ryde Local Environmental Plan LEP 2014
- Ryde Local Environment Plan LEP 2010
- Ryde Development Control Plan 2014
- City of Ryde Local Planning Study
- Ryde Integrated Transport and Land Use Study

Additional Information

Details on the competition are also available at www.DesignOurRyde.com

Enquires

For questions and clarifications regarding the Brief and entry in the Competition please contact:

Jim Murray

Competition Registrar

competitionregistrar@jbaurban.com.au

Tel: +61 2 9956 6962

City of Ryde Council

1 Devlin Street, Ryde

Sydney Australia

ryde.nsw.gov.au

JBA Urban Planning Consultants Pty Ltd

North Sydney + 61 2 9956 6962

jburban.com.au

INTRODUCTION

City of Ryde is inviting the world's most talented and creative design professionals to submit their vision for an iconic gateway concept that encapsulates the urban identity of the City.

The elevated position of the site has been a compelling component of Ryde's history and skyline since early settlement and offers spectacular views of the Sydney basin, from the Blue Mountains to the Harbour.

The aim of the International Design Competition is to produce a bold solution that can generate broad consensus and community pride.

It will bring insightful design and creative solutions to the summit of our City that will guide future development of the site for the use and benefit of future generations.

Gail Connolly
General Manager



**DESIGN
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1.0 THE COMPETITION

1.1 ABOUT THE COMPETITION

The City of Ryde Council (Council) is excited to initiate a two-staged international design 'ideas' Competition to call for ideas to redevelop the heart of Ryde.

This document contains the Competition Conditions, which set out information and instructions to allow Competitors to complete their Stage One submission, and provides guidelines for those Competitors who are shortlisted (Shortlisted Entrants) to participate in Stage Two.

This document should be read in conjunction with the Design Competition Brief. Council invites Entrants to present a submission that provides a compelling and innovative response to the Design Brief and articulates a vision suitable to the site and to Ryde.

All Entrants must participate in the Competition in accordance with the clauses contained within this document.

1.2 COMPETITION STAGES

The Competition will be divided into two stages:

- **Stage One is an open and anonymous design competition, comprising the following key components:**
 - Entrants are able to evaluate the sites development potential over an eleven (11) week period
 - Entrants will be able to ask clarifications/questions of the Competition Registrar in the first seven (7) weeks
 - All submissions will be assessed by a Jury and exhibited publically
 - The general public will be canvassed for their preferred submission
 - The Jury will select three (3) Entrants to be shortlisted and participate in Stage 2 alongside the submission most favoured by the general public. If the public's choice matches one on the Jury's shortlist, three (3) not four (4) submissions will be invited to participate in Stage 2.



- **Stage Two is a closed and invited design competition, comprising the following key components:**
 - Entrants will provide a more detailed analysis of the sites development potential over a six (6) week period
 - Submissions from Shortlisted Entrants will be assessed by the Jury and exhibited publically
 - The general public will have an opportunity to comment on submissions
 - The Jury, provided with the comments from the general public, will determine the winner of the Competition



1.3 COMPETITION PROGRAMME

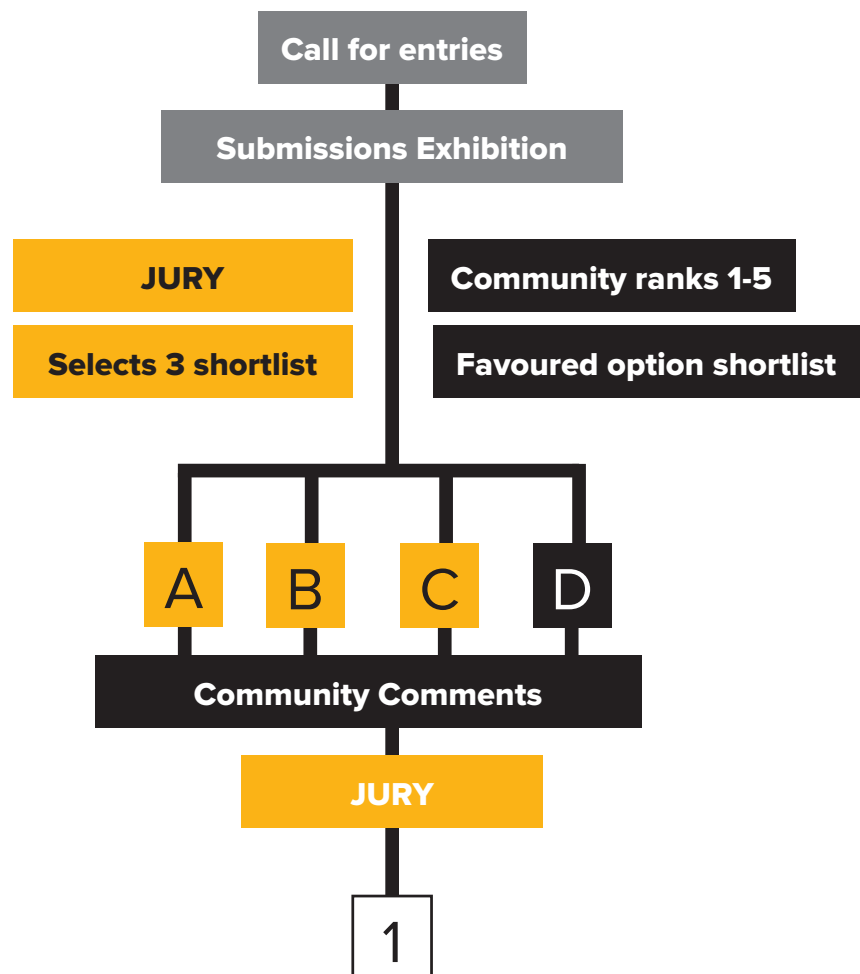
STAGE	MILESTONE
Stage 1 Open Competition commences	11 January 2016
Stage 1 Open Competition registrations and clarification period closed	4 March 2016
Stage 1 Open Competition closed	30 March 2016
Stage 1 Public Exhibition for community voting	14 April -5 May 2016
Stage 2 Participants announced and Invited Competition commences	13 May 2016
Stage 2 Invited Competition closed	27 June 2016
Stage 2 Public Exhibition for community comment	11 July to 1 August 2016
Stage 2 Winner announced	8 August 2016



1.4 THE JURY AND VOTING

The Jury will be responsible for identifying three (3) Shortlisted Entrants to progress from Stage One to Stage Two. At Stage One of the Competition, the general public will be able to nominate their favourite preference and the most popular preferred Entrant will automatically be added to the Shortlisted Competitors identified by the Jury. If the public's preferred submission is the same as one of the Jury's selections three, not four, submissions will move to Stage 2. During Stage 2 a multiple choice commentary-polling system will be established for the general public to submit their views on any of the three or four (3 or 4) shortlisted schemes. The public's commentaries will be made available to the Jury. The preferred scheme from the three or four (3 or 4) shortlisted Entrants will be selected by the Jury at the conclusion of Stage Two.

The winning submission will be decided by the Jury at the conclusion of the Stage Two, the three Jury members having each assessed the shortlisted submission and reviewed the public commentaries received during Stage 2. The Jury's vote is final and non-appealable.



2.0 PARTICIPATION IN THE COMPETITION

2.1 COMPETITION DOCUMENTS

The Design Competition Brief (excluding attachments), Competition Conditions and Registration Form are available to potential Entrants and to the general public at www.DesignOurRyde.com.

The following Competition Documents are available:

Competition Conditions

The Competition Conditions establishes the specific requirements, processes and procedures of the Competition.

Design Competition Brief

The Competition Brief includes the vision, site overview and key objectives for the project.

Registration Form

The Registration Form is a mandatory requirement for each Entrant to complete and submit prior to receiving an Entrant Registration Number and access to the Competition Website.

2.2 COMPETITION MICROSITE

A Competition Microsite has been developed as the central portal for all Competition correspondence and submissions. The Competition Microsite is a web-based platform for Competitors, Council and other Competition consultants to share information within a private and secure forum. The Competition Microsite will play a key role as a portal for all information pertinent to the Competition, including the Competition Documents; a forum space for asking questions and clarifications; and an upload facility for submissions.

The privacy of each Entrant will be protected on the microsite and only an allocated number will identify each. The Competition Registrar will reveal the names only of Entrants shortlisted for stage 2 and the winner of the competition. In the forum space, Entrants can post questions and seek clarifications and the Competition Registrar at its discretion will provide responses.

Entrants are required to make use of the Competition Microsite to access the Competition Documents, as well as ask questions and seek clarifications. Direct email and telephone communication with the Competition Registrar is still available if necessary, but is discouraged.

The logo for 'DESIGN OUR RYDE' is displayed in a bold, sans-serif font. The words 'DESIGN', 'OUR', and 'RYDE' are stacked vertically. The letters 'O', 'U', and 'R' in 'OUR' are highlighted in a bright yellow color, while the other letters are white. The logo is set against a solid black rectangular background.

Entrants are to upload electronic copies of all submission materials to the Competition Microsite prior to the submission deadline. Further details on the submission deadline and required submission material are outlined below in the Competition Conditions.

2.3 ELIGIBILITY

Stage One

The first stage of the competition is open to persons who:

- are registered by the appropriate Registration Board as an Architect to practice within Australia, or
- a professionally registered architect or equivalent in another country, or
- are a current student or graduate of an accredited architecture degree within Australia or another country; and
- comply with the Competition Conditions.

Australian Entrants are required to provide evidence of their qualifications, or if applicable their current professional registration number.

International entrants are required to provide evidence of their qualifications, including professional registration number administered by the authority responsible for registration within the relevant jurisdiction.

Current students or graduates of an accredited architecture degree within Australia or another country must provide evidence of their enrolment or graduation.

Registrations may include multiple team members, which in turn may be reflected in the Registration Name, however all registrations must include at least one of the person(s) listed above.

Entrants will only be eligible to participate if they have submitted a compliant Registration Form.

Stage Two

The second stage of the Competition is open to those Entrants shortlisted subsequent to Stage One.

If a shortlisted Entrant is a person(s) who does not hold an appropriate registration (e.g. architectural student) within Australia or is not a professionally registered architect or equivalent in another country, they must partner with a person(s) who possesses these qualifications.



2.4 NON-ELIGIBILITY

The following persons are not eligible to participate in the Competition or to assist an Entrant involved in the Competition:

- employees of the City of Ryde Council;
- members of the Jury and any employee in a company in which a Juror is employed;
- members of any consulting firm that has been engaged to deliver services related to the Competition; and
- any immediate family member of the above.

2.5 PROPRIETY

Entrants (or any person affiliated with an Entrant) must not at any time attempt to contact the Jury, City of Ryde Council members or employees, consultants engaged in the management of the Competition, and any authorised representatives in relation to any matter pertaining to the competition unless stated within these Competition Conditions.

Entrants that contravene this clause will be disqualified and their submissions rejected.

This condition does not prevent Entrants from undertaking ordinary business or engaging in communication non-related to the Competition with those parties listed above.

The City of Ryde Council has engaged independent probity advisors, the Procure Group, who will be in charge of addressing all probity matters associated with the Competition.

2.6 CONFLICT OF INTEREST

It is a requirement of the Competition that all Entrants disclose any conflict of interest. A conflict of interest is defined as attempting to serve two or more interests associated with the Competition. Entrants are under an obligation to disclose, manage and avoid conflicts by providing a written statement to the Competition Registrar detailing the nature of the conflict of interest and the arrangements proposed to mitigate the conflict of interest. It is required this process be undertaken before the completion of the Stage 1 Competition Registrations period closes on the 15 February 2016.

The Competition Registrar will assess the conflict of interest based upon the information provided in the written statement and deliver an outcome pertaining to how the conflict of interest will be managed and / or the Entrants status as an Entrant in the Competition. The Competition Registrar, on behalf of Council, reserves the right to disqualify an Entrant if they fail to disclose a conflict of interest.

The logo for 'DESIGN OUR RYDE' is displayed in a bold, sans-serif font. The words 'DESIGN', 'OUR', and 'RYDE' are stacked vertically. The letter 'O' in 'OUR' is highlighted in a bright yellow color, while the other letters are white. The logo is set against a solid black rectangular background.

2.7 REGISTRATION

Each Entrant must register to participate in the Competition. Registration for the Competition can only be completed electronically by submitting a completed Registration Form at www.DesignOurRyde.com.

The Registration Form must be completed in accordance with the instructions specific on the form. No changes to Entrant details can be made after the close of Registration, except in the case of Shortlisted Stage 2 Entrants who may be required to partner with a suitably registered or qualified person(s).

Eligible Entrants will receive a unique registration number comprising four digits. This registration number will be delivered to eligible Entrants electronically after the Competition Registrar has processed their registration form. At the same time, Entrants will receive a unique passite to access the Competition Microsite.

Each Entrant must ensure the unique registration number is the only identifier used for the competition, including on all submission material. Submissions received without a registration number or including the name/logo of the Entrant (or any other entity associated with the Competitor) will not be considered by the Jury.

2.8 ANONYMITY

Each Entrant is to have strict anonymity during Stage One of the Competition. The Competition Registrar and Probity Adviser will be the only members of the Competition with knowledge of the identity of each Entrant. The evaluation and judgment of submissions by the Jury in Stage One will be anonymous, with the identity of shortlisted Entrants only released following the determination of the shortlist by the Jury.

2.9 COMMUNICATIONS AND QUESTIONS

JBA has been engaged by the City of Ryde Council to act as the Competition Registrar. JBA will act as the first point of contact for Entrants. All correspondence is to be delivered via the Competition Microsite and must relate directly to the Competition.

Responses to questions will be made accessible to all Entrants via the Competition Microsite. Questions that contain confidential or sensitive information and where the Entrants intellectual property might be compromised will be only visible to the respective Competitor. General questions and responses posed by Competitors will be displayed in the 'Forum' page of the Competition Microsite. Before questions are made public on the Competition Microsite with an accompanying answer/response the question will be anonymised to protect the identity of the Entrant.

The decision to display the question/response in the public 'Forum' page of the Competition Microsite will be at the discretion of the Competition Registrar. As the Competition Registrar, JBA will be responsible for monitoring all communication and will ensure content with the potential to compromise Entrants identity or damage the integrity of the competition is not published.

Communication related to probity and complaints are to be directed to the Probity Advisor, the Procure Group, via the Competition Microsite. Further details on complaints and probity matters are set out below in the Competition Conditions.



2.10 DISQUALIFICATION

It is not the intent to disqualify any Entrant; however, it is a requirement of the Competition that the submissions be produced in accordance with the Competition Conditions. An Entrant may be disqualified from the Competition in the following, but not limiting, circumstances:

- they do not comply with the eligibility requirements of the Competition;
- the Competition Registrar, in consultation with Council, deems that the Entrant has not complied with the Competition Conditions set out in this document;
- a submission is received after the lodgement time and date;
- a submission is not submitted in accordance with the submission requirements, as specified in these Competition Conditions;
- the Entrant discloses their identity to the Jury during, or before, the completion of Stage One;
- the Entrant attempts to influence the impartial decision making of the Jury either directly or indirectly via another party;
- the Entrant must not seek to obtain preferential information or advice pertaining to the Competition that may result in an unfair advantage;
- Entrants (or any person affiliated with a competitor) attempt to contact the Jury, City of Ryde Council members or employees, consultants engaged in the management of the Competition, and any authorised representatives in relation to any matter pertaining to the Competition;
- the Entrant engages in any collusion, anti-competitive conduct or other similar conduct with another Competitor or person involved in the Competition;
- the Entrant must not publish any information with respect to the competition, except as allowed by these Competition Conditions or as mandated by law. Exceptions may be made where the Entrant has previously made arrangements by writing with the Competition Registrar.



3.0 COMPETITION MANAGEMENT

3.1 JURY MEMBERS

An independent Jury comprised of design, property and public policy professionals has been formed for the Competition by the City of Ryde Council. A total of three (3) highly experienced professionals have been appointed to the Jury from each of the above categories.

The role of the Jury will be to provide an impartial assessment of the submissions. The Jury will not consider any submission if the Entrant is considered to be ineligible or disqualified for reasons consistent with the Competition Conditions.

The Jury members include:

Peter Poulet - Jury Chair, NSW Government Architect

Peter Poulet is NSW Government Architect and General Manager of the Government Architect's Office. He has over 25 years' experience in Australia and Japan in both private and government architectural offices. Over the course of his career he has held many prominent roles within public policy. He is a member of the Sydney Opera House Trust Conservation Council and the NSW Architects Registration Board. He is responsible for delivering strategic and independent advice to Government on the built environment and provides Government Agencies with design review and advice on specific projects through commissions, boards and committees.

Peter has also served on an extensive number of boards and panels. He is Chair of the Sydney Olympic Park Design Review Panel, the Sydney Opera House Eminent Architects Panel, the Sydney International Convention Exhibition & Entertainment Precinct Design Review Panel and the North West Rail Link Design Review Panel.

He holds a Bachelor of Science (Architecture) and a Bachelor of Architecture from the University of Sydney.

Maria Atkinson, AM

Maria Atkinson is a sustainability strategist and founding director of Maria Atkinson Consultancy. She has held many private and government roles and is an internationally recognised leader in her field. Maria was the Director at the United States Studies Centre at the University of Sydney and is currently a member of the City of Sydney Design Advisory Panel. Prior to this she was the Global Head of Sustainability at Lend Lease and the CEO of Green Building Council of Australia. She has won multiple awards and held numerous advisory roles.

Maria holds a Bachelor of Applied Science from the University of Technology Sydney.

Shaun Carter, Australian Institute of Architects, NSW Chapter President

Shaun Carter is the founding architect of Carterwilliamson Architects and is currently the NSW Chapter President, Australian Institute of Architects and sits on the Awards, Design Culture, Large Practice Forum and CPD committee. He has extensive experience working in architecture, structural engineering and construction.

He is a Chapter Councillor and Chair of the Architecture Bulletin Editorial Committee and was the Winner of the 2014 Emerging Architect Prize at the NSW Architecture Awards. He has tutored at the University of Technology Sydney, The University of Sydney and the University of NSW.

He holds a Structural Engineering Degree and an Honours degree from the University of Technology.



3.2 COMPETITION REGISTRAR

The Competition Registrar is JBA, as appointed by the City of Ryde Council. The key point of contact for all Competition Registrar matters is:

Jim Murray Principal Planner JBA

Level 7, 77 Berry Street North Sydney NSW 2060

Phone: +61 2 9956 6962

Email: Competitionregistrar@jbaurban.com.au

3.3 PROBITY ADVISOR

The Probity Advisor is Procure Group, as appointed by the City of Ryde Council. The key point of contact for all probity matters is:

Simon Taylor Procure Group

33 Thompson Street, Drummoyne NSW 2047

Phone: +61 4 423 431 606

Email: staylor@procuregroup.com.au



4.0 STAGE ONE

Stage 1 of the Competition is open to Entrants within Australia and internationally who meet the requirements outlined in the Eligibility section. Entrants must register before the Competition registration period closes on 15 February 2016.

4.1 QUESTION PERIOD

All questions relating to the Design Competition Brief and Competition Conditions must be provided to the Competition Registrar by 4pm AEST, 15 February 2016. Questions can only be submitted through the Competition Microsite which is accessed by each Entrant's unique registration number and password.

Further details on communications and correspondence are provided above in the Competition Conditions.

4.2 STAGE ONE - SUBMISSION DEADLINE

Submissions must be received before 5:00pm AEST, 30 March 2016.

Submissions must be lodged electronically by uploading the deliverables onto the 'Submission' page of the Competition Microsite.

No exceptions shall be made. Submissions will not be accepted after the above deadline and Entrants will not be able to resubmit their submissions.

It is the Entrant's sole responsibility to ensure actual delivery of their submission to the by the deadline. Any submissions received after the deadline will be deemed non-conforming. Entrants who submit incomplete submissions will not comply with the eligibility requirements outlined in the Eligibility section and consequently will be disqualified.

By submitting for the Competition, it is deemed that Entrants have read, understood and accepted the Competition Conditions.

Entrants are advised to make copies of their submission as they will not be returned subsequent to the closing of the Competition.



4.3 SUBMISSION REQUIREMENTS

The following deliverables are required to be submitted:

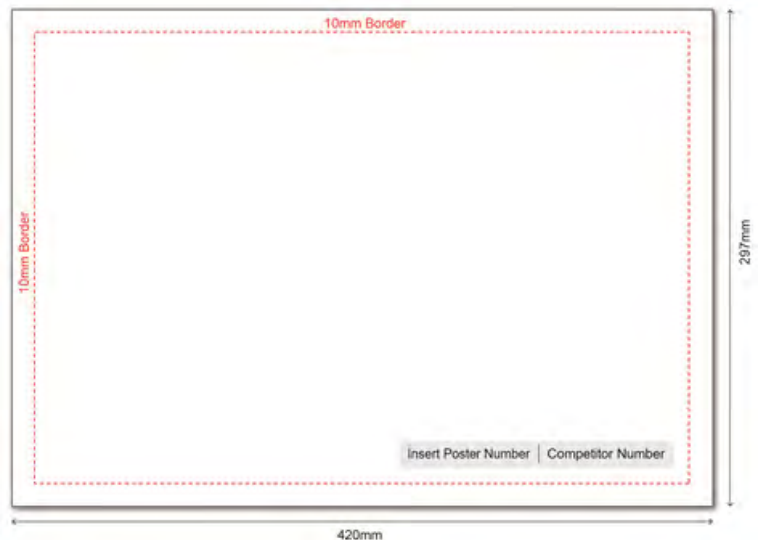
- Four (4) Posters (A3 Format) setting out a written and illustrative response to the Design Competition Brief; and
- One (1) Microsoft Word (or equivalent) document including all written text on the four (4) Posters.

No additional deliverables or materials are to be provided as part of the Stage One submission.

Posters (A3 Format) + Word Document

All submissions must be presented on four (4) A3 sized posters containing the following information:

- Poster 1 – Written response to the Design Competition Brief and key objectives (maximum of 500 words). Any supporting diagrams/images.
- Poster 2 – Concept Master Plan for the Site, including illustrative diagrams as necessary.
- Posters 3 and 4 – Concept Drawings, including perspectives, sketches and illustrative diagrams as necessary.



The following physical parameters must be adopted for submissions (see image above for assistance):

- Each Poster **must** have dimensions of 297mm x 420mm.
- Each Poster **must** have a 10mm border.
- Each Poster **must** be landscape orientation.
- All text **must** be Arial font, minimum 9 point size.
- English **must** be used as the language on all submission material.
- The Entrant Registration Number and Poster Number **must** be placed in the bottom right corner of each Poster.
- No identifying marks (such as the name or logo) of the Competitor or their company/firm are to be placed on any submission material.

The following digital parameters must be adopted submissions:

- One (1) Microsoft Word (or equivalent) document including all written text on the four (4) Posters.
- Digital files of the Posters must be in PDF format.
- Individual Posters must be a maximum limit of 20MB
- Files are to be named in the following manner:
POSTER NUMBER_COMPETITOR REGISTRATION NUMBER
e.g. POSTER 1_0032



SUMMARY OF REQUIREMENTS

A summary of the requirements for Stage One submissions is provided below.

Element	Requirement	Entrants Check
Paper Size	A3 (297mm x 420mm)	Yes / No
Orientation	Landscape	Yes / No
Font Size	Arial font, minimum 9 point size	Yes / No
Poster Number / Entrant Registration Number	Bottom right corner	Yes / No
Digital Format (Poster Text)	Microsoft Word (or equivalent)	Yes / No
Digital Format (Posters)	PDF	Yes / No
File Size	20MB	Yes / No

4.4 ASSESSMENT CRITERIA

The role of the Jury is to shortlist the submissions that demonstrate the most compelling design response to the Brief. Submissions should respond to the Competition’s assessment criteria as follows:

- A place that enhances the civic and cultural qualities of Ryde
- Best practice sustainable design
- Improved connectivity to the surrounding area for all users
- A significant architectural and economically feasible concept that will complement the existing Top Ryde City Shopping Centre
- Excellent amenity for future workers and residents whilst protecting and respecting the amenity of existing neighbours
- Open and enclosed spaces that are welcoming and address the social needs of the community and employees on the Site
- The functional requirements of the Brief.



5.0 STAGE TWO

5.1 SHORTLISTED COMPETITORS

Three or four (3 or 4) Entrants from Stage One will be shortlisted to compete in Stage Two. Four Entrants will be shortlisted unless the community's preferred concept is also one of the three concepts shortlisted by the Jury, in which case only three Entrants will be invited to participate in Stage Two.

5.2 GENERAL PUBLIC FEEDBACK

A report of the outcome of the preference polling by the community in Stage One will be issued to the Jury identifying the submission that is most preferred. This submission will be automatically shortlisted for Stage 2. The selection of a submission by the general public is not binding upon the Jury in its selection of three submissions to be shortlisted.

5.3 COMPETITION FEE

Shortlisted Entrants will each be paid a fee of \$50,000 (AUD) following submission of the Stage Two deliverables.

5.4 STAGE TWO - SUBMISSION DEADLINE

Submissions must be received before 5:00pm AEST, Monday 27 June 2016.

Submissions must be lodged electronically by uploading the deliverables onto the 'Submission' page of the Competition Microsite.

No exceptions shall be made. Entries will not be accepted after the above deadline and Entrants will not be able to resubmit their submissions.

It is the Entrant's sole responsibility to ensure actual delivery of their submission to the by the deadline. Any submissions received after the deadline will be deemed non-conforming. Entrants who submit incomplete submissions will not comply with the eligibility requirements outlined in the Eligibility section and consequently will be disqualified.

By submitting an entry, it is deemed that Entrants have read, understood and accepted the Competition Conditions.

Note: Entrants are advised to make copies of their submission as they will not be returned subsequent to the closing of the competition.

The logo for 'DESIGN OUR RYDE' is displayed in a bold, sans-serif font. The words 'DESIGN' and 'RYDE' are in white, while 'OUR' is in a bright yellow color. The text is set against a solid black rectangular background.

5.5 SUBMISSION REQUIREMENTS

The following maximum deliverables are required to be submitted:

- Six (6) Posters (A3 Format) setting out a written and illustrative response to the Design Competition Brief (as updated)
- One (1) Microsoft Word (or equivalent) document including all written text on the six (6) Posters
- One (1) Written response in Microsoft Word (or equivalent) document including a detailed description of the proposal and a detailed response to the objectives of the Design Competition Brief (as updated) up to a maximum of 2,500 words
- One (1) digital model containing a three-dimensional form of the proposal
- One (1) video animation of the proposal up to two (2) minutes in length.

No additional deliverables or materials are to be provided as part of the Stage Two submission.



Posters (A3 Format)

All submissions must be presented on six (6) A3 sized posters containing the following information:

- Poster 1 – Written response to the Design Competition Brief (as updated) and key amended/refined elements of the proposal (maximum of 500 words). Any supporting diagrams/images.
- Poster 2 – Refined Concept Master Plan for the Site, including illustrative diagrams as necessary.
- Posters 3 and 4 – Select important plans, elevations and sections to illustrate the proposal.
- Posters 5 and 6 – High quality renders (minimum four (4)) of the proposal that convey the design ideas and design qualities of the proposal.

The following physical parameters must be adopted for submissions (see image on the previous page for assistance):

- Each Poster must have dimensions of 297mm x 420mm.
- Each Poster must have a 10mm border.
- Each Poster must be landscape orientation.
- All text must be Arial font, minimum 9 point size.
- English must be used as the language on all submission material.
- The Competitor Registration Number and Poster Number must be placed in the bottom right corner of each Poster.

The following digital parameters must be adopted submissions:

- One (1) Microsoft Word (or equivalent) document including all written text on the six (6) Posters.
- Digital files of the Posters must be in PDF format.
- Individual Posters must be a maximum limit of 20MB
- Separate JPEG files of the high quality renders are to be submitted (no file size limit)
- Files are to be named in the following manner:
POSTER_NUMBER_COMPETITOR_REGISTRATION_NUMBER
e.g. POSTER 1_0032

POSTER_NUMBER_COMPETITOR_REGISTRATION_NUMBER
e.g. RENDER 1_0032



Written Response

A single written response with a maximum of 2,500 words is to be provided in Microsoft Word format (or equivalent) and must include:

- a detailed description of the proposal; and
- a detailed response to the objectives of the Design Competition Brief (as updated)

The following digital parameters must be adopted for the written response:

- Be in Microsoft Word format (or equivalent).
- Be an editable and unsecured document.
- All text must be Arial font, minimum 9 point size.
- The language used must be English.

Digital Model and Video Animation

A single digital model and single video animation are to be provided in the Stage Two submission. The following digital parameters must be adopted for these deliverables:

- The digital model is to be provided at true scale in DWG format.
- The digital animation is to be limited to less than two (2) minutes in length and submitted in a universal format (such as AVI, FLV, MOV, MPEG4, MP4); and
- Files are to be named in the following manner:
DIGITAL TYPE_COMPETITOR REGISTRATION NUMBER
e.g. **DIGITAL MODEL_0032** or **VIDEO ANIMATION_0032**



SUMMARY OF REQUIREMENTS

A summary of the requirements for Stage Two submissions is provided below.

Element	Requirement	Entrants Check
Posters		
Paper Size	A3 (297mm x 420mm)	Yes / No
Orientation	Landscape	Yes / No
Font Size	Arial font, minimum 9 point size	Yes / No
Poster Number / Competitor Registration Number	Bottom right corner	Yes / No
Digital Format (Poster Text)	Microsoft Word (or equivalent) 500 word limit	Yes / No
Digital Format (Posters)	PDF	Yes / No
File Size	20MB	Yes / No
Renders	JPEG (No file size limit)	Yes / No
Written Response		
Text	Microsoft Word (or equivalent) 2,500 word limit	Yes / No
Text	Arial font, minimum 9 point size	Yes / No
Digital Model and Video Animation		
Model	DWG Format	Yes / No
Video Animation	AVI, FLV, MOV, MPEG4, MP4 Format	Yes / No



5.6 GENERAL PUBLIC RESPONSES

During Stage Two the general public will have the opportunity to comment on all exhibited submissions in accordance with a multiple-choice template. A report of the outcome of the public's comments received during the exhibition will be issued to the Jury for consideration in its determination of the winner of the Competition. The responses from the general public are not binding upon the Jury.

5.7 ASSESSMENT CRITERIA

The assessment criteria for Stage Two will be the same as those applied in Stage One. Weightings will be applied to the criteria by the Jury prior to the revaluation of the shortlist submissions.

- 15% A place that enhances the civic and cultural qualities of Ryde
- 45% Best practice sustainable design
- 5% Improved connectivity to the surrounding area for all users
- 20% A significant architectural and economically feasible concept that will complement the existing Top Ryde City Shopping centre
- 5% Excellent amenity for future workers and residents whilst protecting and respecting the amenity of existing neighbours
- 5% Open and enclosed spaces that are welcoming and address the social needs of the community and employees on the Site
- 5% The functional requirements of Brief

5.8 COMPETITION PRIZE

The winning submission, as determined by the Jury, will be awarded a prize of \$150,000 (AUD).



6.0 GENERAL CONDITIONS

6.1 AUSTRALIAN INSTITUTE OF ARCHITECTS

The Competition has been developed in consultation with the Australian Institute of Architects (AIA). The Competition will be conducted generally in accordance with the AIA Guidelines for Architectural Design Competitions and the NSW Government's publication 'Director General's Design Excellence Guidelines'.

The logo for 'DESIGN OUR RYDE' is displayed in a bold, sans-serif font. The words 'DESIGN' and 'RYDE' are in white, while 'OUR' is in a bright yellow color. The text is set against a solid black rectangular background.

6.2 EXHIBITION AND COMMUNITY PARTICIPATION

Community involvement and participation is a critical component of the Competition. To facilitate the participation of the general public, submissions deemed to be consistent with the requirements of the Competition Conditions will be exhibited at various venues and online as deemed appropriate by Council and the Competition Registrar.

Members of the general public will be encouraged to provide feedback on the submissions. This feedback from both public exhibitions will be reviewed by the Competition Registrar and presented in written format to the Jury.

The general public's input during Stage One will identify a concept to be included in the shortlist for Stage Two and provide commentary upon all exhibited shortlisted concepts in Stage Two to aid the Jury in its identification of the winner of the Competition.

The Competition is an 'ideas competition' and nothing in these Competition Conditions requires Council to proceed with any submission, including the winning submission. In the instance that Council does decide to proceed with the winning Submission, or any other Submission, they may enter into a post-competition contract.

For the avoidance of doubt, the identification of the winner of the Competition places no liability upon Council to utilise that concept in any future development of the Site or to enter a contract with the author(s) of the winning concept or any other submitted concept.

6.3 MORAL RIGHTS

Statutory moral rights will apply in accordance with the relevant legislation.



6.4 INTELLECTUAL PROPERTY (IP)

6.4.1 Ownership of Intellectual Property Rights

Entrants will retain copyright over their entries. Stage 2 Entrants will give Council a limited licence to use their entries for the following:

- Material for physical and electronic web based exhibitions for community consultation purposes related to the Competition.
- Documenting the competitive process for internal reporting and public notification.
- Inclusion on Council's website or any public document prepared by Council related to the Competition.

6.4.2 Warranties and Indemnity

By registering for the Competition, each Entrant warrants that:

- the use, editing or reproduction of material contained within their submission by any third party will not breach any laws or infringe the rights of any person (including without limitation with respect to privacy, confidentiality, Intellectual Property Rights, moral rights or defamation)
- indemnifies Council (and its sub-licensees) against all loss, damage or costs arising from a breach of the above warranty.

6.5 COUNCIL USE OF SUBMISSIONS FOR THE PURPOSES OF THE COMPETITION

By registering for the Competition, each Entrant acknowledges and agrees that Council has the right to exhibit, photograph, archive, electronically store, duplicate or record all submissions without fee or restriction for any purpose solely related to the Competition;

6.6 COUNCIL USE OF SUBMISSIONS FOR THE FUTURE PLANNING/REDEVELOPMENT

By registering for the Competition, each Entrant agrees that if they are determined to be the winning Entrant, and Council decides to construct the winning design concept;

- The winning Entrant will be appointed as architect for the construction project and Council granted a licence to utilise the Entrant's intellectual property, subject to the successful negotiation of an engagement contract with Council,
- Notwithstanding the outcome of the negotiation of an engagement contract all moral rights obligations apply irrespective of that outcome.



The intellectual property principles described above are intended to be an initial high-level, but binding treatment of intellectual property rights under the Competition. These principles, however, do not limit or replace the terms of a contract that may follow the Competition at the discretion of the Council.



6.7 CHANGES TO DOCUMENTATION

Council and the Competition Registrar (as applicable) reserve the right to alter, amend or update any Competition Document if considered necessary. Addenda to the Design Competition Brief or Competition Conditions will be published online via the Competition Microsite. Submission dates may be extended or altered at the discretion of the Council and the Competition Registrar to accommodate any changes and will apply to all Entrants.

6.8 NON-CONFORMING SUBMISSIONS

Submissions that fail to comply with the requirements of these Competition Conditions will result in disqualification. Council and the Competition Registrar (as applicable) will be responsible for providing an impartial assessment as to what constitutes non-compliance with the Competition Conditions. The decision of the Council and the Competition Registrar relating to non-conforming submissions cannot be appealed and is final.

6.9 ISSUES AND COMPLAINTS

The fair and transparent completion of the Competition is a key priority of Council. To ensure the Competition process is conducted with integrity, all probity concerns and complaints should be directed to the Probity Advisor in writing. Complaints from Entrants must be delivered in writing and detail the following:

- nature of the concern/complaint;
- parties involved;
- what precipitated the issue;
- relevant background or supporting information;
- implications arising from the concern/complaint; and
- desired outcome or resolution.

Written complaints must be addressed to the Probity Advisor, being Procure Group, and submitted via the Competition Microsite.



6.10 ANTI-COMPETITIVE CONDUCT

Entrants are prohibited from engaging in collusion or anti-competitive conduct with any person in relation to the preparation of a submission or the Competition. Any behaviour considered to be anti-competitive in nature by Council or the Competition Registrar will result in disqualification.

6.11 RESERVED RIGHTS

Council and the Competition Registrar (as applicable) reserve the right, in their discretion to:

- require an Entrant to resubmit the Registration Form
- suspend, default or abandon the Competition, and if abandoned before the Jury has selected the Stage One Shortlisted Entrants, not to pay any compensation to Entrants
- enable the Jury to select the winning design, and Council may, but is not bound to, enter into a consultancy agreement with one or more Entrants
- change any information, or to issue addenda or revisions to, the Competition Microsite or the Competition Documents, including the Design Competition Brief and Competition Conditions
- terminate or restrict the period during which questions will be accepted during Stage One and Stage Two
- reserve the right for the Competition Registrar to not respond/answer to any questions or request, irrespective of when a question or request may be received
- not exhibit inappropriate or offensive submissions, as deemed necessary by Council or the Competition Registrar
- publish the names of the Shortlisted Entrants, and any other Stage One Entrant, at the conclusion of Stage One
- not enter into a consultancy agreement with any Entrant (including the Competition winner), not to proceed with the Submission of the Competition Winner as determined by the Jury or any other Entrant and not to proceed with the Project or any other activity in relation to the Competition for any reason.
- replace Jury members in the instance that one or more nominated Jury members resign, are unable to continue to act or breach the terms of appointment and the Competition Conditions at any time.

Nothing in these Competition Conditions will unlawfully restrict or unlawfully affect the unfettered discretion of Council to exercise its executive powers or any of its functions or powers pursuant to any commonwealth or state legislation.

7.0 DEFINITIONS

Competition means the Design Our Ryde International Design Competition

Competition Conditions refers to the contractual terms and requirements stated in this document

Competition Documents refers to the suite of documents provided to Entrants which set out the processes and procedures for the Competition, including the Design Competition Brief, Competition Conditions and Registration Form

Competition Microsite refers to the website that will facilitate with the dissemination of online information to participants and will act as the portal for questions/clarifications and online submissions

Competition Registrar means JBA who are responsible for processing registrations and the general management of the Competition

Entrant means a successful registrant that fulfils the eligibility criteria stated in these Competition Conditions

Conflict of Interest is a real or perceived conflict between a person's professional duties and private interests, which could influence the performance of official duties and responsibilities

Collusion is the liaison between one or more parties with the intent of gaining an unfair competitive advantage or deriving personal benefit

Council means the City of Ryde Council

Design Competition Brief is the document that defines the scope of the Competition, the associated requirements and the design intent for the site.

Forum Page is the private interactive webpage within the Competition Microsite that allows Competitors to interact with the Competition Advisor and Registrar

Intellectual Property (IP) in the context of the competition, Intellectual Property refers to any intangible or tangible content of a Entrant's Submission

The logo for 'DESIGN OUR RYDE' is displayed in a bold, sans-serif font. The word 'DESIGN' is in white, 'OUR' is in yellow, and 'RYDE' is in white. The letters are stacked vertically. The logo is set against a black rectangular background.

Identifying Marks refers to any form of graphic content that conveys the identity of an Entrant or the company in which they are employed

Jury means the professional experts identified in these Competition Conditions, who will evaluate the submissions in Stage One and Stage Two

Moral Rights has the same meaning as defined under the Commonwealth Copyright Act 1968

Probity refers to the principles of integrity and honesty that are to be upheld throughout the Competition at all times

Probity Advisor refers to Procure Group who are responsible for ensuring the Competition is conducted with integrity and fairness

Question Period is the length of time designated for Entrants to submit questions and clarifications relating to the Competition to the Competition Registrar

Registration means the process of submitting a completed application form online in accordance with requirements and process described in these Competition Conditions

Registration Form refers to the electronic form available online that must be completed by prospective Entrants

Shortlisted Entrant is an Entrant that has been selected by the Jury to participate in Stage Two

Stage One refers to the open and anonymous first phase of the competition that requires competitors to provide a submission that responds to the Design Competition Brief

Stage Two refers to the closed second phase of the Competition in which Shortlisted Entrants provide an additional submission



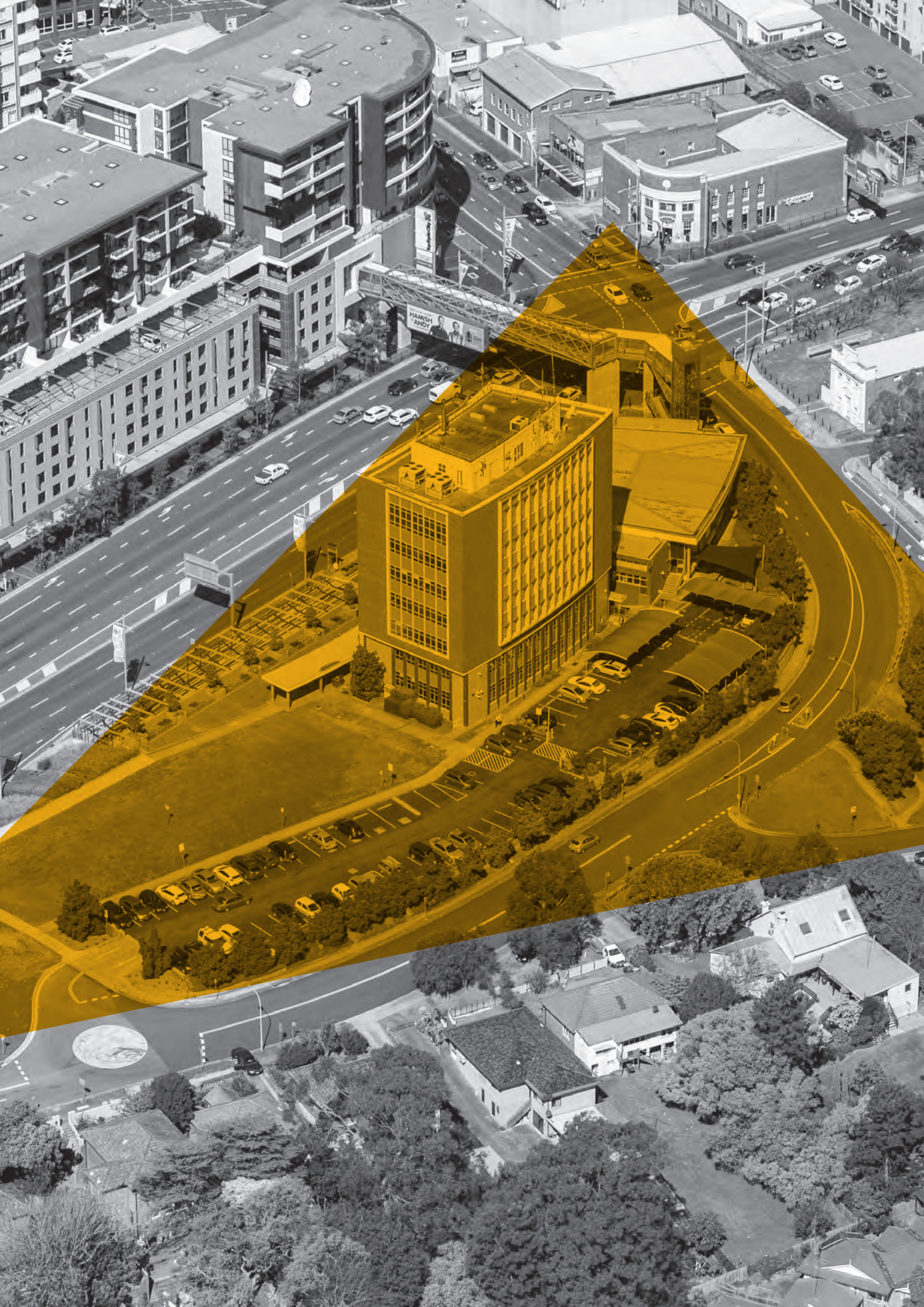
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DESIGN OUR RYDE

RYDE HUB PRECINCT
International **Design** Competition

JURY BRIEF

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DESIGN OUR RYDE

CONTENTS

Introduction	5
Three Key Themes	6
The Aim of the Competition	6
The Goals for the Site	6
Community and Jury Participation	7
Assessment Process Objectives	8
Timetable for the Competition and Assessment Process	9
Roles and Responsibilities	10
Assessment Process Overview	11
Jury Evaluation Meetings	13

APPENDICES

a) Confidentiality and Declaration of Interest Form	18
b) City of Ryde's Code of Conduct....	20
b) Gifts and Benefits Policy	24

DESIGN OUR RYDE

Design Ideas - International Design Competition 17 December 2015

This document is the 'Design Ideas' International Competition Jury Brief for the Design our Ryde project being undertaken by the City of Ryde. It outlines the Competition's assessment process.

This Brief is to be read in conjunction with the following:

- Design Ideas – International Competition Brief; and the
- Competition Conditions,

Additional Information

Details on the competition are also available at www.DesignOurRyde.com

Enquires

For questions and clarifications regarding the Brief and entry in the Competition please contact:

Jim Murray
Competition Registrar
competitionregistrar@jbaurban.com.au
Tel: 61 2 9956 6962

City of Ryde Council

1 Devlin Street, Ryde
Sydney Australia
ryde.nsw.gov.au

JBA Urban Planning Consultants Pty Ltd

North Sydney + 61 2 9956 6962
jburban.com.au

INTRODUCTION

The purpose of this Brief is to provide the Jury with the procedural information relevant to evaluating the 'Design our Ryde' Design Ideas - International Design Competition entries.

The purpose of the Competition is to achieve an iconic architectural design vision for the City of Ryde Civic Centre (the Site) by inviting the global architectural community to take part in the process.

The Site location, history and characteristics are comprehensively addressed in the Competition Brief, and the details of the Competition are provided in the Competition Conditions document. Both the Competition Brief and Conditions should be read in conjunction with this document. In summary, the Site is the City of Ryde's Civic Centre located at Devlin Street, Ryde. The existing administration building on the Site is no longer safe for occupation and the City of Ryde Council has recently elected to vacate the Site.

Prior to the decision to vacate, the City of Ryde had resolved to undertake an International Design Competition to assist with shaping the future architectural vision for the Site. It must be noted that the City of Ryde is committed to engaging with the community throughout the design ideas process and values feedback from the general public.

The logo for the 'Design our Ryde' competition. It features the words 'DESIGN', 'OUR', and 'RYDE' stacked vertically in a bold, sans-serif font. The letters are primarily yellow, with the 'O' in 'OUR' and the 'O' in 'RYDE' being white. The logo is set against a dark grey rectangular background.

THREE KEY THEMES UNDERPIN THIS COMPETITION

- It is a competition for ideas to reveal the potential of the Site to meet the aims and goals.
- The competition is to identify a concept, supported by the community, which could guide future use of the Site.
- The winning concept will be of significant architectural merit and deemed achievable in terms of design and construction, however Council is not in a position to commit in any way to converting the concept into reality.

THE AIM OF THE COMPETITION

- To achieve the highest standards in sustainable design practice.
- To promote innovative concept designs for the site.
- To elicit a diversity of architectural solutions.
- To encourage flexibility within the existing planning controls to allow for newer, and unexpected solutions.
- To release the advantages of the site to sustain an iconic solution, and
- To engage the community in unlocking the potential of the site.

THE GOALS FOR THE SITE

- To provide accommodation for local government council operations but in a manner by which, should a Council not be the occupant, the accommodation would be functional for commercial enterprises.
- To offer multifunctional spaces, both open and enclosed, to support community needs.
- To house office and retail space to enhance employment and service local requirements.
- To provide apartment dwellings, with a significant proportion nominated as key-worker housing.
- To implement improved connectivity (it is an island site) for pedestrian access from adjacent precincts and to the Top Ryde City shopping centre, its eastern neighbour.
- To seek improved links to bus services (for example a bus terminus) although it is acknowledged that this would be subject to the consent of the bus operators and State traffic authorities.

The Competition will be held in two stages. Stage One is an open international competition from which three or four shortlisted Entrants will be invited to participate in the Stage Two invited competition.

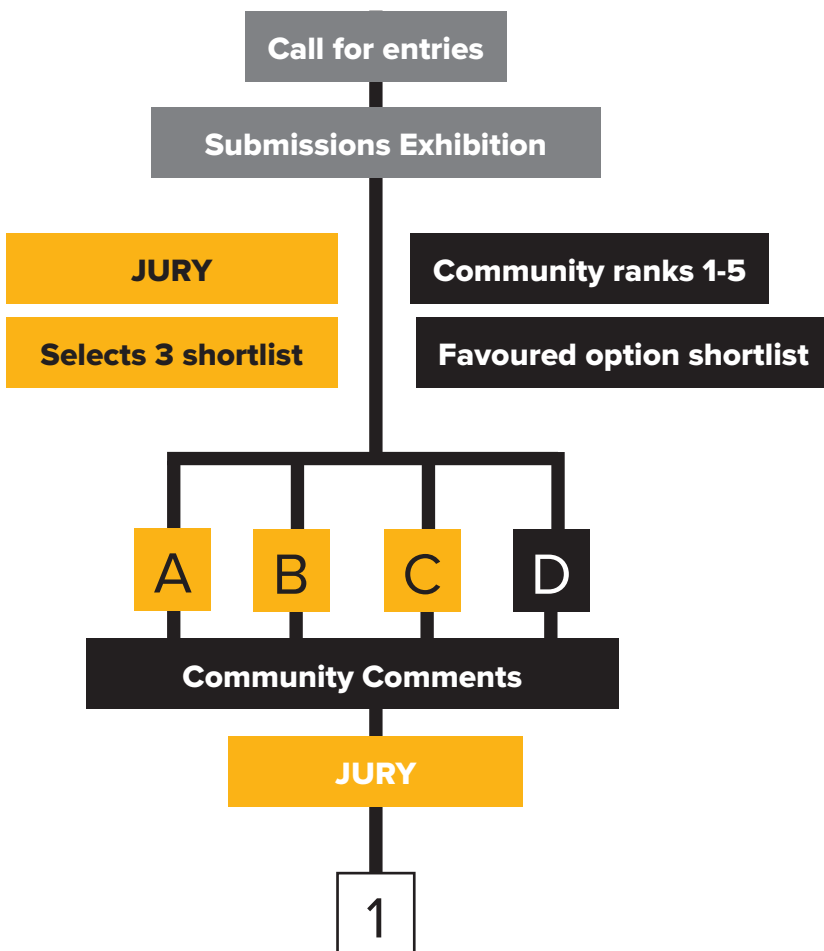
COMMUNITY AND JURY PARTICIPATION

In Stage One of the Competition, the general public will be able to identify their preferred concept designs and the most popular preference will automatically become one of the shortlisted concepts invited to participate in Stage Two. The feedback from the public will be provided to the Jury but it is not binding upon the members of the Jury. Three (3) Shortlisted Entrants will be selected from Stage One by the Jury in addition to the Entrant identified through public polling.

If the public's preferred Entrant is not one of three chosen by the Jury, four Entrants in total will be shortlisted: if it is, three will be shortlisted.

Stage Two will require the Shortlisted Entrants each to submit more information in support of their concept design ideas. The concepts will be re-exhibited with their additional information and the public will be able to comment upon them using a multiple choice template. The comments from the general public will be forwarded to the Jury to be included in the Jury's evaluation of the shortlisted submissions but the public's feedback will not be binding upon the judges.

The winning scheme will be decided by the Jury's evaluation at the conclusion of Stage Two.



ASSESSMENT PROCESS OBJECTIVES

The primary objective of the Assessment Process is to provide a workable framework within which the Jury can assess the Entries and ensure that they:

- meet the requirements of the Competition Brief, and
- are assessed in a rational and defensible manner which is fair, and is seen to be fair, by all stakeholders.



TIMETABLE FOR THE COMPETITION AND ASSESSMENT PROCESS

STAGE	MILESTONE
Stage 1 Open Competition commences	11 January 2016
Stage 1 Open Competition registrations and clarification period closed	4 March 2016
Stage 1 Open Competition closed	30 March 2016
Competition Registrar reviews Stage 1 entries for compliance with requirements and reports any non-compliant disqualifications to the Jury.	31 March 2016
Stage 1 entries provided to the Jury members with evaluation criteria	14 April 2016
Stage 1 Public Exhibition for Community polling	14 April - 5 May 2016
Stage 1 Report of outcome from public preference polling provided to Jury, community's shortlisted Entrant identified	5 May 2016
Each Jury member independently assesses the Entries and identifies their preferences	14 April - 5 May 2016
Stage 1 Jury evaluation meetings to review the proposed weightings of the criteria, determine the assessment method for Stage 1 (i.e. with criteria but with or without weightings), review the community's preferred Entry and through consensus determine Entries to be invited to submit in Stage 2	5 May - 13 May 2016
Stage 2 Participants announced and Invited Competition commences	13 May 2016
Stage 2 Invited Competition closed	27 June 2016
Competition Registrar reviews Stage 2 entries for compliance with requirements	28 June 2016
Stage 2 entries provided to the Jury for independent assessment by each Jury member applying criteria and weightings	28 June- 10 July 2016.
Stage 2 Public Exhibition for community polling of comments	11 July - 1 August 2016
Stage 2 Report of outcome from public comments polling provided to Jury, community's preferred Entrant identified	2 August 2016
Stage 2 Jury Evaluation meetings to review the community's preferred Entry and through consensus identify the winner of the Competition	2 August - 8 August 2016
Jury Report endorsed by the Jury	8 August 2016
Winner of Ryde Civic Hub International Design Competition announced	August 2016 (Date to be determined)

ROLES AND RESPONSIBILITIES

The Jury's role and responsibilities are to:

- Provide sustainability, design and development expertise in determining the most appropriate entries for the shortlist and the eventual winner.
- Assist in establishing the criteria and weightings by which the entries will be judged and abiding by that evaluation method.
- Review and assess the Stage 1 and Stage 2 entries against the published criteria within the requisite timeframe.
- Consider and respect the input received from the public during both exhibited Stages of the Competition.
- Assess Stage 1 Entries independently and bring those findings to the meeting of the full Jury to determine the Stage 2 shortlist (Templates provided at Tab D).
- Evaluate Stage 2 Entries independently and bring those analyses to the meeting of the full Jury to determine the Stage 2 outcomes and the winner of the Competition (Templates provided at Tab D).
- Declare any potential, actual or perceived associations and/or interests to the City of Ryde and the Competition Registrar as soon as they are known so that they may be dealt with/managed.
- Protect the integrity and security of information and documents for which you are responsible and adhere to the principles of the *Privacy and Personal Information Protection Act 1998*.
- Direct any media and public enquiries to the City of Ryde, and not initiate contact with the media at any time.
- Avoid gifts, gratuities and hospitality but if offered, manage in accordance with the City of Ryde's Code of Conduct and accompanying Gifts and Benefits Policy.
- Where practicable, avoid contact with Entrants during the Competition. Where contact cannot be avoided, ensure no dialogue is entered into about the Competition.

The Competition Registrar is responsible for providing advice and support to the Jury throughout the two stages of the Competition by streamlining information and assisting the Jury to decide on the shortlisted entries and the eventual winner.

The Competition Registrar will also document the basis for the Jury's decisions why the three or four shortlisted entries and the winner were selected.

Only the Competition Registrar is permitted to contact Entrants directly to request clarification of their submissions



ASSESSMENT PROCESS OVERVIEW

The assessment process involves a two stage process outlined below.

Stage 1 – Open International Competition

The Competition Registrar (with assistance from the Probity Advisor as needed), is to document the process employed by the Jury and summarise its deliberations in assessing the Entrants' submissions and provide a report (approved by the Probity Advisor) to the City of Ryde and the Jury members.

In general, the process is;

- Entries are submitted anonymously and are assessed by the Competition Registrar against the submission requirements outlined in the Competition Conditions. At this point some Entrants may be disqualified on the grounds of non-compliance.
- The eligible entries are placed on public exhibition and provided to Jury members in accordance with the timetable for the Competition and assessment process for review and assessment using the selection criteria shown at Attachment A. Each Jury member is to review and assess the entries independently of other Jury members.
- The Competition Registrar is to provide each Jury member with the preferences received from the public during Stage One. The submission most preferred by the general public will be automatically selected for the Stage Two shortlist. The Jury members are to be aware of the public's choice but are not bound by it in their own assessment of the merits of each submission.
- Each Jury member is to provide the Competition Registrar with their assessment of each entry prior to the evaluation meeting. The Competition Registrar will review each Jury member's assessment sheets and identify the entries that comprise each Jury member's individual short list. These entries will provide an informal 'long-list' from which the final shortlist of three will most probably be selected.
- The Jury will convene, in accordance with the timetable, to determine the weightings to be applied to the evaluation criteria and decide whether those weightings will be utilised to help determine the outcome of Stage 1. At the Stage 1 evaluation meeting they will discuss their preferred entries with the aim of determining a shortlist of three (3). A consensus is required to provide a shortlist of three Entrants. During this process the Jury members will have regard to the general public's preferred entry but they are not bound by that choice, or by the rankings of other entries resulting from the public polling in their determination of their shortlist.

The logo for 'DESIGN OUR RYDE' is displayed in a bold, sans-serif font. The words 'DESIGN', 'OUR', and 'RYDE' are stacked vertically. The letters 'O', 'U', and 'R' in 'OUR' are highlighted in a bright yellow color, while the other letters are white. The logo is set against a solid black rectangular background.

- If the general public's preferred concept is not one of the three chosen by the Jury, the shortlist for Stage 2 will consist of four (4) Entrants, if it does match one of the Jury's shortlisted submissions, the shortlist will consist of three (3) Entrants
- The Competition Registrar will record the Jury's deliberations and evaluation for inclusion in the final Jury Report.

Stage 2 - Invited Competition

The Competition Registrar (with assistance from the Probity Advisor as needed), is to document the process employed by the Jury and summarise its deliberations in assessing the Stage 2 Entrants' submissions and determining the winner of the Competition. The Competition Registrar will provide a report (approved by the Probity Advisor) to the City of Ryde and the Jury members.

In general the process is;

- Entries are submitted and are assessed by the Competition Registrar against the submission requirements outlined in the Competition Conditions.
- The eligible entries are to be placed on public exhibition and provided to Jury members for review and independent assessment using the selection criteria and agreed weightings shown at Attachment A.
- At the end of Stage 1 the Competition Registrar is to provide each Jury member with the commentaries received from the public during Stage Two which will identify the public's most popular shortlisted concept. The Jury members are to have regard to public's choice but are not bound by it in their determination of the winner of the Competition.
- Review and assessment is to be undertaken individually and independently of other Jury members prior to any evaluation meeting.
- The Jury will convene, in accordance with the timetable for the Competition and assessment process. The entries will be evaluated by the Jury at the Stage 2 evaluation meeting to determine the winner of the Competition by unanimous agreement.
- The Competition Registrar, with assistance from the Probity Advisor, will record the Jury's deliberations and evaluation for inclusion in the Jury Report marked Confidential for signing by all Jury members prior to issue to the Jury Members and the Executive Officer, Ryde Civic Hub. It is proposed to table the Report at the 2016 City of Ryde Civic Hub Committee Meeting on 9 August and, subject to the Committee's resolution, forwarded for Council endorsement at the Council meeting of 23 August 2013.

- The date for the announcement of the winner will be determined by Council and until that date the Jury members, Competition Registrar, Probity Advisor and Council officers who have knowledge of the result will be required to treat the information as confidential.

JURY EVALUATION MEETINGS

These meetings, held in accordance with the timetable, will be chaired by Peter Poulet, the Jury Chair and attended by

- The City of Ryde's Probity Advisor, Procure Group Pty Ltd., and Council's Executive Officer, Civic Hub, for oversight of the process.

The Jury assessment must have regard to the published eligibility and selection criteria. Other than this, the Jury is encouraged to feel unrestricted in deliberating over the applications.

It is preferable for unanimous decisions to be made by consensus of the full Jury. A single winner of the Competition is the desired outcome.

Council will determine if a spokesperson will be required to represent the Jury in the public domain and all Jury members are expected to provide a unified position in public.

Notifications

As soon as practicable after the Stage One or Stage Two evaluation meetings (as relevant), the Competition Registrar will:

- Prepare a report advising the City of Ryde and Jury members of the outcome of the evaluation meetings at the conclusion of each Stage.
- Notify the shortlisted entrants that have been selected to participate in Stage Two of the Competition with regard to the City of Ryde's desire to publicise the shortlist and congratulate the Entrants and the general public in reaching this milestone.
- In agreement with the City of Ryde notify the winner of the Competition and invite them to any event the City of Ryde may wish to organise to publicise the conclusion of the Competition.
- At the conclusion of the Competition prepare a report to the City of Ryde summarising the Design Ideas Competition processes, outcomes of Stage One and Stage Two and assessing the interest from the architectural profession, and the community, and the potential impact for future planning on the Site.
- Formally advise City of Ryde of the details of the Entrants to receive payment in accordance with the Competition Conditions at the conclusion of each Stage.

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Note

- There will be no notification for unsuccessful nominations.
- The Jury's decisions will be final and no discussion or correspondence will be entered into concerning the decisions.

Please don't hesitate to contact Jim Murray, Competition Registrar, 02 9956 6962, competitionregistrar@jbaurban.com.au if you have any questions or would like to discuss the assessment process.

Attachment A: Design Evaluation Criteria & Scoring Methodology

Design Evaluation Criteria

The Jury is to review the entries against their ability to deliver the following:

1.	15%	A place that enhances the civic and cultural qualities of Ryde
2.	45%	Best practice sustainable design
3.	5%	Improved connectivity to the surrounding area for all users
4.	20%	A significant architectural and economically feasible concept that will complement the existing Top Ryde City Shopping Centre
5.	5%	Excellent amenity for future workers and residents whilst protecting and respecting the amenity of existing neighbours
6.	5%	Open and enclosed spaces that are welcoming and address the social needs of the community and employees on the Site.
7.	5%	The functional requirements of Brief.



Scoring Methodology

0	Unacceptable. Has not demonstrated any capability. Supporting statements indicate misunderstanding of the requirements. No evidence regarding compliance with the requirements.
1-2	Marginal. Has limited demonstration of adequate capability. Supporting statements indicate some misunderstanding of the requirements and evidence of major weaknesses or deficiencies.
3-4	Acceptable. Has demonstrated sufficient capability. Supporting statements show general understanding of the requirements. Some minor weaknesses or deficiencies.
5-6	Good. Has demonstrated more than adequate capabilities. Supporting statements show good understanding of the requirements. No major weaknesses or deficiencies.
7-8	Very Good. Superior or outstanding response. Comprehensively achieves criteria and demonstrates capability to achieve excellence.
9-10	Excellent. An exemplar submission demonstrating exceptional capabilities in achieving and exceeding the criteria. A response significantly in advance of the cohort..

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Attachment B: Jury Assessment Sheet Template

Guidance

All Entrants' submissions are to be evaluated equally using the above criteria, scoring methodology and weightings.

The Jury is empowered to determine the weightings of the criteria, with due respect to the City of Ryde's purpose in holding this Competition.

The criteria are to be applied in evaluating both Stages of the Competition.

The Jury may decide not to utilise the weightings to evaluate all the submissions against the criteria in Stage 1 except to agree the shortlist but they are mandatory for evaluating each detailed submission in Stage Two.

Each member of the Jury is to evaluate the submissions independently and then discuss their assessments with their colleagues in the evaluation meetings to reach agreement on the outcomes of Stage One and Stage Two.

Members of the Jury will each be required to sign a confidentiality & Declaration of Interest Form.

APPENDICES

1. Confidentiality and Declaration of Interest Form
2. City of Ryde's Code of Conduct
3. Gifts and benefits policy.



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CONFIDENTIALITY AGREEMENT AND DECLARATION OF INTERESTS
Ryde Civic Hub International Design Competition

I....., accept my inclusion on the Jury for the above mentioned Competition acting in the role of;

Jury Member (Assessor and Scorer)

Confidentiality Agreement

I hereby undertake that I will:

1. Maintain the confidentiality of the information issued to me and prevent its unauthorised dissemination or use
2. Not use confidential information for purposes other than those necessary to perform my function as a member of the Ryde Civic Hub International Design Competition Jury
3. Accept that this undertaking of confidentiality is binding and extends beyond my involvement in the project
4. Upon request return any information to the City of Ryde and JBA Urban Planning.

Declaration of Interests

I am aware that individual Jury members have an obligation to report possible or actual conflict or incompatibility between their Jury duties and their personal or private lives.

Having seen or deduced the names of the Competitors under consideration for the Ryde Civic Hub International Design Competition I declare (**except for the matters disclosed below**) that I have no pecuniary or other interest (**see below**) in, or associated with, any of the Competitors, or their consortia associates responding to the above Design Competition.

I undertake to declare any interest, pecuniary or otherwise, as soon I become aware of it.

Disclosure (if nothing to disclose, write NONE)



Signatures

.....
Signature of Jury Member

.....
Signature of Witness

.....
Print Name

.....
Print Name

...../...../201

...../...../201

Conflict of Interest

A conflict of interest arises if it is likely that a private interest could conflict, or be seen to conflict, with the performance of your public or professional duties.

It is essential that Competitors, members of the public, City of Ryde Councillors, Council officers and other Jury members can be confident that when making decisions an individual Jury member is free of any conflicts of interest.

Conflicts of interest can be of two types:

1. Pecuniary Interest:

Is an interest that you have in a matter because of a reasonable likelihood or expectation of an appreciable financial gain or loss to you, or to another person with whom you are associated. This would include your spouse, de facto partner or a relative. (Section 442(1) Local Government Act).

2. Non-pecuniary Interest:

Is a private or personal interest, which you have, that does not pertain or relate to money. For example, a friendship, family, membership of a club, sporting or community group, society or trade union.

A conflict of interest would arise where:

- you have a personal interest that would lead you to be influenced in the way you carry out your duties as a member of the Civic Hub Competition Jury.
- you have a personal interest that could lead a fair person to think you could be influenced in the way that you carry out your duties as a member of the Civic Hub Competition Jury.
- you have knowledge that a family member, relative, friend, associate or anybody else close to you has an interest that could lead to you being influenced, or a fair person to think that you could be influenced, in the way that you carry out your duties as a member of the Civic Hub Competition Jury.

A conflict of interest is to be reported to JBA Urban Planning.

Scope

This Code of Conduct is made for the purposes of section 440 of the *Local Government Act 1993* (“the Act”). Section 440 of the Act requires every council to adopt a code of conduct that incorporates the provisions of the Model Code.

For the purposes of section 440 of the Act, the City of Ryde Code of Conduct is in three Parts:

- **Part 1: Policy** - defines and describes the purpose of the Code, and the principles and values that are used to interpret the Standards in the Code. This Part does not constitute separate enforceable standards of conduct.
- **Part 2: Standards of Conduct** - set out the conduct obligations required of all council officials. The City of Ryde Charter of Respect is included and exists to strengthen the working relationship between Councillors and Council’s Senior Management Team. This Part contains the enforceable Standards of Conduct.
- **Part 3: Complaints Procedure** - contains the methods to make a complaint, and the operating guidelines for the conduct review committee/reviewer. This Part should be used to guide the management of complaints about breaches of the Code.

City of Ryde’s Code of Conduct - November 2014, is the Model Code of Conduct and Procedures as issued by the Office of Local Government in December 2012, with some additions.

The City of Ryde Code of Conduct - November 2014, commences 25 November 2014.

Purpose

The City of Ryde Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Code is prescribed by regulation. It is the personal responsibility of Council Officials to comply with the standards in the Code and regularly review their personal circumstances with this in mind.

Council Officials are defined in the Code as including “Councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council”.

Failure by a Councillor to comply with the standards of conduct prescribed under this Code constitutes misconduct for the purposes of the Local Government Act 1993. The Act provides for a range of penalties that may be imposed on Councillors for misconduct, including suspension or disqualification from civic office.

Failure by a member of staff to comply with Council’s Code of Conduct may give rise to disciplinary action.

Code of Conduct – Policy – November 2014		
Owner: Governance, Risk and Audit	Accountability: Governance Framework	Policy Number: CSG002
Trim Reference: D14/110754	Review date: November 2015	Adopted: 25 November 2014

Key Principles and Values

The Code of Conduct is based on a number of key principles and values. They underpin, and thus can inform and guide Council Officers' understanding of the Standards of Conduct.

They may be used as an aid to interpret and apply the Standards of Conduct, but do not themselves constitute separate enforceable standards of conduct.

<p>Integrity You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.</p>	<p>Accountability You are accountable to the public for your decisions and actions and should consider issues on their merits, taking into account the views of others. <i>This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.</i></p>
<p>Selflessness You have a duty to make decisions in the public interest. You must not act in order to gain financial or other benefits for yourself, your family, friends or business interests. <i>This means making decisions because they benefit the public, not because they benefit the decision maker.</i></p>	<p>Leadership You have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of the council. <i>This means promoting public duty to others in the council and outside, by your own ethical behaviour.</i></p>
<p>Impartiality You should make decisions on merit and in accordance with your statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. <i>This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.</i></p>	<p>Honesty You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. <i>This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.</i></p>
<p>Openness You have a duty to be as open as possible about your decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. <i>This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.</i></p>	<p>Respect You must treat others with respect at all times. <i>This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision-making.</i></p>

Code of Conduct – Policy – November 2014		
Owner: Governance, Risk and Audit	Accountability: Governance Framework	Policy Number: CSG002
Trim Reference: D14/110754	Review date: November 2015	Adopted: 25 November 2014

Questions to Guide Council Officials

If you are unsure about the ethical issues around an action or decision you are about to take, you should consider:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with City of Ryde policy, objectives and Code of Conduct
- Does the decision or conduct reflect City of Ryde Values of *Safety, Teamwork, Ethics* and *Professionalism*
- What will the outcome be for the employee or councillor, work colleagues, the council, persons with whom you are associated and any other parties?
- Do these outcomes raise a conflict of interest or lead to private gain or loss at public expense?
- Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

If you are unsure as to whether or not you have a conflict of interests in relation to a matter, you should consider:

- Do you have a personal interest in a matter you are officially involved with?
- Is it likely you could be influenced by a personal interest in carrying out your public duty?
- Would a reasonable person believe you could be so influenced?
- What would be the public perception of whether or not you have a conflict of interests?
- Do your personal interests conflict with your official role?
- What steps do you need to take and that a reasonable person would expect you to take to appropriately manage any conflict of interests?

Seeking advice

You have the right to question any instruction or direction given to you that you think may be unethical or unlawful. If you are uncertain about an action or decision, you may need to seek advice from other people. This may include your supervisor or trusted senior officer, your union representatives, the Office of Local Government, the NSW Ombudsman's Office, and/or the Independent Commission Against Corruption.

Code of Conduct – Policy – November 2014		
Owner: Governance, Risk and Audit	Accountability: Governance Framework	Policy Number: CSG002
Trim Reference: D14/110754	Review date: November 2015	Adopted: 25 November 2014

Review Process and Endorsement

This Policy should be reviewed annually.

Council must, within 12 months after each ordinary election, review its adopted Code of Conduct, and make such adjustments as it considers appropriate.

Attachments

<i>Title</i>	<i>Trim Reference</i>
Code of Conduct – Standards of Conduct – November 2014	D14/110761
Code of Conduct – Complaints Procedure – November 2014	D14/110763

Code of Conduct – Policy – November 2014		
Owner: Governance, Risk and Audit	Accountability: Governance Framework	Policy Number: CSG002
Trim Reference: D14/110754	Review date: November 2015	Adopted: 25 November 2014

Scope

This policy applies to all Councillors and employees and delegates of the City of Ryde.

The term Council Official is used within this policy and guidelines, and is defined in accordance with the Code of Conduct as “councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council”.

This policy is to be applied in conjunction with provisions in Council’s Code of Conduct.

Purpose

The objective of this policy is to:

- clearly define the behaviour required of Council officials in relation to gifts and benefits, and
- provide a transparent and accountable process with regard to gifts and benefits that promotes public confidence in the City of Ryde.

Any gift offered or accepted shall be subject to the provisions of this policy.

General

Council Officials must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

Council Officials must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Key considerations for Council Officials in respect of this Policy are:

- 1 If a Council official is offered a bribe, the incident must immediately be reported to the General Manager, the ICAC and where relevant, the police.
- 2 Soliciting personal gifts or benefits is prohibited under all circumstances. If a Council Official becomes aware of another Council Official soliciting gifts or benefits they should report it immediately to the relevant Group Manager, General Manager and/or the Mayor.
- 3 Where it is suspected that a gift has been offered for the purposes of influencing the behaviour of a Council Official in their official capacity, the gift must be declined and it should be reported immediately to the relevant Group Manager, the General Manager and/or the Mayor.

Gifts and Benefits - Policy		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Policy Number: CSG003
Trim Reference: D13/64134	Review date: September 2016	Endorsed: Council – 24 September 2013

- 4 Accepting gifts of money is prohibited. 'Money' includes any form of credit or cash-like gift such as, but not limited to, cash, cheques, money orders, bank deposits, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts, regardless of the amount or value. This situation includes offers of money to cover expenses for trips to view samples of work, or to expedite the work of Council.
- 5 If a Council official is offered a gift of 'money', it is to be refused and the incident reported immediately to the relevant Group Manager, the General Manager and/or the Mayor. It must be declared in accordance with this policy. Any such gift that is received without the recipient's knowledge, for example in the mail, must immediately be reported and declared, and every effort made to return it.
- 6 In normal circumstances, all gifts and/or benefits offered to a Council official of the City of Ryde are to be declined. No gift or benefit should be personally retained by a Council official.
- 7 Notwithstanding the above, there are provisions for special circumstances:
 - situations that relate to protocol, cultural aspects, sister-city relationships, international delegations and the like,
 - hospitality associated with events and functions hosted by community based (not-for-profit) organisations, attendance at which is consistent with the Council official's role – in particular the statutory role of a Councillor, and
 - insignificant gifts/benefits associated with hospitality, promotional materials and other situations described in this policy.
- 8 Should a Council Official receive a gift or prize as the result of entering a competition while engaging in official duties, the gift or prize will become the property of the City of Ryde.
- 9 Any gifts or benefits received as a result of a purchase incentive scheme will become the property of the City of Ryde. For example, if purchases from a specific supplier reach a certain value which results in a gift being rewarded, this gift will become the property of the City of Ryde.
- 10 All gifts offered are to be formally declared and entered into Council's Gifts and Benefits Register.

The related Guidelines give details of the steps to be taken to implement this policy, including the registering of gifts and breaches of this policy.

References - Legislation

This policy does not remove any other obligations under the *Local Government Act, 1993*, any other legislation, or relevant codes and policies regarding the disclosure of any interests.

Gifts and Benefits - Policy		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Policy Number: CSG003
Trim Reference: D13/64134	Review date: September 2016	Endorsed: Council – 24 September 2013

This Gifts and Benefits Policy is based upon the Managing Gifts and Benefits in the Public Sector Toolkit issued by the Independent Commission Against Corruption (ICAC) in 2006. It also considers the recommendations made in the Audit Office of NSW Performance Audit: Managing gifts and benefits, March 2013.

This policy should be read in conjunction with the following:

- Local Government Act 1993 (in particular Part 2 Duties of disclosure – s449)
- Local Government (General) regulation 2005 (in particular Part 8 Honesty and disclosure of interests, Clause 184 Gifts, and Schedule 3 Form of return – disclosure of interest)
- Council’s Code of Conduct
- Council’s Policy on the Provision of Facilities and Payment of Expenses for the Mayor and Other Councillors
- Council’s Public Interest Disclosures Internal Reporting Procedure

Review Process and Endorsement

This policy may be varied by resolution of the Council. This policy should be reviewed as required but at least every four years following the conduct of the Local Government elections.

Related Documents

<i>Number</i>	<i>Title</i>
1.	Guidelines

Gifts and Benefits - Policy		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Policy Number: CSG003
Trim Reference: D13/64134	Review date: September 2016	Endorsed: Council – 24 September 2013

Related Policy

This Guideline relates to Council's Gifts and Benefits Policy and Council's Code of Conduct.

Introduction

In the course of their duties, Council officials may encounter situations in which they are offered gifts or benefits for a variety of reasons.

Council officials must ensure:

- that they are not influenced by gifts or benefits in the performance of their duties, and
that there can be no public perception of undue influence due to gifts and benefits

This applies whether gifts and benefits are offered and refused, offered and accepted, or there is the possibility that gifts or benefits may be offered.

Ratepayers and residents of the City of Ryde have a right to expect the business of the Council is conducted with efficiency, fairness, impartiality and integrity. Council officials have an obligation to carry out their duties conscientiously, honestly and objectively.

The purpose of these guidelines is to provide Council officials with both general information and specific processes to follow, in relation to this important issue.

Key Points

- Never accept gifts of money
Never solicit gifts and benefits
Don't accept gifts and/or benefits - A THANK YOU IS ENOUGH
Declare all offers

Definitions

Gift:

In a private context, gifts are usually unsolicited, and meant to convey a feeling on behalf of the giver, for example to express congratulations or gratitude. There may be a custom of reciprocity for gifts given at birthdays and other times, but they are not generally given to create a sense of obligation in the recipient.

In a business context, however, gifts are frequently given to facilitate an ongoing working relationship and to establish patterns of loyalty to the giver. The sense of obligation that business gifts instil is the main difference between private gifts and business gifts.

Table with 3 columns: Owner: Customer Service and Governance, Accountability: Governance framework (including registers) development, Relates to Policy Number: CSG003. Row 2: Trim Reference: D13/64134, Policy: Gifts and Benefits Policy, Page 1

In between these two are the more complicated scenarios in which gifts may be offered as a genuine expression of appreciation or as a gesture of our goodwill, such as those given on special occasions, but in a business context.

The important issue to consider is whether the acceptance of the gift could compromise the recipient's ability to act objectively and impartially towards the giver. This is not an area with simple solutions, particularly where not just actual, but the perception of, compromise may be damaging.

Some common examples of gifts that may be offered in the course of work include:

- alcohol
• clothes
• products
• tickets
• office or business accessories

Benefit:

Benefits are different to gifts in that they are generally non-tangible. Benefits may still have financial value however, particularly to their recipients. In terms of managing them, gifts and benefits should be considered interchangeable.

Some common examples of benefits are:

- access to private spectator boxes at events
• a new job or promotion
• preferential treatment (such as queue jumping)
• access to confidential information
• a relationship with a Council contractor that provides a discount for private work

Gifts and benefits that are exchanged within the business context can be categorised as one of the following types:

Gift of influence: A gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.

Gift of gratitude: A gift offered to an individual or agency in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions would be considered gifts of gratitude.

Token gift or benefit: A Gift that is offered in business situations to an agency or public official representing an agency. Such gifts are often small office or business accessories that contain the company logo. They are usually products that are mass-produced and not given as a personal gift.

Table with 3 columns: Owner: Customer Service and Governance, Accountability: Governance framework (including registers) development, Relates to Policy Number: CSG003. Row 2: Trim Reference: D13/64134, Policy: Gifts and Benefits Policy, Page 2.

Council's Code of Conduct considers a token gift as one of the following:

- a) *free or subsidised meals, beverages or refreshments provided in conjunction with: the discussion of official business, council work related events such as training, education sessions, workshops, conferences, council functions or events, social functions organised by groups, such as council committees and community organisations.*
- b) *invitations to and attendance at local social, cultural or sporting events*
- c) *gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)*
- d) *ties, scarves, coasters, tie pins, diaries, chocolates or flowers.*

The receipt of token gifts is not permitted in normal circumstance under this policy.

Ceremonial gift: An official gift from one agency to another agency. Such gifts are often provided to a host agency when conducting official business with delegates from another organisation. Although these gifts may sometimes be offered to express gratitude, the gratitude usually extends to the work of several people in the agency, and therefore the gift is considered to be for the agency, not a particular individual.

Non-Gifts: The following are not defined as a gift for the purpose of this policy:

- any discounted product or service if the discount is reasonable and generally available or capable of being negotiated by others not connected with the organisation,
- any gift, benefit or hospitality received in relation to personal membership of any industrial or professional organisation, club or other association or body,
- any gift, benefit or hospitality received by a relative or associate of a Council official if the Council official did not know about it.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 3

Perceptions

Perceptions are very important in relation to gifts and benefits. Often the intended recipient may not know the intentions of the gift giver or the intentions may be different from the public perception of the situation.

It is often the case that the perception of the gift-giving relationship is that the gift could influence the intended recipient's performance of his or her official functions, despite the fact that such perceptions alone may not indicate an actual inappropriate influence.

Perceptions can be affected by various factors:

- Relationship between the gift giver and the Council official. If the Council official is, for example, a regulator of the person offering the gift or benefit, or is about to make a decision which could affect the interests of the person offering the gift or benefit, it is more likely that the gift would be perceived as inappropriate.
- Transparency and openness. If a gift is offered to a Council official in a public forum it is less likely to be perceived as a gift of influence than if it were offered in a private context.
- Value of the gift. Expensive gifts are more likely to be perceived as gifts to win favours. In determining the value of the gift or benefit, any previous gifts given by an individual or agency to the Council official (or to colleagues performing the same functions) should be considered, when calculating their cumulative value. While the perception that one gift may not be considered sufficient to cause an employee to act outside his or her official duty, the sum of multiple gifts may be considered sufficient to do so.

Consequences

If gifts and benefits are not managed appropriately there can be a range of negative consequences for both the individual and Council.

The consequences for an individual Council official may be:

- embarrassment
- disciplinary action
- being the subject of an internal or external inquiry
- loss of employment
- criminal prosecution

The consequences for Council may be:

- embarrassment for the organisation
- loss of public trust
- being the subject of an external inquiry
- legal action

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 4

Bribes

Offering or accepting a bribe is a special case in relation to gifts and benefits that has particularly serious consequences.

If a Council official is offered a gift of money or other gift or benefits, which he or she believes is meant to be a bribe, the official must immediately notify his or her supervisor. The General Manager and Mayor have an obligation under the ICAC Act to inform the Commission about any matter that he or she suspects on reasonable grounds concerns or may concern corrupt conduct, including bribery.

A gift or benefit offered or sought in order to influence a Council official's behaviour is a bribe and such persons may be guilty of an offence under section 249B of the Crimes Act 1900 and subject to a goal term.

Remember: Don't accept gifts and/or benefits – a thank you is enough

Typical 'gift and benefit' situations

To assist Council officials in properly identifying the extent of gifts and benefits under this policy, and the typical situations in which they may be offered, the following guidance is provided:

Token Value

Previous policies defined 'token gifts' as those who estimated value was below a certain amount. This policy does not distinguish types of gifts by value. All gifts are to be declined under normal circumstances.

Gifts to family members and colleagues

As with gifts offered directly to the Council official, gifts given to family members and business colleagues may be viewed as affecting the official.

Council officials must take all reasonable steps to ensure that business colleagues and family members do not receive gifts and benefits that give rise to the appearance of being an attempt to secure favourable treatment. Family members ordinarily include close family connections, including those by marriage.

Council will treat gifts and benefits to family members and business colleagues in the same ways as those to the Council officials themselves.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 5

Prizes and Gifts

On some occasions a Council official may receive a 'prize' as a result of entering a competition while engaging in official duties. For example, an individual may win a raffle or lucky door prize drawn at a meeting or win a prize that was promoted as an incentive to complete a survey.

Another example might be, those attending a specific session at a conference may enter a draw for a prize by submitting their business cards or signing up for further information about the product or service.

In such cases, since the official is representing Council, any prize should be treated as a gift or benefit and respectfully declined and declared accordingly.

In exceptional circumstances where it is inappropriate to decline the prize, the determination by the General Manager (or Mayor if the prize winner is the General Manager) of the appropriate action that follows the declaration is to consider case-by-case issues such as:

- the nature of the Council's relationship with the prize giver;
- whether Council has business dealings with the organisation that provided the prize;
- whether Council has discretionary power that could be exercised in the prize giver's favour; and whether accepting the prize may lead to perceptions of improper influence.

A determination to accept a particular prize, should ordinarily include a stipulation that it becomes the property of the Council, not the individual. This approach better manages potential negative perceptions since the prize can ultimately be of benefit to the public.

Purchase incentive schemes

Gifts and benefits may be obtained through a purchase incentive scheme. For example, a company may offer a free computer to clients after they have purchased a certain quantity of product. It is important to ensure that Council does not compromise any duty of impartiality in order to obtain such bonuses. Nor should the bonus computer bring private benefit to any one individual in Council.

As with others, these gifts or benefits should be declared and acted on accordingly. In determining the appropriate action Council may still obtain the benefit while ensuring impartiality. For the above example, a determination may include the following actions:

- Obtain a refund
- Dispose of the computer at a public auction
- Retain the computer but ensure it is only used for official purposes and its use is not restricted to the officer responsible for making the purchases.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 6

- Another example of a purchase incentive scheme is the accumulation of “frequent flyer” points offered by airlines and other companies. Council officials are not to seek or accept frequent flyer points from airlines or other companies in respect of official transport or other products/services purchased, to ensure that choice of airline or other company is not influenced by the availability of frequent flyer points.

Council supplier discounts to Councillors, employees and other Council officials for the personal purchase of goods and services from such suppliers must also be declined.

Hospitality and work-related functions

In the course of their duties, Council officials may attend work related functions in a representative capacity. The appropriate response to the offer of hospitality in various situations is outlined below:

External meetings

Often hospitality such as tea and coffee or a modest luncheon will be offered during meetings, functions and similar events hosted by other organisations – these offers are normally considered a courtesy rather than a gift or benefit. Such refreshments are normally the ‘standard’ type of hospitality offered to business partners when conducting official duties for reasons of sustenance and is acceptable hospitality.

Conferences seminars and launches

It is appropriate to accept modest hospitality at industry conferences, seminars, product launches and the like, at which large numbers of people from other similar organisations are also attending, subject to attendance at the event having been previously approved. It is not appropriate to accept hospitality from such hosts/organisers in circumstances such as where City of Ryde officials are the only invited guests and/or where the event is held out of business hours.

Consideration must always be given to the potential public perception and whether or not attendance at the event is relevant and of benefit to Council.

Presentations

Sometimes a Council official may be invited to give a presentation to a conference/seminar or address a meeting of industry colleagues. Subject to attendance at the event having been approved as a appropriate use of resources, it would be appropriate to accept modest hospitality and for Council to receive travel expenses to help cover the cost of attending.

In such cases, it is important the request or offer is made to the Council and not the individual Council official and it is Council that decides which official should attend. This approach reduces the possibility of individuals being compromised by accepting hospitality.

Gifts or benefits received in recognition of an individual’s presentation at a conference or seminar should be respectfully declined. If it is not appropriate to decline, the gift must be declared and is to become the property of Council.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 7

Disproportionate hospitality

Hospitality that extends beyond courtesy, where there is not a real benefit to Council as a whole, or is disproportionate to the occasion and clearly offered in an attempt to influence a Council official's decisions, such as in relation to a procurement process or development approvals, are to be declined. Examples of such hospitality include invitations to participate in golf days, professional sporting events in a 'corporate box' and luncheons/dinners with developers outside of Council offices and/or outside of normal business hours.

Promotional material

At some functions and events, other organisations (including potential suppliers) distribute promotional material, which may include factual product/service information and other items such as inexpensive pens and stationery. It would be appropriate to receive such promotional material on the basis that it is of benefit to Council to remain abreast of industry developments and that the material is also being distributed to other individuals of similar organisations.

It would not be appropriate to also receive such items as:

- Tickets to sporting events or other entertainment
- Discounted products for personal use
- Free/discounted passes for the use of leisure facilities
- Vouchers and the like to purchase goods/services

Providing services

Some parts of Council provide services directly to the public. Such areas include, but are not limited to the library, RALC and customer service. People who have received services from such areas may show their appreciation to Council officials who have assisted them by giving gifts at the end of a year or at other times. In these circumstances, officials are to respectfully decline the gift and declare the offer.

In exceptional circumstances, if for some reason the gift cannot be returned, the appropriate determination may include the gift becoming the property of Council or disposed of in an appropriate manner (as described elsewhere) rather than being kept by the individual. In declining these gifts of gratitude, officials may suggest to potential givers that a letter of appreciation for exceptional service written to the official or Council would be more appropriate than a gift.

Procurement and disposal

A contract to supply goods or the opportunity to buy Council assets can be highly profitable to the supplier or buyer. Suppliers and tenderers may attempt to influence procurement processes by offering gifts and benefits to the Council official responsible for making the decisions. These risks can apply not only to staff responsible for procurement and disposal but also to those who have contact with suppliers or buyers as part of their jobs.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 8

An example of such a benefit would be a relationship between a Council official and a Council contractor who is carrying out work on an official's property and offers a discount for the work due to this relationship. In order to manage the public perception of such situations, either the contractor and/or the official should declare the circumstance in accordance with this policy, whether a discount is being offered or not.

Ideally, the roles in client relationship and tendering functions within agencies should as far as possible be segregated. However, due to the size of Council, these responsibilities will often overlap. It is therefore important that Council officials in a position to make procurement or disposal decisions need to exercise greater care when faced with offers of gifts and benefits from suppliers or buyers – all offers of such gifts and benefits are to be declined and declared.

Cultural considerations

City of Ryde residents encompass a wide range of linguistic, religious and cultural backgrounds. Some individual residents and business people may be unfamiliar with acceptable gift-giving etiquette in the context of relationships with Council officials.

The giving or exchange of gifts and hospitality plays an important role in business and professional life in many societies and may be part of established business protocols elsewhere. For example, business and government delegations from a number of countries including Japan, Korea and China customarily offer gifts to Council officials from other countries.

Conversely, in some situations gift giving traditions may be abused and lead to widespread bribery of government officials. Culture or tradition (including religious festivals) is not to be used as an excuse to accept inappropriate gifts and benefits. Dealing appropriately with offers of gifts and benefits across cultures therefore requires special care.

In normal circumstances, all gifts and benefits to individual Council officials should be respectfully declined and declared.

In exceptional circumstances, the General Manager (or Mayor) may endorse ceremonial gifts being received by Council from official delegations and the like (and similarly reciprocal giving of ceremonial gifts) and determine that such gifts be retained and/or disposed of in an appropriate manner as described elsewhere.

Refer also to “gifts associated with sister city activities” below.

Gifts associated with sister city activities

Sister city gifts for the Council (normally presented to the Mayor or head of a sister city delegation) are quite often non token/ceremonial gifts such as a plaque, work of art or craft or other items of significance that relate to a specific occasion. They may be of a reasonable monetary value and given with the intention to express welcome or gratitude to the receiving organisation as a whole, rather than to an individual.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 9

All gifts associated with sister city activities are to be declared and acted on accordingly. The determination by the General Manager (or Mayor if it is received by the General Manager) will often include a stipulation that such gifts be displayed in an appropriate location within Council.

Sometimes, gifts may also be presented to individual Council officials within Council's delegation. These gifts should be respectfully declined, unless the acceptance of such is otherwise determined because of exceptional circumstances.

Giving gifts to others

There may be occasions when it is appropriate for Council to give gifts or benefits to individuals from other public or private agencies. For example, it may be appropriate for Council to offer a modest lunch to a delegation visiting its workplace as part of work related activities, or to give a token of appreciation to an individual who has given a presentation to Council.

The same guidelines apply for the giving of gifts as for their acceptance, including taking into account how the offer of the gift may be perceived. Council should exercise particular caution when the proposed recipient or organisation has a continuing business relationship with Council.

Community organisations

Council officials may, in the course of their duties, be offered benefits by a community based (not for profit) organisation expressing gratitude or respect for the civic office of the official. Such benefits may include invitations to events and functions of such organisations, including complimentary attendance at performances of local community musical/drama/cultural groups, local community sporting games and the like.

In particular, Councillors, as elected representatives, may receive invitations from community organisations, which have an expectation that attendance is part of a Councillor's role. Under normal circumstances, it is appropriate for Councillors to accept such invitations as a representative of Council, particularly where the occasion provides an opportunity for Councillors to understand the interests of residents and ratepayers. It is recognised such events and functions may include incidental or modest hospitality.

It would be inappropriate for Council officials, including Councillors, to accept benefits:

- At a time when such community organisation are awaiting a Council decision on a grant application, seeking to commence/continue doing business with Council, seeking favourable use of Council facilities and/or having other similar interactions with Council
- Where the hospitality is complementary and disproportionate to the occasion.

In such circumstances it would be appropriate to either respectfully decline the invitation or seek endorsement to attend and pay for the 'ticket'. Council's 'Policy on the Payment of Expenses and Provision of Facilities for the Mayor and Other Councillors' outlines situations where Councillors can be reimbursed for the cost of attending certain non-Council functions.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 10

In order to manage public perception, Council officials are to be sensitive to the timing and the potential purpose of such benefits (including invitations) offered by community based (not for profit) organisations.

All offers and invitations accepted without purchase of a 'ticket' are to be declared.

Gifts that cannot be returned

There may be exceptional circumstances where the acceptance of a gift that is unacceptable under Council's policy is inadvertently accepted by an employee or may not easily be returned. Examples include:

- A wrapped gift that the recipient does not open in the presence of the gift giver
- Gifts accepted for cultural, protocol or other reasons, where returning it would be inappropriate
- Anonymous gifts received through the mail or left for the official without a return address
- A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment

In such circumstances, the gift, along with details of the incident, are to be declared. The determination of the action to be taken will normally include a stipulation that the gift becomes the property of the Council rather than be kept by the Council official.

Declarations by Council officials

The subsequent actions in relation to all declared gifts and benefits are to be determined by the General Manager (or the Mayor, in the case of the potential recipient being the General Manager). Apart from the exceptional circumstance where a gift or benefit is being retained, options for determinations are included in the section 'disposal of gifts'.

The details of declarations of gifts and benefits that are to be entered in the Gifts and Benefits Register are set out in the Gifts and Benefits Declaration Form.

The inclusion of any entry in the Gifts and Benefits Register does not relieve Councillors and designated persons from their obligations to make disclosures in association with Disclosure of Interest Returns (that is annual pecuniary interest returns) required under Section 449 (3) of the Local Government Act. It is also noted that the Local Government (General) regulation 2005 states:

A gift need not be included in a return if:

- (a) It did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less or*
- (b) It was a political contribution disclosed, or required to be disclosed, under Part 6*
- (c) The donor was a relative of the donee.*

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 11

Responsibilities

The General Manager is responsible for determining the actions to be taken in respect of each declaration of a gift and benefit that requires determination under this policy.

The Service Unit Manager Customer Service and Governance is responsible for:

- The implementation of this policy including monitoring its effectiveness
- Maintenance of the Gifts and Benefits register
- Managing the determination of declarations of gifts and benefits

Group Managers, Service Unit Managers, Section Unit Managers, Team Managers, Team Leaders, Coordinators and others supervising staff are responsible to ensure that their staff are aware of this Policy, its intent and the associated procedures and to be available to give advice on its interpretation.

All Council officials are to be aware of this policy and to be available for appropriate training.

Receipt of gifts

Councillors and staff must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

Councillors and staff must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

Key considerations for employees and Councillors in respect of the Policy are:

1. Soliciting personal gifts or benefits is prohibited.
2. If a Councillor or employee becomes aware of another Councillor or employee soliciting gifts or benefits they should report it immediately to the General Manager and/or the Mayor.
3. Accepting gifts where a reasonable person could consider that there may be influence applied as a result of accepting the gift is prohibited.
4. Where it is suspected that a gift has been offered for the purposes of influencing a Councillor's or employee's behaviour in their official capacity, the gift must be declined and it should be reported immediately to the relevant Group Manager, the General Manager and/or the Mayor.
5. Accepting gifts of money is prohibited.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 12

6. Councillors and employees should not accept gifts that appear to be more than of a token nature or of more than a nominal value. This policy acknowledges that this is not always practicable and provides guidelines below. Gifts that are accepted and are of more than a token nature will become the property of the City of Ryde.
7. Councillors and employees should not accept more than two gifts in a six month period from the same person regardless of their value.
8. Should a Councillor or employee receive a gift or prize as the result of entering a competition while engaging in official duties the gift or prize will become the property of the City of Ryde.
9. Any gifts or benefits received as a result of a purchase incentive scheme will be the property of the City of Ryde. For example, where purchasing over a certain amount from a supplier results in a gift, this gift will be the property of the City of Ryde.

Accepting Gifts

It is best not to accept a gift or benefit offered that is more than of a token nature. These guidelines acknowledge that this is not always possible and set out points of consideration with regard to gifts and benefits for Councillors and employees.

1. When deciding whether to accept or decline a gift consideration should be given to not only the value of the gift but also the intent of the gift or benefit being offered.
2. Culture or tradition should never be used as an excuse to accept inappropriate gifts and benefits.
3. Christmas and other cultural or religious occasions do not represent exceptions to this policy.
4. On occasion an inappropriate gift may be accepted inadvertently. For example:
 - the gift is wrapped and not opened in the presence of the gift giver:
 - the gift is accepted for cultural, protocol or other reasons and returning it would be inappropriate.
 - anonymous gifts received through the mail or left without a return address.
 - the gift is received in a public forum and attempts to refuse or return it would cause significant embarrassment.

These gifts will become the property of the City of Ryde.

5. Where possible, any frequent flyer points accrued as a result of Council purchasing tickets will remain the property of City of Ryde and will be used to reduce future costs to Council.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 13

Disposal of Gifts

The disposal of gifts will be dictated by the nature of the gift. The gift receiver can nominate or suggest a disposal method on the Gifts and Benefits Disclosure Form, however the General Manager or Mayor (as appropriate) will determine the action to be taken.

In determining this action the following will be considered:

1. Gifts received from visiting delegations or gifts personalised to the City of Ryde will be kept at the City of Ryde and displayed or stored appropriately.
2. Perishable gifts such as flowers can be displayed in public areas such as customer service counters, libraries etc.
3. Perishable food items may be shared amongst staff in the work location.
4. The City of Ryde will nominate a charity or charities to which surrendered gifts will be donated.
5. Gifts that can be used for work purposes may be shared amongst staff to use in the workplace.
6. Where a reasonable person could consider that there may be influence applied as a result of accepting the gift it will be returned.

The decision regarding disposal of a gift will be noted on the Gifts and Benefits Disclosure Forum.

Gift Register and forms

The details of **all** gifts received shall be entered into the Gifts Register by the immediate completion of a Gifts and Benefits Disclosure form by the employee or Councillor. This includes gifts of a token nature.

The Gifts Register will be available for public inspection.

The General Manager shall review all entries made by employees in the Gifts Register and determine any action that may be considered appropriate in relation to any such entry. Such action may include the giving of advice or counselling, removal of the employee from a decision making, regulatory or purchasing role or a direction that the gift be returned.

A Councillor may refer any entry in the Gifts Register to a Council Meeting for review by the Council.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 14

Procedure

1. All Councillors or employees who have been offered, accepted, refused or returned a gift or benefit must complete a Gifts and Benefits Disclosure Form.
2. The form is then referred to the Group Manager for noting and signing in the case of employees. In the case of Councillors and Group Managers it is forwarded to the General Manager for noting and signing. In the case of the General Manager, the form is to be forwarded to the Manager, Risk and Audit or the Mayor for noting and signing.
3. The Group Manager, General Manager, Manager Risk and Audit or the Mayor (as set out above) is then to review and determine action.
4. The completed and endorsed form is then sent to the Governance Unit to be recorded and, where appropriate, to advise the employee or Councillor of the outcome.

Breaches of this Policy

Each Councillor and employee of the City of Ryde is obliged to comply with this policy. Sanctions may be applied if this policy is breached.

Any person may report an alleged breach of this policy by a Councillor or an employee (other than the General Manager) to the General Manager in writing.

Any person may report an alleged breach of this policy by a Councillor or the General Manager to the Mayor in writing.

The General Manager or Mayor, as appropriate, shall investigate any report received and take such action as is considered necessary.

If this policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

Gifts and Benefits - Procedure		
Owner: Customer Service and Governance	Accountability: Governance framework (including registers) development	Relates to Policy Number: CSG003
Trim Reference: D13/64134	Policy: Gifts and Benefits Policy	Page 15

**DESIGN
OUR
RYDE**

DESIGN OUR RYDE

RYDE HUB PRECINCT
International **Design** Competition

VOTING PROCESS REPORT

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Design our Ryde Voting Report

The aim of the International Design Competition was to provide a bold design solution that could generate broad consensus and community pride. As such, the voting competition was designed to maximise community involvement in the selection process (through the ease of access and ease of participation), while ensuring unfair practices in the voting process were identified and thwarted.

The voting competition was facilitated by an online voting portal as well as in-person voting stations at the designated Design our Ryde exhibition sites.

The design entry that received the highest number of validated votes online and via our in-person voting stations was selected as the Community's Preferred Design in Stage 1 and referred to the Competition Judges for consideration in Stage 2 of the Design Competition.

This document outlines how the online and in-person votes were collated, validated and counted to determine the Community's Preferred Design for Stage 1 of this competition. It also outlines how the winners of the \$100 gift vouchers were selected for Stage 1 of the Design Our Ryde Competition.



Selection Process for the Community's Preferred Design

This section outlines how the online and in-person votes were collated, validated and counted to determine the Community's Preferred Design for Stage 1 of this competition.

VOTING PERIOD

As per the terms and conditions of the voting competition, only online votes received between 12:01am on Thursday, 14th April 2016 to 11:59pm on Thursday, 5th May 2016 and In-Person votes received from 9.00am on Thursday, 14th April 2016 to 9.00pm on Thursday, 5th May 2016 at authorised Design Our Ryde voting stations were considered in the voting tally.

VOTES RECEIVED VIA ONLINE PORTAL

2,097 votes were received via our online voting portal at www.designourryde.com.au. The online voting portal activation was controlled by the City of Ryde Web Communications Coordinator.

To ensure there was no prejudice to the entrants, the image galleries of each entry displayed on the online portal were automatically randomised for each new viewer.

VOTES RECEIVED VIA IN-PERSON VOTING STATIONS

556 votes were received via our authorised In-Person voting stations at Top Ryde City Shopping Centre, Macquarie Shopping Centre, City of Ryde Customer Service Centre (formerly the Ryde Planning and Business Centre at 1 Pope St, Ryde and City of Ryde Customer Service Centre at 1 Devlin St, Ryde) and City of Ryde Libraries (Ryde, West Ryde, Gladesville, Eastwood, North Ryde). Votes made at these sites were accepted from Thursday 14th April 2016 to Thursday 5th May 2016, during the each site's normal trading hours.

To ensure there was no prejudice to the entrants, the images of each entry displayed at each site were randomised every day by the staff at the site.



All In-Person votes were registered in Council's record keeping system 'TRIM' and votes that fulfilled the basic information requirements were electronically added to the same online surveys form that was on the online portal hosted by SurveyMonkey. All votes that fulfilled the basic information requirements were entered into the online survey form, as though completing multiple online surveys, by the City of Ryde's Research & Insights Coordinator and the Acting Community Engagement Coordinator.

For Quality Assurance purposes, the input fields for the design entry number, the entrant's name, email address and phone number were made mandatory on the online survey form hosted by SurveyMonkey. If a field on the form was left blank, or not provided in the correct format, the electronic form were prompted the member of staff entering these details and did not allow them to proceed to a new form until these fields are complete and in the expected format.

- To move forward in the form, in situations where an In-Person voting form did not include an email address, a dummy email address such as "noemail@noemail.com" was entered in the email field of their online survey form.
- Further, where a residential address was provided in lieu of an email address, the residential address was embedded in an email address format e.g. 1_devlin_street_Ryde@noemail.com and entered in the email field of their online survey form.

Where details such as the respondent's name, email address or phone number were illegible on their In-Person voting form, attempts were made to contact these entrants to verify their details. If entrants were not contactable, the best interpretation of these details by the Research & Insights Coordinator or Acting Community Engagement Coordinator was adopted.

Under the Schedule 1 of the Privacy Act 1988, we had an obligation to collect, use and store information in accordance to Council's commitment to the community, when the survey was conducted.



As the community participating in the survey were not advised of the use of their information or individual responses, for purposes other than determining the Design voted the People's Choice for consideration by the Competition Jury, the following steps were taken:

- Only the Web Coordinator, the Research and Insights Coordinator and the Acting Community Engagement Coordinator were provided access to the individual voting information from the Stage 1 Voting Competition
- Records of individual voting forms or online ballot submissions were saved in a secure location, accessible only by Council's Community Engagement Team, the Acting Manager Communications, Customer Service and Events and the Acting Chief Operating Officer
- The top line results were disclosed only to the designated Probity Officer from Procure Group, the Executive Officer Ryde Civic Hub, the Research and Insights Coordinator, the Acting Manager Communications, Customer Service and Events, the Acting Chief Operating Officer and the Design Our Ryde Competition Jury.

In following the Privacy Principles as stipulated in the Privacy Act 1988, the public could act freely in their interaction with Council without any fear that their views would become public and feel assured that they would not be disadvantaged or detrimentally affected by participating in this voting competition.

VOTING CLEANING PROCESS

In-Person Votes

Among the 556 in-person votes received:

- 13 In-Person votes did not have the minimum information required to register their vote. These were not entered in SurveyMonkey for the purposes of the vote, but registered in TRIM

Of the 543 votes entered into Survey Monkey:

- An additional 21 voters did not agree to the terms and conditions, their votes were removed in the cleaning process.

As part of the cleaning process, an address column was created for those who provided a residential address in lieu of an email address. Formatting changes were made to revert residential addresses in email address format, back to a regular residential address format e.g. 1_devlin_street_Ryde@noemail.com to 1 Devlin Street, Ryde



The email address noemail@noemail.com or similar, were also replaced with a blank entry in the email address field.

Once these steps were complete, the all remaining paper votes were combined with the online votes for further cleaning.

Online Votes

1. As Excel had removed the first zero of each phone number provided, zeroes were added to phone numbers where appropriate (e.g. mobile phone numbers that began with “4”, +61 prefixes or Australian area codes such as 2, 3, etc.)
2. Alphabet letters were removed from mobile phone numbers
3. Phone numbers that were too long or too short to be a valid Australian phone number were removed (e.g. less than 8 digits, more than 10 digits)
4. Once this step was completed, all cleaned online and in-person entries were combined to produce a list known as “ALL VOTES CLEANED.”

PHONE NUMBER VALIDATION PROCESS

Previously Validated Entries:

- Entries with mobile phone numbers that had previously been validated by Byteplant (i.e. 5 days before competition close date as a test case) were identified. This list was known as “Previously Validated”
- The statuses of these validations were copied over to the corresponding record from the “ALL VOTES CLEANED” list, producing the list “ALL VOTES WASHED AGAINST PREVIO.”

Not Yet Validated Entries:

- Remaining entries that did not have previously validated phone numbers were consolidated in the list “ALL VOTES for VALIDATION” and sent to Byteplant (<http://www.byteplant.com/>) for validation. The phone number provided on each entry was checked by Byteplant to verify whether it was indeed a valid and live Australia phone number (as per the terms and conditions of this competition)
- The newly validated entries were added to previously validated entries and formed the list “ALL VOTES VALIDATED.”



Determining the Number of votes by Design

1. All entries within the “ALL VOTES VALIDATED” list had a status allocated by Byteplant. All entries with the status “INVALID” or “DUPLICATE” in the “Checkpoint” field were removed. The remaining entries formed the list “PEOPLES CHOICE.”
2. A “countif” formula was used to count the number of votes received by each design in the “PEOPLES CHOICE” list. The number of votes received per design were tallied in “RESULTS FOR PC.”
3. Once the top 10 most voted designs were determined, 19 votes were deducted from 2 designs, due to a call validation conducted Simon Taylor from Procure Group .
4. The new totals were a recorded in the minutes of the Community Engagement and Probity Meeting 9 May 2016, as well as the Probity Report issued by Procure Group.

Determining winners of the \$100 gift vouchers

This section outlines how the prize draw winners were selected for Stage 1 of the Design Our Ryde Competition.

First Round Prize Draw:

1. 16 random numbers were generated using “=RANDBETWEEN” formula in the tab “Prize Draw ID Pt1.” Random numbers were selected within the range of 2 and 1366 – corresponding with the row range of total entries in the “Participant List for Prize Draw” list
2. The participants from the list “Participant List for Prize Draw” that were listed on rows which corresponded with the random number generated from the “Prize Draw ID Pt1” tab were selected as potential prize draw winners
3. All 16 potential prize draw winners were contacted, but only 7 were verified as actual entrants to the Design our Ryde competition. As a result, a second round prize draw was conducted.



Second Round Prize Draw:

1. A Second round was conducted to find the remaining eligible winners of the prize draw
2. 24 random numbers were generated using “RANDBETWEEN” formula. Random numbers were selected within the range of total entries in the “Master” list
3. 14 in the random selection were deemed valid; these participants were contacted to determine the remaining winners of the draw
4. All participants contacted in both prize draws were telephoned by the Executive Officer, in the order of drawing, using a call text provided by the Probitry Adviser to verify the authenticity of the participant.



DESIGN OUR RYDE

RYDE HUB PRECINCT
International **Design** Competition

INTERNATIONAL DESIGN IDEAS COMPETITION

JURY REPORT



DESIGN OUR RYDE

CONTENTS

Introduction	1
The Jury	1
Competition Aims	2
Assessment Criteria	2
Probity	2
Stage 1 Competition Summary	3
Key Dates	3
Registrations and Eligibility.....	3
Question and Answer Period	4
Announcements.....	4
Submissions	5
Public Exhibition and Voting	7
Jury Deliberation	7
Shortlist Selection and Comments.....	9
Supplementary Requirements	11
Stage 2 Competition Summary	12
Key Dates	12
Question and Answer Period	12
Submissions	13
Public Exhibition and Feedback	13
Jury Deliberation	14

DESIGN OUR RYDE



INTRODUCTION

The Design Our Ryde International Design Ideas Competition (the Competition) was launched by the City of Ryde Council (Council) on Monday 11 January 2016. The competition was a two stage process which sought innovative design ideas from the international architectural community for the redevelopment of the Ryde Civic Centre. The Competition has now concluded and the Beijing Institute of Architectural Design were selected by the Jury as the winner of the Competition.

This Jury Report provides a summary of the Competition. Specifically, it outlines the chronology of events, the key facts for Stage 1 and Stage 2 and the Jury's deliberation of Stage 1 and 2. The Report should be read in conjunction with the Design Competition Brief and Competition Conditions.

The Design Competition was conducted in accordance with the Design Competition Brief and Competition Conditions. These documents were endorsed by the Australian Institute of Architects (AIA) and were prepared in accordance with the NSW Director-General's Design Excellence Guidelines.



DESIGN OUR RYDE

THE JURY

Council invited a high calibre Jury with a demonstrated diversity of experience to judge the Competition. The Jury comprised:

- **Peter Poulet**, Government Architect NSW (Chair)
- **Maria Atkinson AM**, Greater Sydney Commission, Sydney District Commissioner and Sustainability Strategist.
- **Shaun Carter**, NSW Chapter President, Australian Institute of Architects.

The Jury carried out their evaluation in accordance with the Jury Brief.



COMPETITION AIMS

To provide context to this report, the following aims were expressed in the Design Brief:

- To achieve the highest standards in sustainable design practice;
- To promote innovative concept designs for the Site;
- To elicit a diversity of architectural solutions;
- To encourage flexibility within the existing planning controls to allow for newer, and unexpected solutions;
- To realise the potential of the Site to sustain an iconic solution; and
- To engage the community to liberate the potential of the Site.

ASSESSMENT CRITERIA

In accordance with Section 4.4 of the Competition Conditions, the following assessment criteria were utilised by the Jury in their assessment of the submissions for Stages 1 and 2:

- *“A place that enhances the civic and cultural qualities of Ryde;*
- *Best practice sustainable design;*
- *Improved connectivity to the surrounding area for all users;*
- *A significant architectural and economically feasible concept that will complement the existing Top Ryde City Shopping Centre;*
- *Excellent amenity for future workers and residents whilst protecting and respecting the amenity of existing neighbours;*
- *Open and enclosed spaces that are welcoming and address the social needs of the community and employees on the Site; and*
- *The functional requirements of the Brief.”*

PROBITY

The Council engaged Procure Group to ensure the integrity of Competition process was maintained and that all decisions were managed in a transparent and professional manner. Procure Group has attended all key meetings, reviewed the Brief and Conditions and advised Council, the Jury and the Competition Registrar on probity matters throughout Stage 1 and Stage 2 of the Design Competition.



STAGE 1 COMPETITION SUMMARY

Stage 1 of the Design Competition was conducted over an 11-week period (11 January 2016 - 30 March 2016). The Competition was well received by the Australian and global architectural community, with 666 registrations of interest and a total of 175 submissions received from 47 countries.

KEY DATES

The following key dates made up Stage 1 of the Design Competition.

DESIGN COMPETITION COMMENCED	11 January 2016
REGISTRATION PERIOD COMMENCED	11 January 2016
QUESTION + ANSWER PERIOD CLOSED	4 March 2016
REGISTRATION PERIOD CLOSED	18 March 2016
STAGE 1 SUBMISSION DEADLINE	30 March 2016
PUBLIC EXHIBITION + VOTING	14 April – 5 May 2016
JURY DELIBERATION	11 May + 13 May 2016
SHORTLIST ANNOUNCED	16 May 2016

REGISTRATIONS AND ELIGIBILITY

The Design Competition was an international, anonymous and open competition. Entry into Stage 1 was available free of charge to professionally registered architects and students or graduates of an accredited architecture degree. Confirmation of eligibility was at the discretion of the Competition Registrar as set out in the Competition Conditions.

Over a 10-week period, a total of 666 registrations of interest were received; 100 did not meet the entry criteria and were deemed ineligible.



The primary reason for ineligibility was insufficient qualifications, being graduates who had not completed an accredited architecture degree.

As such, a total of 566 competitors were registered from 73 countries. Each eligible competitor was provided with secure login details to the Design Competition Microsite and a competition number which they were advised to use as their only form of identification (e.g. RYDE067). The following summary of the Competition Microsite was also provided to each registered competitor:

JBA's Design Competition Manager (DCM) online portal will be used for the competition. All correspondence and your Stage 1 submission should be delivered through this online portal. The DCM comprises the following pages:

- **[HOME](#)** - Summary of competition
- **[COMPETITION BRIEF](#)** - Access to all Competition documents
- **[FORUM](#)** - All announcements made by the Competition Registrar (JBA)
- **[YOUR QUESTIONS](#)** - Location to ask the Competition Registrar questions
- **[SUBMIT YOUR ENTRY](#)** - Submissions must be made through the form on this page

The top toolbar provides links to each page and quick links are provided on the left hand side of the page. Competitors will receive a notification email to your nominated account when any announcement is made or when a response to a question is provided.

The Competition Microsite included all details pertaining to Stage 1 of the Design Competition, such as the full Design Brief with appendices and Competition Conditions.

QUESTION AND ANSWER PERIOD

A 'Question and Answer' period was conducted for 9-weeks via the Competition Microsite. Competitors were able to use the Competition Microsite to ask questions and seek clarifications with regards to the Competition Brief and Competition Conditions. Responses to questions were generally provided within 12-24 hours.

Following the conclusion of the 'Question and Answer' period, a list of frequently asked questions and corresponding answers was collated and provided on 11 March 2016 on the Competition Microsite's public forum.

Common questions and clarifications included:

- Confirmation of site area;
- Existing site conditions; i.e. surrounding building heights, the height of the Devlin Street road bridges, Council's development controls, detail of any underground basements and access;
- Requests for a 3D model for the site and surrounds;
- Clarification of the term 'Key Worker Housing';
- Confirmation of the project budget;



DESIGN OUR RYDE

- Can a competitor submit multiple entries;
- What is the proportion of residential and commercial uses required on the site;
- Can the Devlin Street road bridges and the existing building be demolished;
- Specific design requirements (requirements for Council chamber, capacity of new theatre, infrastructure support for bus exchange, ability to move water easements)

ANNOUNCEMENTS

Over the course of Stage 1 of the Design Competition a total of 15 public announcements were made by the Competition Registrar. These announcements were published in the 'Forum' section of the Competition Microsite and addressed a range of matters. Each registered competitor was able to view these announcements. The announcements concerned:

- The notification of additional information;
- The extension of the Submission Period;
- General deadline reminders;
- The notification of Competition Microsite maintenance;
- The frequently asked question and answer list;
- The announcement of Stage 2 shortlist;

SUBMISSIONS

At the conclusion of the working period for competitors, a total of 182 submissions were received. Following an evaluation by the Competition Registrar of each submission, it was determined that 175 submissions were deemed consistent with the requirements of the Design Competition Brief (equating to 26% of registered entrants). The compliant submissions were received from 47 different countries.

The largest single representation of entrants was from Australia (41 entries), followed by the United States of America (16 entrants) and Italy (14 entrants). A complete list of countries represented in Stage 1 is provided, with The countries represented with submissions is illustrated at **Figure 1**.

Two late submissions were received within 60 minutes of the Stage 1 submission deadline. The Council, Competition Registrar and the Probity Officer agreed that no material advantage had been gained by the two late submissions. As such, Council accepted the submissions into Stage 1.



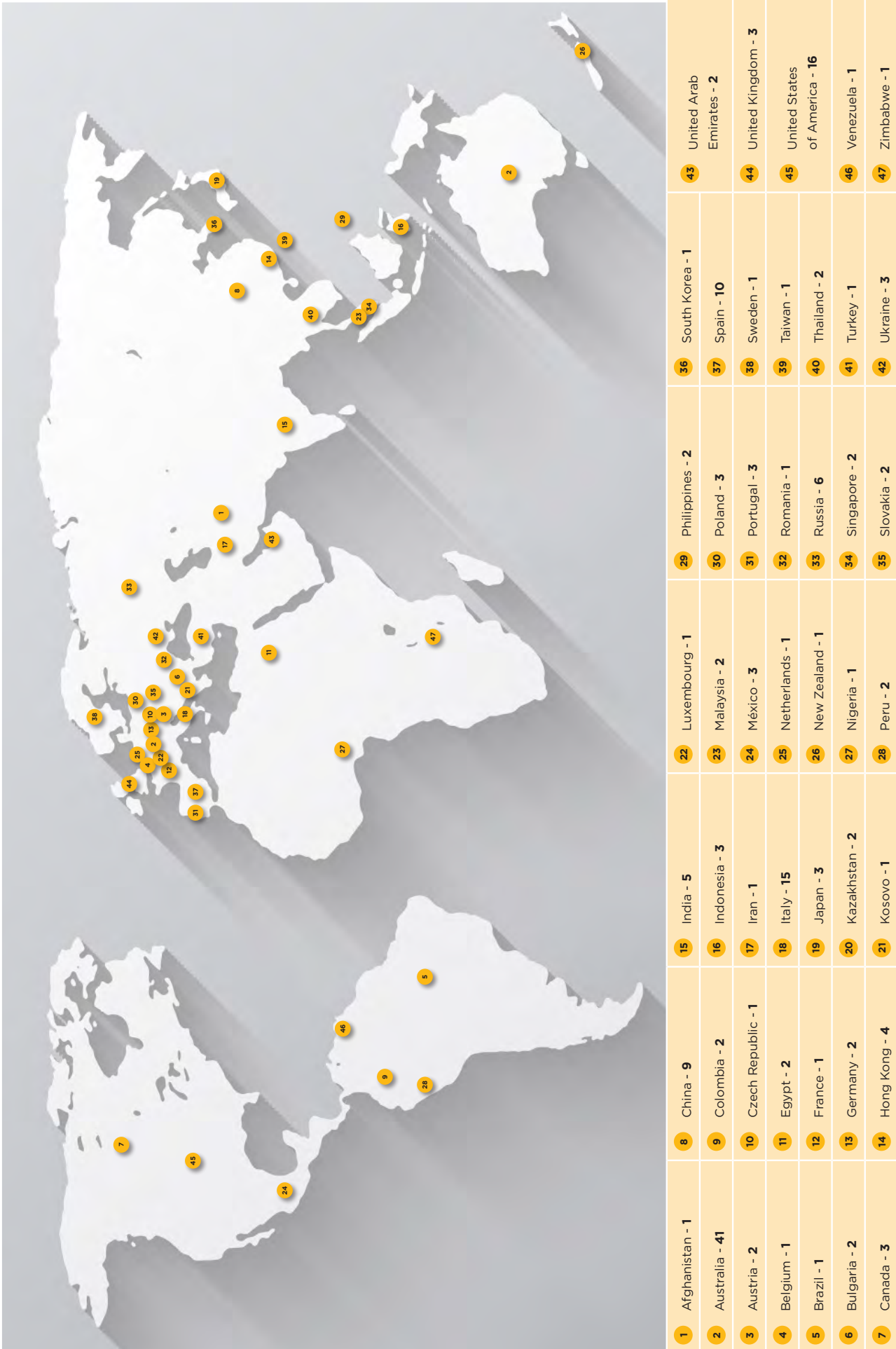


Figure 1: Countries represented in Stage 1 (no. entries in **bold**)

PUBLIC EXHIBITION AND VOTING

Council undertook a comprehensive public exhibition process over a 22-day period from Thursday 14 April until Thursday 5 May. The general public were able to view all compliant entries in the following locations:

- Macquarie Shopping Centre, North Ryde
- Top Ryde Shopping Centre, Ryde
- Five (5) City of Ryde Council libraries
- Two (2) City of Ryde Council customer service centres
- Online at www.DesignOurRyde.com

The local community were invited to vote for the submission they would like to see take part in Stage 2. The submission that received the most public votes was automatically shortlisted for Stage 2 of the Competition. A total of 2,653 public votes were received. The conditions of voting required a voter to:

- be an Australian resident (over the age of 18);
- provide an Australian telephone number; and
- provide an Australian postcode.

The public votes were validated by the Probity Advisor and Council staff in accordance with the above requirements and it was determined that 1,806 votes were valid.

During the voting process, the number and frequency of votes received for Ryde 543 raised significant doubts about the validity of the votes. Subsequently an inquiry was undertaken by Council and the Probity Officer prior to determining the winner of the public vote. The result of the inquiry was that Council disqualified Ryde 543 from the public voting process. This decision was undertaken by Council with advice from the Competition Registrar, Probity Officer and Legal Counsel. Ryde 543 was not disqualified from the Jury's evaluation and the Jury were not made aware that Ryde 543 had been disqualified from the public voting process.

JURY DELIBERATION

The Jury deliberation was held over two days, being 11 and 13 May 2016. Prior to the deliberation, each Jury member received a copy of the submissions to review.

DELIBERATION DAY 1 (11 MAY 2016)

The first deliberation meeting was held at Council offices on Wednesday 11 May 2016. At the commencement of the meeting, the Executive Council Officer, the Competition Registrar and Probity Advisor, provided background information to the Jury on the Stage 1 process. This background briefing included an overview of registrations; overview of eligibility assessments; explanation of submissions received (excluding details of competitors); overview of questions asked by competitors; and summary of public voting.

Before deliberation, the Probity Advisor confirmed a number of matters with the Jury in regards to probity and ensuring that anonymity had been adhered to within Stage 1. The Jury confirmed that:

- there were no changes to the Declarations of Interest previously made;
- they were not aware nor were provided with any details of the authors of the submissions;
- there had been no breach of confidentiality;

- they could complete the necessary assessments;
- they would follow the Jury Brief in reaching their decisions; and
- they were not aware of any outstanding probity issues.

Following this background briefing and confirmation of probity matters, the Jury proceeded to deliberate over each of the submissions. This deliberation process comprised the Jury reviewing each individual submission in chronological order with the assessment criteria in mind. From this review, the Jury identified a longlist of 41 entrants.

After a short break, the Jury evaluated the longlisted submissions, reducing them to a shortlist of eight (8) submissions. As the Jury had collectively determined the shortlist, it was agreed that each submission would be scored independently by each Jury member prior to collectively discussing the shortlist further.

The Jury were not made aware of the People's Choice until they had selected the shortlist of 8. Only when the Jury had identified their final shortlist they were made aware of the identity of the architects they had selected. The architects of the submissions that weren't shortlisted remained anonymous.

Each Jury member scored the shortlisted submissions against the Design Evaluation Criteria in light of the criteria weighting, providing a score out of 10 for each criteria. The shortlist was then ranked based on these scores. With these rankings in mind, the Jury then collectively scored each submission against the criteria, again providing a score out of 10 for each criteria. The shortlisted was ranked again on these scores from 1-8.

This concluded the first day of deliberations.

DELIBERATION DAY 2 (13 MAY 2016)

The second deliberation meeting was also held at Council offices to confirm the final shortlisted competitors for Stage 2. At this meeting, the Jury were presented with A1 boards of each of the eight (8) shortlisted submissions.

The Jury discussed the merits of each scheme against the evaluation criteria. It was unanimously agreed amongst the Jury that the rankings attributed to the top three submissions on the first deliberation day were unchanged; therefore, these submissions were to be shortlisted for Stage 2.

The Jury then proceeded to provide commentary on each of the shortlisted schemes in relation to the evaluation criteria. General commentary relevant to each of the schemes and further requirements for Stage 2 were then confirmed by the Jury.

THE SHORTLIST

The following competitors were selected by the Jury to be shortlisted for entry into Stage 2 of the Design Competition:

- **RYDE 299** - Architensions, New York, United States of America
- **RYDE 392** - MORQ, Perth, Australia and Rome, Italy
- **RYDE 572** - Beijing Institute of Architectural Design, China

The following competitor received the majority of public votes and was shortlisted for Stage 2:

- **RYDE 016** - Team2, St. Leonards, NSW and Hawthorn, VIC (partnered with Arcadia Landscape Architecture)



GENERAL JURY COMMENTS

The Jury provided the following general comments on the three Jury shortlisted entrants, noting that comments were not to be provided for the fourth entrant given its status as winner of the public vote:

- all have a good understanding of the urban context;
- they each have the potential to emphasise the green of Ryde as a differentiation of place;
- the designers have understood the brief and the requirement to connect community, commercial, retail, local government and civic functions in a more accessible centre; and
- each design has the potential to provide Ryde with transformative architecture that celebrates the site and promotes Ryde Town Centre as an attractive multi-functional location.

DETAILED JURY COMMENTS

The Jury provided the following detailed commentary on each of the shortlisted schemes. The identity of the short-listed entrants was not known to the Jury when they provided their detailed commentary.

RYDE 299

Architensions, New York, United States of America

RYDE 299 offers a complex sculptured cube form in a space frame grid. It rises to the prominent south east corner of the site and gradually tapers down to the north and the residential context to the west. A landscaped roof offers real opportunity to grow substantial shrubs with maximum solar access.

The space frame is hollowed out to offer large semi-internal spaces on a variety of levels that suggest porosity to the open sky that would sprinkle light into public spaces in the ground plane.

The abstract nature of this multi-faceted design offers the possibility to respond with large singular and spatially rich and complex envelopes.

The design has scope for refinement in both internal and external connectivity, sustainability of the deeper sections of the design and the relationship of the more cavernous areas with the Devlin Street frontage.

RYDE 392

MORQ, Perth, Australia and Rome, Italy

RYDE 392 demonstrates a sophisticated understanding of the site. It places building density and height in locations that define its prominent geographic and symbolic location and that gradually scale down in density and height towards the western residential areas.

The tall building on the corner of Parkes and Devlin Streets and the street wall building to the busy major arterial road of Devlin Street allows RYDE 392 to create a quieter, more serene north facing central open promenade. This promenade mediates between the east and west Development strip areas creating a more intimate public open-air space.

The western strip of development looks past the taller buildings to the east whilst sharing views and solar access. The civic building steps down in scale addressing the dramatic change in nature of the site relative to the development on the eastern side of Devlin Street.

Thin towers will offer great amenity for workers and residences and will easily comply with NSW residential codes, whilst offering panoramic views. The commercial, retail, community and civic spaces anchor the towers with pathways that permeate the site from west to east.

The design has the potential for the western strip to move closer to Devlin Street to help define the street edge and widening the central public promenade. There may be potential to improve connectivity across Devlin Street. The western facades of the towers will need to provide screening and the singular buildings provide scope for a variety of treatments.

RYDE 572

Beijing Institute of Architectural Design, China

At a time when we realise our urban canopy needs to expand RYDE 572 offers a rooftop public garden that offers exactly that possibility.

The site's tempting wedge shape and island nature seems to have prompted a large protected internal garden that ameliorates the velocity and noise of Devlin Street's traffic to create a potentially quiet civic space.

Whilst this might be read as a large singular structure, there is evidence in the elevations to suggest the roof garden provides a canopy over smaller grain building elements that offer the many different functions required by the brief. The encouraging fine and mixed grain elements provide a good combination of scale and the breaks between the structures appear to offer good permeability into the central public space and across the site.

The land bridge and building form rises at the Parkes Street and Devlin Street corner to provide the site the prominence that is needed.

This scheme offers a very good solution to the complex topography and connectivity of the site. Adding two bridges to engage with the shopping centre opposite helps improve connectivity between the retail/leisure and civic centres to provide a multi-destination heart to the City of Ryde. The inclined land bridge that carries on down Parkes Street invites citizens to centre of the site is clever; it continues the urban canopy and better connects the site to western residential precincts.

This design illustrates the issues created by the inclusion of a bus interchange with its location at the northern tip of the site adding traffic to the western edge of the site and distancing bus connectivity from three of the routes across Devlin Street.



SUPPLEMENTARY STAGE 2 REQUIREMENTS

A number of supplementary requirements were suggested by the Jury for the shortlisted competitors to consider in their Stage 2 submissions. It was stated by the Jury that each shortlisted competitor is to demonstrate how their design concept,

- provides a sustainable solution for social needs, resources and communications;
- relates to local topography;
- responds to the summer and winter solstices in the southern hemisphere;
- counters the annual temperature range for the site and glare from the sun in the west.
- respects the urban context of the site;
- resolves the details of vegetation, solar gain and shade, and water conservation;
- applies a landscaping strategy featuring indigenous species;
- sustains a transport strategy that complements local infrastructure,
- integrates vertical and horizontal access routes, and
- details how the public would access rooftop areas and viewing platforms where proposed.

Following their review of the Stage 1 submissions, the Jury decided that Design Objective 7, to provide a bus interchange, no longer applies as the site is deemed unsuitable for this function. The shortlisted competitors were requested to identify an alternative use for areas allocated for bus operations if they had included them in their designs.

The additional requirements were issued to each of the shortlisted competitors via email on 24 May 2016.



STAGE 2 COMPETITION SUMMARY

Stage 2 of the Design Competition was conducted over 6 weeks (13 May – 30 March 2016). Stage 2 was a closed and invited competition that required competitors to provide a more detailed analysis of the sites development potential. The public exhibition of submissions and community polling occurred over a 3-week period (11 July to 1 August 2016). The comments from the general public were presented and provided to the Jury and informed the deliberation process. The winner was announced on 8 August 2016.

KEY DATES

PARTICIPANTS ANNOUNCED AND INVITED COMPETITION COMMENCES	13 May 2016
INVITED COMPETITION CLOSED	27 June 2016
PUBLIC EXHIBITION FOR COMMUNITY POLLING	11 July - 1 August 2016
WINNER ANNOUNCED	8 August 2016

QUESTION AND ANSWER PERIOD

The 'Question and Answer' period was conducted for 2-weeks via the Competition Microsite. As with Stage 1, competitors were able to use the Competition Microsite to ask questions and seek clarifications with regards to the Competition Brief, Competition Conditions and submission process. Responses to questions were generally provided within 12 - 24 hours.

Following the conclusion of the 'Question and Answer' period, a list of frequently asked questions and corresponding answers was collated and provided on 31 May 2016 on the Competition Microsite public forum.

Reoccurring questions and clarifications included:

- confirmation whether sub-consultants assisting can be acknowledged as part of the submission;
- clarification on the technical requirements for the animation;
- what content should be included on the A3 posters;
- confirmation that Stage 1 submissions will be made available to the Jury during the Stage 2 evaluation period.

SUBMISSIONS

All four shortlisted competitors submitted at Stage 2. In accordance with the competition requirements, the submissions comprised six (6) new illustrations, a 3D digital model and a video animation. Following an evaluation by the Competition Registrar, it was determined that all four submissions complied with the requirements of the Brief.



DESIGN OUR RYDE

PUBLIC EXHIBITION AND FEEDBACK

The submissions were publically exhibited for a period of 22 days from 11 July 2016 to 1 August 2016. The submissions were displayed at the Macquarie Shopping Centre, North Ryde, and the Top Ryde Shopping Centre, Ryde, and online via the Design Our Ryde website.

Each competitor's Stage 2 submission was exhibited alongside their Stage 1 submission.

The general public were able to provide feedback via a Design Feedback Survey accessible from the Design our Ryde Website and from a computer kiosk at each of the physical exhibitions.

A total of 360 survey responses were received from the public. The feedback provided by the public was validated by the Probity Advisor and Council staff. It was determined that 60 entries did not satisfy the terms and conditions of participation. Accordingly, 300 submissions were deemed to be valid. All valid commentary from the public was then collated and provided to the Jury for consideration during the evaluation period.

JURY ASSESSMENT

The Jury deliberation was held on the 4 August 2016. Prior to the deliberation, each Jury member received a copy of the submissions to review. The Jury assessed each submission against the seven (7) design criteria:

- enhance civic and cultural qualities;
- best practice sustainable design;
- Improved connectivity;
- significant and economically feasible;
- excellent amenity and respects neighbours;
- welcoming spaces for community and employees;
- functional requirements of the brief.

The Jury determined unanimously that the Beijing Institute of Architectural Design had excelled in their achievement of the criteria and were selected as the winner of the competition.

JURY COMMENTS

The Jury provided the following general comments on the four (4) submissions:

- submissions have an acceptable to excellent potential to enhance the civic and cultural qualities of the site;
- each submission exemplifies an acceptable to very good understanding of best practice sustainable design;
- each design demonstrates a good to excellent ability to improve connectivity;
- submissions have a good to excellent capacity to deliver a significant and economically feasible design;
- submissions provide an acceptable to excellent level of amenity and impact to neighbours;

- submissions provide acceptable to excellent welcoming spaces for employees and the broader community; and
- all submissions demonstrate an excellent understanding of the functional requirements of the Competition Brief.

BEIJING INSTITUTE OF ARCHITECTURAL DESIGN ('RYDE CIVIC HUB')



The 'Ryde Civic Hub', the winner of the competition, is a unique proposition for a proud and progressive city. The proposal is exemplary in its emphasis on the garden setting of Ryde with a strong focus on community, amenity and liveability.

The spiralling garden path, a strong and compelling feature of this design, engages and connects diverse places and uses in a people friendly community focused gesture. The variety of active spaces ensures an ever changing and dynamic place.

The setting back and orientation of the apartments ensures liveability and a community ready to activate the variety of spaces being provided.

The land-bridge to the west and better connectivity to the Top Ryde Shopping Centre further brings a population to enjoy the amenity and services available and allows for additional activation of the places and spaces.

The Jury comments congratulate this design as a rare example of making new communities which are engaged with and complementary to the character of the neighbourhood they spring from. This scheme amplifies the opportunities for active transport by using the green loop as an attractive connecting element. The design provides an opportunity for potentially augmenting the urban green canopy and joining the Sydney green grid.



DESIGN OUR RYDE

Narrower floor plates and appropriate orientation ensures good solar performance and great places to live and be in. Similarly, the public spaces, roof top park and protected court spaces give good opportunities for community interaction and activation; the amphitheatre will make a particularly welcoming place for people. Overall, the Jury made the following comments on the scheme:

- Realistic and well considered concept that demonstrates a comprehensive understanding of the urban context. The singular form is a unique proposition to create a new place for Ryde in a way that is different from other areas in Sydney. It represents an opportunity for positive change and enhances and nourishes the notion of the garden suburb.
- The design has a character that is uniquely Ryde, representing the junction of urban and suburban Sydney. The massing of the building is not about monumentality, rather it creates a built form with a scale that is appropriate for the urban context.
- The building wraps the site protecting the new public spaces from Devlin Street. Spaces are created that the public can enjoy. These spaces are green, activated and offered with high amenity.
- It is a place for people, making gestures above and below the ground plane. The majority of activity is encouraged at the ground level and easy public access is provided to the roof.
- Excellent connectivity is provided without relying on a land bridge; it will make a significant contribution to the liveability of the surrounding neighbourhood; it nourishes and feeds the neighbourhood and will create a pleasant experience for all who use it; increasing walkability; connecting to the eastern and western edge at the ground plane.
- The building form would not be expensive or complicated to build, equating to a high level of buildability.
- The proposal offers a unique prospect of a positive agent of change, representing the local character and the community. The building form resolves a complex site, presenting a design which will be replicated elsewhere.
- Promises a unique opportunity for future uses, allowing for flexibility of uses and plenty of commercial opportunities. The design mediates between a significant building and one that is humble and serves the community.
- The scheme presents a robust response to sustainable living. High quality sustainability features such as effective building orientation, the maximising of natural ventilation, the proposition of low-e glass and use of rainwater collection - respond to resource efficiency goals. The green roofs and green walls combine environmental and health and well being sustainability objectives.

TEAM2 & ARCADIA ('THE ORCHARD')



The Orchard had the ambition to make a people place and the concept was judged a close runner-up to the winning design. However, the major master planning decisions did not contribute to the rehabilitation or quality of Devlin Street and the public spaces were seen as compromised due to their elevated nature and the challenge they propose to urban connectivity.

The Jury felt that the urban strategy and building forms were not sufficiently developed to demonstrate a positive contribution to the liveable Ryde. The Jury commended the sustainability initiatives proposed.

ARCHITENSIONS ('RISING RYDE')



DESIGN OUR RYDE

The Jury commended Rising Ryde as a unique ‘hill like’ form encased in vegetation. An innovative design was put forward with significant potential. However, the residual urban amenity was seen as compromised and sustainability initiatives could have been further resolved.

The bringing together of a diverse program of multiple functions and uses had potential to develop, but generated compromised internalised public spaces not contributing to the wider neighbourhood. Whilst the scheme has allowed for a new internal park, this has been at the comprise expense of connections to the surrounding environment.

MORQ (‘THE GATEWAY TO RYDE’)



The Gateway to Ryde has been commended by the Jury for a clear and legible master plan and urban strategy. With building forms disposed in the appropriate site location, the design generates good internal amenity. The open space and gardens provided at the ground plane will result in a quality public space. An attractive, however, traditional development approach has not delivered significant innovation and was seen by the Jury as not providing the level of public connectivity possible for the site.

The proposal for a landmark building on the corner of Devlin and Parkes Streets brings into question the future urban development and character of the city centre, particularly with the absence of new transport and pedestrian connections.






**DESIGN
OUR
RYDE**

DESIGN OUR RYDE

RYDE HUB PRECINCT
International **Design** Competition

PROBITY REPORT

 City of Ryde



Document Information

Client	City of Ryde Council
Project	'Design Our Ryde' Ryde Hub Precinct International Design Competition
Type	Two Staged Assessed Design Competition
Report status	Final probity Report
Prepared for	Malcolm Harrild Executive Officer, Ryde Civic Hub City of Ryde Council 3 Richardson Place North Ryde NSW 2113
Prepared by	 Simon Taylor 0423 431 606
Approved by	 Warwick Smith 0416 107 378

Statement of Responsibility

This probity report has been prepared for the purpose of assisting the City of Ryde Council in its decision making in relation to the process followed for selecting the winning entry for the 'Design Our Ryde' Ryde Hub Precinct International Design Competition. Procure Group Pty Ltd has compiled the report on the basis of:

- a) information it has been given and which it has reviewed;
- b) the processes and procedures it has observed; and
- c) the issues raised with it.

The conclusion stated in section 2 of this report is based upon the work performed as documented in it. While Procure has identified probity risks and considered the controls, environment and action taken by the City of Ryde Council to address those risks, probity issues may nevertheless have arisen that have not been identified. While Procure Group Pty Ltd may provide input into processes followed, the City of Ryde Council retains responsibility for the probity of its personnel and processes. The report cannot be relied upon by any other party or for any other purpose.

Contents

1	Introduction	5
1.1	Our Engagement	5
1.2	Project Summary	5
1.3	Summary of Key activities and dates	7
2	Conclusion	8
3	Probity advisor's role	9
3.1	Role of probity advisor	9
3.2	Probity fundamentals	9
4	Scope and methodology	10
4.1	Scope of work	10
4.2	General approach taken	10
5	Work performed and observations	11
5.1	Maintaining accountability and transparency	11
5.1.1	Pre receipt of proposals	11
5.1.2	Receipt and evaluation phase	12
5.2	Maintaining impartiality	15
5.3	Managing conflicts of interest	16
5.4	Maintaining confidentiality	16
5.5	Obtaining value for money	17
6	Matters to note	18
6.1	Steps taken to ensure design submissions were treated fairly and without preference	18
6.2	Late submissions received at Stage 1	19
6.3	Disqualification of Ryde 543 from the public voting process	19
6.4	Complaint received from Shortlisted Entrant	20
7	Attachment A	23
7.1	Key terms and definitions	23
7.1.1	What is a probity advisor?	23
7.1.2	What is probity?	23
7.1.3	Maintaining accountability and transparency	23
7.1.4	Maintaining impartiality	24
7.1.5	Managing conflicts of interest	24
7.1.6	Maintaining confidentiality	24
7.1.7	Obtaining value for money	24
8	Attachment B	25
8.1	Probity report – interrogation of public voting for stage 1 – open competition	25

1 Introduction

1.1 Our Engagement

The City of Ryde Council (**the Council**) appointed Procure Group Pty Ltd (**Procure**) to provide independent probity advisory services in relation to the 'Design Our Ryde' Ryde Hub Precinct International Design Competition (**the Competition**) in September 2015. Further detail regarding our scope of service is included in section 4.

This report sets out our work performed and observations from a probity perspective relating to both stages of the process followed by the Council in selecting the winning entry for the Design Competition. Procure has provided probity confirmations to Council via email on 16 July 2016 (following the conclusion of Stage 1) and on 8 August 2016 (prior to the announcement of the Competition winner). Procure has also submitted a previous report to the Council on 12 May 2016 (*'Probity Report - Interrogation of Public Voting for Stage 1 – Open International Competition'*), detailing the work that was carried out by Procure to verify the authenticity of public votes submitted online through the 'Design Our Ryde' Competition website (www.designourryde.com.au) during Stage 1 of the Design Competition.

1.2 Project Summary

The aim of the Design Competition was to achieve an iconic architectural design vision for the redevelopment of the City of Ryde Civic Centre by inviting the global architectural community to take part in the process. JBA Urban Planning Consultants Pty Ltd (**JBA**) was engaged by Council as the Competition Registrar to run the Design Competition on behalf of the Council.

The Design Competition was divided into two stages; Stage 1 was an open competition to identify shortlisted designs and through polling the community, one of those designs was the public's choice. Stage 2 was an invited competition between the Shortlisted Entrants. Council determined there would be a maximum of four Shortlisted Entrants, three to be selected by the Jury and one by the public. In the event that one of the Jury's choices was the same as the public's choice, then only three entries would be invited to participate in Stage 2. Shortlisted Entrants were to receive a prize of \$50,000 to offset the work required during Stage 2 and the overall Competition winner was to receive \$150,000. The General Counsel of the Australian Institute of Architects endorsed the Competition.

An initial registration period took place between 11 January 2016 and 18 March 2016 by the end of which 566 eligible competitors had been registered. The primary reason for ineligibility was insufficient qualifications, being graduates who had not completed an accredited architecture degree. Noted that the registration period was originally scheduled to close on 4 March 2016 but was extended to take account of the university timetable and allow more architectural students to participate. The amended closing date for registrations was 18 March 2016.

At the close of Stage 1 on 30 March 2016, 175 eligible submissions had been received from 47 countries. The designs were placed on public exhibition between 14 April 2016 and 5 May 2016 to allow the public to choose its favourite design. The designs could be viewed simultaneously at static sites in the Top Ryde Shopping Centre, the Macquarie Park shopping centre, at each of the Council's five libraries, at its Planning and Business Centre, Customer Service Centre and on the Competition website.

The Council conducted a separate competition amongst members of the public who voted for their preferred design as part of the "Design Our Ryde Stage 1 Voting" Competition. On 9 May 2016, ten winners were drawn at random from the eligible participants who had voted, with each winner receiving a gift card valued at \$100. Following closure of the exhibition period the Jury Panel met to discuss the designs having first reviewed and assessed all submissions individually. The Jury deliberation meetings were held over two days, on 11 and 13

May 2016 culminating in the selection of three entries to be shortlisted for entry into Stage 2 of the Design Competition:

- Ryde 299 – Architensions, New York, United States of America
- Ryde 392 – MORQ, Perth, Australia and Rome, Italy
- Ryde 572 – Beijing Institute of Architectural Design, China

A fourth entry was shortlisted for entry into Stage 2 as a result of winning the public vote:

- Ryde 016 – Team2, St. Leonards, NSW and Hawthorn, VIC (partnered with Arcadia Landscape Architecture)

The Shortlisted Entrants were invited to participate in Stage 2 of the Design Competition on 16 May 2016. A number of supplementary requirements were suggested by the Jury for the Shortlisted Entrants to consider in their Stage 2 submissions and the Shortlisted Entrants were notified of these on 24 May 2016.

Competitors were allowed a further six weeks (13 May – 27 June 2016) to submit their more detailed designs in response to Stage 2 of the Design Competition. Stage 2 was a closed and invited competition that required competitors to provide a more detailed analysis of the site's development potential.

At the close of Stage 2, at 5:00pm on 27 June 2016, design submissions were received from all four of the Shortlisted Entrants. In accordance with the competition requirements, the Stage 2 submissions comprised six (6) new illustrations, a 3D digital model and a video animation. Noted that on 20 June 2016, the submission deadline for the video animation was extended to 5:00pm, 5 July 2016. Following an evaluation by the Competition Registrar, it was determined that all four submissions complied with the requirements of the Design Competition Brief.

A further period of public exhibition of submissions and community polling took place over a 3-week period (11 July to 1 August 2016). The exhibition took place online via the Design Our Ryde website and at the Macquarie Shopping Centre, North Ryde, and the Top Ryde Shopping Centre, Ryde. Each competitor's Stage 2 submission was exhibited alongside their Stage 1 submission.

The general public were able to provide feedback via a Design Feedback Survey accessible from the Design our Ryde Website and from a computer kiosk at each of the physical exhibitions. All valid commentary from the public was collated and provided to the Jury for consideration during the deliberation process.

A Jury Panel Meeting took place on 4 August 2016 at which the shortlisted designs were reviewed and discussed and a consensus decision reached regarding the ranking of designs and the winner of the Design Competition. Jury members were provided with the shortlisted design submissions in advance of the Jury Panel Meeting for individual review.

The winner of the Design Competition was announced by the Council on 8 August 2016.

The Jury Panel has completed its assessment of the competitors' designs in accordance with the approved Jury Brief and Competition Conditions and the Competition Registrar has prepared a Jury Report summarising the process followed and documenting the Jury Panel's selection of the winning design. The Jury Report has been endorsed by each member of the Jury Panel and is to be issued to the Ryde Civic Hub Committee members and all other Councillors for consideration at the Council Meeting to be held on 27 September 2016.

There were a number of probity matters that required management action during the process and these are addressed in the Matters to Note section of this report.

1.3 Summary of Key activities and dates

Activity	Date
Competition launch (Stage 1)	11 January 2016.
Jury Panel Establishment Meeting	19 January 2016
Close of Registration Period	18 March 2016
Stage 1 Submission Deadline	30 March 2016
Public Exhibition and Voting (Stage 1)	14 April – 5 May 2016
Jury Panel Meetings (Stage 1)	11 and 13 May 2016
Shortlisted Entrants for Stage 2 announced	16 May 2016
Stage 2 Submission Deadline	27 June 2016
Public Exhibition and Community Polling (Stage 2)	11 July – 1 August 2016
Jury Panel Meeting (Stage 2)	4 August 2016
Tender Opening	28 July 2016
Announcement of Winner	8 August 2016
Jury Report finalised	16 September 2016
Council Meeting accepting Jury Report	27 September 2016

2 Conclusion

Based upon our work performed and detailed in this report, no issues of a probity nature have come to our attention that would lead us to conclude that the process followed by the City of Ryde Council in the assessment of entries and the selection of a winning design for the 'Design Our Ryde' Ryde Hub Precinct International Design Competition has not been conducted in a fair and equitable manner with due regard to probity.

3 Probity advisor's role

3.1 Role of probity advisor

Attachment A provides a detailed description of the role of the probity advisor as well as a definition of probity, taken from relevant publications of the ICAC. In short, a probity advisor is engaged to observe, review and provide guidance on the integrity of procedures and processes, focusing on the means, rather than the ends, of the project in question.

3.2 Probity fundamentals

In undertaking the probity advisory role, Procure has had regard to the "probity fundamentals" identified by the ICAC. These probity fundamentals are:

- + Maintaining accountability and transparency
- + Maintaining impartiality
- + Managing conflicts of interest
- + Maintaining confidentiality
- + Obtaining value for money.

Further detail describing these probity fundamentals is included in Attachment A.

Section 4 and 5 of this report outlines our work performed to monitor the application of the probity fundamentals.

4 Scope and methodology

4.1 Scope of work

Procure was engaged in September 2015 by the Council to act as probity advisor in regard to the Design Competition. In accordance with our proposal, our scope of work included the following:

- + Attend start up meeting;
- + Review existing project documents;
- + Conduct risk assessment and develop probity plan (prior to release of invitation);
- + Review Competition documents and evaluation plan;
- + Review communication strategy;
- + Provide probity training to Jury Team;
- + Review confidentiality and conflict of interest declarations and management;
- + Review Competition period correspondence with entrants;
- + Attend evaluation and project team meetings;
- + Ensure documented process is followed;
- + Attend any meetings with entrants;
- + Contact entrants to ensure no probity concerns are held;
- + Review public consultation process from a probity perspective;
- + Review Stage 1 evaluation report;
- + Provide Stage 1 probity report;
- + Review request for Stage 2 designs and evaluation plan;
- + Review Stage 2 correspondence with entrants;
- + Attend any meetings with shortlisted entrants;
- + Attend Jury and project team meetings;
- + Ensure documented process is followed;
- + Contact entrants to ensure no probity concerns are held;
- + Review public consultation process from a probity perspective;
- + Review evaluation report; and
- + Provide final probity report.

4.2 General approach taken

In providing the above services, Procure has employed a range of approaches, including:

- + Consideration of relevant government procurement guidelines;
- + Review of and input into relevant project documentation to maintain accountability and transparency;
- + Observation of key meetings, activities and processes; and,
- + Discussions with relevant representatives of the project team and provision of advice on issues arising.

5 Work performed and observations

5.1 Maintaining accountability and transparency

In advising and monitoring the process in relation to *Maintaining Accountability and Transparency*, Procure has undertaken the following tasks:

5.1.1 Pre receipt of proposals

- + Noted through examination of Council records and discussions with the Council Executive Officer, Ryde Civic Hub, that Council was kept updated on the progress of the Design Competition through the Ryde Civic Hub Committee (**the Committee**) and voted to accept status reports from the Committee from time to time. Noted that the Council Meeting on 27 October 2015, accepted the status report dated 20 October 2015 and approved draft Design Competition documentation and gave the go ahead for the Design Competition to proceed.
- + Through discussions with the Council Executive Officer, Ryde Civic Hub, prepared a probity risk assessment for Council; identifying probity risks associated with the Design Competition, suggesting potential controls and agreeing actions with Council to mitigate the identified risks.
- + Assisted Council in developing a probity plan for the Design Competition.
- + Assisted Council in developing appropriate Confidentiality Agreement and Declaration of Interests forms for use in regard to the Design Competition.
- + Reviewed and provided feedback on Design Competition documentation including the International Promotional Strategy, Competition Conditions, Design Competition Brief and the Jury Brief.
- + Noted that the Competition documents were endorsed by the Australian Institute of Architects (**AIA**) and were prepared in accordance with the Director-General's Design Excellence Guidelines.
- + On 9 November 2015, attended a meeting with the Council Executive Officer, Ryde Civic Hub and representatives from Council's Community Engagement and Communications Department to develop a strategy to ensure the community's input to the Design Competition during the community voting and polling stages was handled fairly and to introduce measures to determine the authenticity of the community voting (see Section 6 Matters to Note).
- + Confirmed that the Jury Brief for the management of the assessment of Design Competition entries was developed by the Competition Registrar, approved by the Council and endorsed by all three members of the Jury. The Jury Brief included, among other things, the following:
 - + introduction including; background and objectives of the document;
 - + summary of roles and responsibilities of the Jury, the Competition Registrar, Council officers, the probity advisor and members of the public;
 - + administration arrangements including, among other things; confidentiality management, communication with entrants, receipt of Design Competition submissions;
 - + evaluation methodology;
 - + scoring methodology;
 - + design evaluation criteria and the weightings to be applied to the design evaluation criteria; and
 - + reporting requirements.
- + Attended the Jury Briefing held on 19 January 2016, at which the Jury was briefed on its responsibilities, the design evaluation criteria and weightings were agreed, Confidentiality Agreement and Declaration of Interest forms were signed by all Jury members and the Jury Brief was

signed by all members of the Jury, the Competition Registrar, probity advisor and the Executive Officer, Ryde Civic Hub on behalf of the Council.

- + Reviewed the Competition Microsite developed by the Competition Registrar as the central portal for all Competition correspondence and submissions. Monitored the forum space including reviewing samples of clarification questions from entrants, responses from the Competition Registrar and other published announcements relating to the Design Competition.
- + Provided probity advice as required including in relation to eligibility of registered entrants.
- + Noted that membership of the Jury was in accord with the Jury Brief and the Competition Conditions and comprised persons that appeared to have appropriate skill and experience to conduct the evaluation.
- + Reviewed the Competition Conditions and the Design Competition Brief issued to entrants and confirmed that the assessment criteria and submission requirements were appropriately documented.
- + Observed that the evaluation criteria included in the scoring worksheets and used in the assessment of designs was in accord with the Jury Brief and the Competition Conditions.

5.1.2 Receipt and evaluation phase

- + At the request of the Council, Procure was not required to physically attend the opening of Design Competition entries following the closure of either Stage 1 (at 5:00pm on 30 March 2016), or Stage 2 (at 5:00pm on 27 June 2016). Noted through examination of Council records and through discussions with the Competition Registrar, that the Competition Registrar administered the operation of the Design Competition including registration of entrants, determination of eligibility of entrants, receipt of Stage 1 submissions and receipt of Stage 2 submissions from Shortlisted Entrants.
- + Through discussions with the Competition Registrar and the Council Executive Officer, Ryde Civic Hub confirmed that at the conclusion of Stage 1, a total of 182 submissions were received. Noted that the Competition Registrar conducted an initial compliance check of all submissions and that it was determined that 175 submissions were deemed consistent with the requirements of the Design Competition Brief and were distributed to the Jury members for individual assessment.
- + Noted that two submissions were received after the closing date for Stage 1 submissions. Noted that the late response was brought to the attention of the Jury members at the first Jury Panel Meeting held on 11 May 2016 and it was determined that the response would be accepted for evaluation as the lateness did not compromise the integrity and competitiveness of the Design Competition (See section 6 Matters to Note).
- + Council undertook a comprehensive public exhibition process of all entries between 14 April and 5 May 2016. The general public were able to view all compliant entries and vote for their favourite design in the following locations:
 - + Macquarie Shopping Centre, North Ryde
 - + Top Ryde Shopping Centre, Ryde
 - + Five (5) City of Ryde Council libraries
 - + Two (2) City of Ryde Council customer service centres
 - + Online at www.DesignOurRyde.com
- + Through examination of Council records and by visiting the exhibitions at both shopping centres on two occasions, confirmed that the location of individual designs within the exhibition at different sites was randomised on a daily basis.
- + Confirmed through visiting the online design exhibition on numerous occasions that the sequence of designs as they appeared on the Design Competition website was also randomised so that a different set of designs would appear on the first page whenever the site was visited.

- + Noted that members of the public were able to vote for the submission they would like to see take part in Stage 2 by way of hard copy voting ballots at the nine physical exhibition sites or by completing an online voting form.
- + Noted that the submission that received the most public votes was automatically shortlisted for Stage 2 of the Design Competition. Through discussion with the Council and the Competition Registrar confirmed that a total of 2,653 public votes were received. The "Design Our Ryde Stage 1 Voting" competition Terms and Conditions required that, to be an eligible participant, a voter had to:
 - + be an Australian resident (over the age of 18);
 - + provide an Australian telephone number; and
 - + provide an Australian postcode.
- + Noted that during the public voting process, the number and frequency of votes received by one of the entrants (Ryde 543) raised significant doubts about the validity of the votes. Procure was tasked by Council to take steps to verify the validity of the voting for Ryde 543 and to carry out a random sampling of public voting for the five highest scoring entrants. Enquiries were conducted by both Procure and Council officers prior to determining the winning design from the public vote and the selection of the ten random winners from the eligible participants who had voted in the Stage 1 Voting Competition. Following the results of the enquiries undertaken, Council disqualified Ryde 543 from the public voting process and excluded all public votes for that design. This decision was undertaken by Council with advice from the Competition Registrar, the probity advisor and Council's Legal Counsel. It was determined that Ryde 543 would not be disqualified from the Design Competition outright however as there was no proof that the entrant had any knowledge of the voting manipulation that had taken place. Ryde 543's design was included in the Jury's assessment and the Jury Panel was not made aware that Ryde 543 had been disqualified from the public voting process. As a result of the validation checks by Procure and Council staff in accordance with the "Design Our Ryde Stage 1 Voting" competition Terms and Conditions it was determined that 1,806 votes were valid.
- + Procure submitted a formal report to the Council on 12 May 2016 ('*Probity Report - Interrogation of Public Voting for Stage 1 – Open International Competition*'), detailing the work that was carried out by Procure to verify the authenticity of public votes during Stage 1 of the Design Competition (see Section 6 Matters to Note).
- + Attended a meeting with Council and the Competition Registrar held on 9 May 2016, to identify the Shortlisted Entrant to be selected by way of the Public Voting Competition and to identify ten valid voters, selected at random, to receive \$100 gift cards from Council. Observed that the process conducted was fair and transparent.
- + Noted that each Jury member had undertaken an individual review of the eligible submissions and had completed a personal shortlist prior to attending the first Jury Panel meeting held on 11 May 2016.
- + Noted that each member of the Jury at the first Jury Panel meeting held on 11 May 2016, confirmed that they:
 - + had completed an initial review of the eligible submissions;
 - + had no knowledge of the authors of the submissions;
 - + had followed the Jury Brief; and,
 - + were not aware of any unresolved probity issue.
- + During the first Jury Panel meeting held on 11 May 2016, observed the Jury members discuss their individual assessments, review each of the submissions against the assessment criteria and agree by consensus a longlist of submissions for further consideration. Observed further deliberations by the Jury Panel at the end of which the Jury Panel reached a consensus decision regarding a shortlist of

eight (8) submissions. Noted that in completing its consensus scoring the Jury Panel was able to rank the entrants.

- + Attended a second Jury Panel meeting held on 13 May 2016 at which it was unanimously agreed amongst the Jury members that the rankings attributed to the top three submissions at the Jury Panel meeting on 11 May 2016 were unchanged and these submissions were to be shortlisted for Stage 2.
- + At the Jury Panel meeting held on 13 May 2016, observed the Jury Panel provide commentary on each of the shortlisted schemes in relation to the evaluation criteria, discuss and agree further requirements for Stage 2 that were to be conveyed to the Shortlisted Entrants.
- + Noted that four Shortlisted Entrants were invited to participate in Stage 2 of the Design Competition on 16 May 2016:
 - + RYDE 299 – Architensions, New York, United States of America
 - + RYDE 392 – MORO, Perth, Australia and Rome, Italy
 - + RYDE 572 – Beijing Institute of Architectural Design, China
 - + Ryde 016 – Team2, St. Leonards, NSW and Hawthorn, VIC (partnered with Arcadia Landscape Architecture)
- + Noted that the first three Shortlisted Entrants accorded with those selected by the Jury Panel in the Jury Panel meeting held on 13 May 2016 and the fourth Shortlisted Entrant was the entrant that received the majority of public votes as verified in the Council meeting held on 9 May 2016.
- + Monitored the 'Question and Answer' period conducted for during Stage 2 via the Competition Microsite.
- + Attended a meeting held on 21 June 2016 with Council officers and one Councillor, to discuss the community voting. Confirmed that an accurate explanation of the process was provided to the Councillor and that her request for further information was dealt with appropriately.
- + Through discussion with the Competition Registrar, confirmed that all four Shortlisted Entrants submitted responses prior to the closing date for Stage 2 at 5:00pm on 27 June 2016. Noted that the Competition Registrar determined that all four submissions complied with the requirements for Stage 2 submissions as stated in the Competition Conditions.
- + Noted through discussions with the Council Executive Officer, Ryde Civic Hub that the Stage 2 submissions were publically exhibited between 11 July 2016 and 1 August 2016 at the Macquarie Shopping Centre, North Ryde, the Top Ryde Shopping Centre, Ryde, and online via the Design Our Ryde website. The general public were able to provide feedback via a Design Feedback Survey accessible from the Design our Ryde Website and from a computer kiosk at each of the physical exhibitions. The feedback provided by the public was validated by Council staff and 300 submissions were deemed to satisfy the terms and conditions of participation. Observed that all valid commentary from the public was then collated and provided to the Jury for consideration at the Jury Panel meeting held on 4 August 2016.
- + Noted through discussions with the Competition Registrar that prior to the Jury Panel meeting held on 4 August 2016, each Jury member received a copy of the submissions received from the Shortlisted Entrants to review.
- + Attended the Jury Panel meeting held on 4 August 2016 and observed the Jury members assess each of the Shortlisted Entrant's designs against the Design Evaluation Criteria and score each of the designs by consensus. Noted that in completing its consensus scoring the Jury Panel was able to rank the Shortlisted Entrants and recommend a winning design.
- + Noted through discussion with the Council Executive Officer, Ryde Civic Hub that Council Officers, the Jury Panel and the Competition Registrar held a further meeting on 8 August 2016 to develop a press release for the formal announcement of the winning design and feedback for all four

Shortlisted Entrants. Reviewed the suggested wording for the winning entry and also the commentary for the other Shortlisted Entrants and confirmed that the wording of the announcement and the decision conveyed regarding the winning entry was in accordance with the Jury Panel's decision at the Jury Panel meeting held on 4 August 2016.

- + Attended the Council function held at 6:00pm on 8 August 2016 when Council announced the winner of the Design Competition.
- + Noted through examination of Council records and through discussion with the Council Executive Officer, Ryde Civic Hub that each of the Shortlisted Entrants was paid a fee of \$50,000 during the Stage 2 preparation period and the winning entrant was awarded a prize of \$150,000 on 16 August 2016.
- + Noted through discussion with the Council Executive Officer, Ryde Civic Hub that the final Jury Report endorsed by all members of the Jury and detailing the assessment process followed, the results of the assessment and the Jury Panel's recommendation is to be considered by the Council at the Council Meeting to be held on 27 September 2016. The Council will also be provided with access to a copy of the final probity report confirming that no unresolved probity concerns exist.
- + Reviewed the Jury Report prepared by the Competition Registrar and confirmed that the report accurately reflected the Design Competition process followed and the conclusions of the Jury Panel. Noted that the final Jury Report was endorsed by each member of the Jury Panel between 13 and 15 September 2016.
- + Reviewed the assessment scoring spreadsheets maintained by Council and compared them with Procure's notes from the relevant meetings. No errors were noted.
- + Confirmed through observation of the evaluation process, review of documentation maintained and through the confirmation of the Jury members at each of the Jury Panel meetings held on 11 and 13 May and 4 August 2016 that the Jury Brief was followed in all material respects.
- + Reviewed records of the Design Competition process and noted that, among other things, they included:
 - + the Competition Conditions;
 - + the Design Competition Brief;
 - + the Jury Brief;
 - + the "Design our Ryde Stage 1 Voting" Competition – Terms and Conditions;
 - + scoring spread sheets;
 - + clarification requests and responses;
 - + Confidentiality Agreement and Declaration of Interest forms;
 - + Minutes of meetings; and,
 - + the Jury Report.

5.2 Maintaining impartiality

In advising and monitoring the process in relation to *Maintaining Impartiality*, Procure has undertaken the following tasks:

- + Noted that a total of 15 public announcements were made by the Competition Registrar over the course of Stage 1 of the Design Competition. These announcements were published in the 'forum' section of the Competition Microsite and were accessible to all registered entrants prior to the close of submissions.

- + Noted that during the first stage of the Design Competition the identity of entrants was kept from the Jury members. All entrants remained anonymous and were only identifiable by the competition number which they were allocated by the Competition Registrar following registration.
- + Attended all Jury Meetings at which individual scores were discussed and compared in order to reach consensus scores. We observed robust and appropriate discussion and consideration of relevant issues.
- + Confirmed that each competition entrant was assessed against the same evaluation criteria for both stages of the Design Competition. These criteria were those included in the Competition Conditions issued to entrants and in the Jury Brief.
- + Noted that the highest ranking design was selected as the winner by the Jury Panel.
- + Observed the Design Competition process and confirmed that the process afforded fair and equitable treatment of all entrants in Stage 1 and of the Shortlisted Entrants in Stage 2, in accordance with the Jury Brief and Competition Conditions.
- + Noted that in accord with the Jury Brief, each member of the Jury was present when scoring of designs was discussed and agreed and the winner was confirmed.
- + On 30 August 2016 Procure contacted the Shortlisted Entrants in order to provide them with an opportunity to raise and discuss any probity concerns that they may have. To date, one Shortlisted Entrant has confirmed it has no probity concerns, two have not responded and one (Team2) responded by letter on 1 September 2016 raising a number of concerns (see Section 6 Matters to Note). Should any further concerns be raised, Procure will immediately report this to the Council.

5.3 Managing conflicts of interest

In advising and monitoring the process in relation to *Managing Conflicts of Interest*, Procure undertook the following tasks:

- + At the Jury Panel establishment meeting held on 19 January 2016, provided a probity briefing to the Jury members to emphasise the importance of avoiding conflicts of interest and to remind members of their obligation to report any new or emerging conflicts arising throughout the Design Competition process. Noted that no association was declared by any Jury member that may be perceived to create an actual conflict of interest.
- + Confirmed through review of original documents and discussion with the Council Executive Officer, Ryde Civic Hub that each of the Jury members had signed the Council's Confidentiality Agreement and Declaration of Interest form prior to the closing date for Stage 1 of the Design Competition. No conflicts of interest were declared.
- + Confirmed with each of the Jury members at every Jury Panel meeting held between 11 May and 4 August 2016 that no new private interests had arisen since they signed the Council's Confidentiality Agreement and Declaration of Interest form that may be perceived to create a conflict of interest.

5.4 Maintaining confidentiality

In advising and monitoring the process in relation to *Maintaining Confidentiality*, Procure has undertaken the following tasks:

- + Confirmed that the Jury Brief included security requirements to be followed to maintain confidentiality of competition submissions. These requirements included protocols for communication with entrants, secure electronic and physical storage of competition submissions.
- + Emphasised confidentiality obligations in the probity briefing provided to Jury members at the Jury Panel establishment meeting held on 19 January 2016.

- + Through discussions with the Council Executive Officer, Ryde Civic Hub and the Competition Registrar confirmed that electronic documents relating to the Design Competition were securely stored with restricted access and that the identities of competition entrants were withheld from the Jury members until after they had agreed on the selection of the Shortlisted Entrants.
- + Confirmed that the Jury members had signed the Council's Confidentiality Agreement and Declaration of Interest form.
- + Confirmed with each of the Jury members at every Jury Panel meeting held between 11 May and 4 August 2016 that Jury members were not aware of any breach of confidentiality.
- + Confirmed that no breach of confidentiality has been brought to the attention of the probity advisor.

5.5 Obtaining value for money

In advising on and monitoring the process in relation to *Obtaining Value for Money*, Procure has undertaken the following tasks:

- + Noted that the Council took advice from the Competition Registrar in setting the prize money for the Design Competition at an appropriate level.
- + Noted that the Competition was developed in consultation with the Australian Institute of Architects (AIA) and was conducted generally in accordance with the AIA guidelines for Architectural Design Competitions and the NSW Government's publication 'Director General's Design Excellence Guidelines'.
- + Noted that entrants retained copyright over their entries, however the Competition Conditions provided that in the event that Council decides to construct the winning design concept, Council will be granted a licence to utilise the winning entrant's intellectual property, subject to the successful negotiation of an engagement contract with Council.
- + Confirmed that Council approval was obtained to award the prize money offered in the Competition Conditions.
- + Noted through examination of Council records and through discussion with the Council Executive Officer, Ryde Civic Hub that each of the Shortlisted Entrants was paid a fee of \$50,000 following submission of the Stage 2 deliverables.
- + Noted through examination of Council records and through discussion with the Council Executive Officer, Ryde Civic Hub that the entrant responsible for the winning submission as determined by the Jury was awarded a prize of \$150,000.

6 Matters to note

6.1 Steps taken to ensure design submissions were treated fairly and without preference

Procure attended a meeting with the Council Executive Officer, Ryde Civic Hub and representatives from Council's Community Engagement and Communications Department on 9 November 2015 to discuss how to ensure effective input by the community in to the Design Competition during the community voting (Stage 1) and polling (Stage 2). Council was concerned to ensure that the community was given a voice in the selection process and sufficient weight was attributed to the community's preference, however there was also a need to balance this against the risk of attempting to influence the design assessment unfairly.

The Competition Conditions stated at Stage 1 of the Design Competition, the general public would be able to nominate their favourite preference and the most popular preferred entrant would be automatically added to the Shortlisted Entrants identified by the Jury. In the event that the public's preference was the same as one of the Jury's selections, then three submissions rather than four would progress to Stage 2.

In view of the fact that the public exhibition of designs would have a significant effect on the Design Competition as the public would have the opportunity to select one of the Shortlisted Entrants, following discussion between Council and the probity advisor a number of measures were put in place to try to mitigate the risk that a particular designs placement in the exhibition may result in an advantage over other designs.

In view of the number of design images submitted for exhibition it had been identified that those designs that were displayed at the back of the shopping exhibitions, on later pages in the books of images displayed at libraries or customer service centres, or towards the end of the online content would not receive as many public views as those near the front. To address this Council arranged for personnel on site at the exhibitions at the two shopping centres to randomly move the location of the design images every day so that the same designs did not remain in the areas which were likely to receive the most number of public visits. Similarly, the design images in the other Council premises were displayed in loose page folders and the pages were randomised on a daily basis.

Council kept records of these display changes which Procure has inspected and verified. Procure also confirmed through visiting the online design exhibition on the Competition website on numerous occasions, that the sequence of designs as they appeared on the Design Competition website was also randomised so that a different set of designs would appear on the first page whenever the site was visited.

Another measure was introduced from the outset of the Design Competition to try and avoid favouritism towards a particular design whereby Stage 1 of the Design Competition was anonymous. Each eligible competitor was provided with a competition number upon registration and this was the only means of identification for designs. Entrants were not allowed to promote their own designs via social media and the actual identity of entrants was only accessible by the Competition Registrar, the Council Executive Officer, Ryde Civic Hub and the probity advisor. It is noted that the Jury members carried out their assessment at Stage 1 without knowing the identities of any of the entrants and were only provided that information after completing their selection of the Shortlisted Entrants.

It was also identified that there was a risk that community voting could be manipulated by persons submitting multiple votes. Procure advised from a general point of view that the integrity of the voting process (particularly in regard to online voting) could not be guaranteed. Those measures that could be implemented to counteract the risk of multiple voting (e.g. voters required to provide name and address) were not conducive to encouraging community participation and as such were not acceptable to Council.

To try and establish the authenticity of the community voting and polling it was agreed that participants would be asked to provide an email contact, phone number, postcode and name. It was agreed that Council's Community Engagement, Communications and Media Department would monitor polling conducted at

exhibition sites and other live venues, would test the integrity of the voting results (e.g. look for trends and verify the legitimacy of participants by such measures as random direct contact and reference to electoral roles) and would provide a report on the conclusion of each Competition Stage summarising community preferences and comments provided as well as detailing the measures taken to protect the integrity of the community's input.

Council appears to have taken reasonable steps to try and ensure that all eligible entries were treated equally and that no preference was shown. Procure considers that the Council has dealt with this issue appropriately and there has been no adverse effect on the probity of the process.

6.2 Late submissions received at Stage 1

Noted that two competition entrants submitted their designs after the closing date for Stage 1 submissions. Noted through discussion with the Competition Registrar that both submissions were received within sixty minutes of the Stage 1 submission deadline and before the designs had been distributed to the Jury Panel. In both cases the entrants advised that the late submission was due to technical difficulties.

Following discussion between the Council Executive Officer, Ryde Civic Hub, the Competition Registrar and the probity advisor it was agreed that no material advantage had been gained by the two late submissions. As such, Council accepted the submissions into Stage 1 for assessment. Noted that the late response was brought to the attention of the Jury members at the first Jury Panel Meeting held on 11 May 2016 and it was determined that the response would be accepted for assessment as the lateness did not compromise the integrity and competitiveness of the Design Competition.

Procure considers that the Council has dealt with this issue appropriately and there has been no adverse effect on the probity of the process.

6.3 Disqualification of Ryde 543 from the public voting process

During the public voting process, the number and frequency of votes received by one of the entrants (Ryde 543) raised significant doubts about the validity of the votes. Procure was tasked by Council to take steps to verify the validity of the voting for Ryde 543 and to carry out a random sampling of public online voting for the five highest scoring entrants. Enquiries were conducted by both Procure and Council officers (including the use of an external independent verification service) prior to determining the winning design from the public vote and selection of the ten random winners from the eligible participants who had voted in the Stage 1 Voting Competition.

Following the results of the enquiries undertaken, Council disqualified Ryde 543 from the public voting process and excluded all public votes received for that design. This decision was undertaken by Council with advice from the Competition Registrar, the probity advisor and Council's Legal Counsel. It was determined that Ryde 543 would not be disqualified from the Design Competition outright however as there was no proof that the entrant had any knowledge of the voting manipulation that had taken place. Ryde 543's design was therefore included in the Jury's assessment and the Jury Panel was not made aware that Ryde 543 had been disqualified from the public voting process.

Procure submitted a formal report to the Council on 12 May 2016 (*'Probity Report - Interrogation of Public Voting for Stage 1 – Open International Competition'*), detailing the work that was carried out by Procure to verify the authenticity of public votes submitted online through the 'Design Our Ryde' Competition website (www.designourryde.com.au) during Stage 1 of the Design Competition. The report has been attached below as Attachment B.

Procure considers that the decision by Council to exclude all public votes submitted in regard to Ryde 543 appears to be reasonable. The decision to select Ryde 016 as the design preferred by the public and as such

for inclusion as one of the Shortlisted Entrants to proceed directly to Stage 2 of the Design Competition also appears to be reasonable based on the findings from the sampling of online votes.

Procure also considers that the random selection of Prize Winners for the \$100 gift cards was conducted in an appropriate manner and adequate steps have been taken by Council to ensure that the Prize Winners have been confirmed as legitimate and eligible voters.

6.4 Complaint received from Shortlisted Entrant

On 30 August 2016 Procure contacted the four Shortlisted Entrants in order to provide them with an opportunity to raise and discuss any probity concerns that they may have. On 1 September 2016 Procure received a letter from Director Zack Ashby from Team2 Architects (responsible for entry Ryde 016) raising a number of issues:

Team2's letter stated that it disagrees with the assessment carried out by the Jury Panel in terms of the Jury Panel's interpretation of the Team2 design and also its assessment of the winning design which Team2 believes to be 'fundamentally flawed on a number of fronts'. These comments are purely subjective and do not merit any further comment nor do they require a reply from Council as section 1.4 of the Competition Conditions states that 'The Jury's vote is final and non-appealable'.

Team2 raises two other issues in its letter: The first alleges that it was unfairly required to modify its design between Stage 1 and Stage 2 and that if this was necessary, the direction to do so should have been issued at the time Team2 was notified that it had been selected to progress to Stage 2 of the Design Competition. This issue relates to the decision taken by the Jury following assessment of the designs at Stage 1, that there was no longer a need for Shortlisted Entrants to provide a bus interchange as part of their designs (originally requested as part of Design Objective 7) because the Jury members had determined that the site was unsuitable for this function.

Shortlisted Entrants were advised of this fact by the Competition Registrar on 24 May 2016, having initially been advised that they had been selected to participate in Stage 2 on 16 May 2016. Team2's Stage 1 design incorporated a centralised transport interchange in the middle of Devlin Street. Team2 emailed the Competition Registrar on 25 May 2016, taking issue with the fact that the Jury Panel rather than Council had decided to change the Competition Brief and disputing the late timing of the change. With regard to the proposed omission of Design Objective 7, Team2 asserted that in its opinion the bus interchange facility was fundamental to the success of any redevelopment of the site as a core sustainability objective and should not be deleted in its entirety. Team2 asked the Competition Registrar if it could retain the idea of an integrated public transport hub at the core of its proposals, but situated outside of the competition site. Team2's email asked the Competition Registrar to 'confirm if this would be an acceptable approach for our Stage 2 submission, or if this will constitute a non-compliance with the brief and will attract negative marking or even disqualification'.

Following consultation with the Council and the probity adviser, the Competition Registrar advised Team2 by email on 27 May 2016, that Council supported the Jury Panel's decision that a bus interchange on the site would not result in the highest and best use of the land. Team2 was expressly advised that it would not be deemed non-compliant if it chose to retain a bus interchange on the site, however any proposal that located the bus interchange on land owned by others would be deemed non-compliant by Council. The Competition Registrar advised that 'the purpose of the Competition is to improve Council's assets to the benefit of the community, potential residents, workers and visitors. The Competition does not mandate changes to any other landowners' assets'.

The Competition Registrar offered Team2 the opportunity to call and discuss if further clarification was required. No further communication was received from Team2 until after the competition concluded.

In its letter dated 1 September 2016, Team2 stated that it had inferred that 'if we retained this key component in our Stage 2 proposal, we ran the risk of disqualification thus jeopardising the Stage 1 competition winnings.' Team2's inference was partially incorrect as there was no general prohibition against including a

transport interchange in the design, however there would be a risk of disqualification if the proposed location for a transport interchange was outside the competition site. It is noted that the ground plane of Devlin Street did not form part of the competition site. Team2's original Stage 1 design therefore featured a bus interchange located on land that was not owned by the Council and as such there was a risk that Team2's design could be deemed non-compliant if submitted without amendment at the close of Stage 2. As a result of the advice given, Team2 took the opportunity to change its design to remove all reference to a bus interchange and was assessed on that basis. The Jury Panel did not find Team2's design to be the best overall and it was not selected as the Design Competition winner. It was however rated as the immediate runner-up to the winning design. The absence or otherwise of a bus interchange was not a factor in the Jury Panel's decision.

Sections 6.7 and 6.11 of the Competition Conditions allow the 'Council and the Competition Registrar to change any information, or to issue addenda or revisions to, the Competition Microsite or the Competition Documents, including the Design Competition Brief and Competition Conditions'. As such the Council was within its rights to recognise the Jury's opinion and determine that a bus interchange was no longer required as part of the optimal design. It should be noted that the full wording of Design Objective 7 in regard to the bus interchange stated, '*...the City of Ryde asks Entrants to consider a bus interchange within the development if possible*'. It is clear that this was not a mandatory requirement when the Competition Brief was originally released and it was not one of the elements that was included in the Design evaluation criteria.

The change in requirements regarding the bus interchange was communicated to all four Short-listed Entrants along with a number of other supplementary requirements suggested by the Jury. Although the notification did not take place on the same date that the Shortlisted Entrants were originally notified that they were through to Stage 2, it was the first opportunity to do so after the material became available. There was still over a month available before the deadline for the close of Stage 2.

It is noted that none of the other Shortlisted Entrants raised any comments nor objections regarding the additional requirements and all entrants submitted their designs complete and on time at the close of Stage 2. Team2 did not further question the response provided by the Competition Registrar on 27 May 2016 and did not make any request for an extension in time to allow it to amend its design in light of the changes.

Procure considers that Council acted reasonably in its decision to change the requirements for a bus interchange and in the manner it communicated this to Shortlisted Entrants. Procure does not consider that Team2 has been unfairly disadvantaged by Council's decision to remove the need for a bus interchange and there has been no adverse effect on the probity of the process.

In its last point in the letter dated 1 September 2016, Team2 complained that it has not been issued with any information regarding how the Jury Panel scored the responses. Team2 requested a full transcript of scoring including the justification for the Jury Panel's decisions.

The Competition Registrar has advised that it is not the usual practice in such international design competitions to provide individual feedback to entrants, nor would it be expected that the scoring sheets from the assessments be disclosed to entrants. Procure has confirmed through its own observations and through examination of Council records that scoring sheets have been maintained during the assessment process and that the scores recorded are in accordance with the discussions at the Jury Panel meetings and the outcome of the Design Competition reflects those scores.

The degree of feedback provided to entrants is entirely a matter for the Council to determine. The Competition Conditions and Jury Brief make no mention of whether feedback will be provided to the competition entrants. Procure notes that Shortlisted Entrants have already received some feedback regarding their designs in that commentary from the Jury Panel on each individual design was provided in the letter notifying Shortlisted Entrants of the final result of the Design Competition on 8 August 2016.

Through discussion with the Council Executive Officer, Ryde Civic Hub and the Competition Registrar, Procure has confirmed that in addition to the above feedback, the Jury Report will be available to the public following acceptance by the Council.

It is noted that following consultation with the probity adviser and the Competition Registrar, Council responded to the issues raised by Team2 in a letter dated 12 September 2016, addressing Team2's concerns in a manner consistent with the explanation of the issues above. To date there has been no further response received from Team2.

7 Attachment A

7.1 Key terms and definitions

7.1.1 What is a probity advisor?

In its publication Probity and Probity Advising (November 2005) the Independent Commission Against Corruption (ICAC) describes a probity advisor as:

“an individual or organisation engaged to observe, review and provide guidance on the probity framework and/or processes of a project. Agencies use internal or external probity advisors to verify that the processes followed are consistent with government regulations, policies, guidelines and best practice principles. A probity advisor provides opinions and guidance on probity risks and issues that may arise during the process and confirms, in writing, whether the concluded process is consistent with the requirements outlined in a probity plan as well as general probity fundamentals. If probity requirements are not being or have not been met, the advisor identifies the non-conformities and any reasons for these in a written report, and if necessary, suggests solutions and monitors their implementation.”

7.1.2 What is probity?

Probity may be defined as: “integrity, uprightness, honesty”. Within the public sector, the word “probity” is often used in a general sense to refer to an “appropriate process”. Government seeks to conduct its commercial dealings with integrity. Public officials (and their advisors) must be able to demonstrate high standards of probity while pursuing the stated project objectives.

7.1.3 Maintaining accountability and transparency

Public sector **accountability** requirements are intended to save money, resources and time in the long term and prevent corruption, maladministration and substantial waste of public resources. All persons with responsibilities in relation to a project should be accountable for their actions associated with the project. All key activities and decision-making associated with the project should be recorded.

Transparency helps ensure that a process is conducted with integrity, thus enhancing competition and the delivery of value for money, as well as reducing opportunities for corruption, maladministration and substantial waste of public money. An evaluation process should be applied consistently and conducted in accordance with an appropriate methodology. Processes should be well documented and reviewable.

7.1.4 Maintaining impartiality

Individuals and organisations involved in preparing and submitting proposals for large public sector contracts often invest considerable time, effort and resources in doing so. In return, they are entitled to expect impartial treatment at every stage of the process. If they do not consider the process to be impartial and honest they may withhold valuable ideas or be deterred from bidding in the future. Any form of bias, whether driven by personal interests or not, could jeopardise the integrity of the project.

7.1.5 Managing conflicts of interest

Conflicts of interest arise when there is a conflict between a public official's public duty and private interests, where those private interests could improperly influence the performance of their official duties and responsibilities. Advisors and other consultants working on the project must comply with public sector conflict of interest requirements. Conflicts of interest can be actual, perceived or potential.

Failure to declare and/or effectively manage conflicts of interest can damage the integrity of the project, therefore eroding public or market confidence in the outcomes. The management of perceived or potential conflicts of interest is no less important than the management of actual conflicts of interest. Inadequate systems for identifying and dealing with conflicts of interest provide opportunities for corruption, maladministration and serious waste of public resources.

7.1.6 Maintaining confidentiality

Accountability and transparency are fundamental to the work of public sector organisations and public officials. However, there is some information that needs to be kept confidential, at least for a specified period of time, in order to protect the integrity of a process and give private sector participants the confidence to do business with government. This information can include the content of proposals, intellectual property and pricing and profit structures. Importantly, much of the information relating to a project needs to be kept confidential up to the point where a contract is signed.

7.1.7 Obtaining value for money

Value for money is achieved by fostering an open competitive environment in which public sector organisations can make attractive, innovative proposals with the confidence that they will be assessed on their merits. Lapses in probity often end with one or more parties obtaining unreasonable financial gains at the expense of the public interest.

Value for money does not necessarily mean lowest price. Agencies need to consider non-price elements of proposals (including risk) and devise criteria that allow them to be evaluated.

8 Attachment B

8.1 Probity report – interrogation of public voting for stage 1 – open competition

SENSITIVE NSW GOVERNMENT

Mr Malcolm Harrild
Executive Officer Ryde Civic Hub
City of Ryde Council
1 Devlin Street
Ryde NSW 2112

12 May 2016

Dear Malcolm,

PROBITY REPORT – INTERROGATION OF PUBLIC VOTING FOR STAGE 1 – OPEN INTERNATIONAL COMPETITION – 'DESIGN OUR RYDE' RYDE HUB PRECINCT INTERNATIONAL DESIGN COMPETITION

The City of Ryde Council (**the Council**) appointed Procure Group Pty Ltd (**Procure**) to provide probity advisory services in relation to the 'Design Our Ryde' Ryde Hub Precinct International Design Competition (**the Competition**) in September 2015. As part of that engagement the Council has asked Procure to test the integrity of the votes received from members of the public in support of a preferred concept design.

This abridged probity report addresses the work that was carried out by Procure to verify the authenticity of public votes submitted online through the 'Design Our Ryde' Competition website (www.designourryde.com.au). More detailed probity reports will be completed at the conclusion of Stage 1 – International Competition and Stage 2 – Invited Competition, following the completion of the Jury assessment.

This report has been completed for the purpose of assisting the Council in its decision-making relating to the identification of the general public's preferred concept design at the conclusion of the public exhibition period. The report cannot be relied upon by any other party or for any other purpose. While the probity adviser may provide input into the processes followed, the Council retains overall responsibility for the probity of its personnel and processes.

BACKGROUND

The purpose of the Competition is to achieve an iconic architectural design vision for the City of Ryde Civic Centre by inviting the global architectural community to take part in the process. The Competition is divided into two stages, Stage 1 is an open competition to identify shortlisted designs and through polling the community, one of those designs will be the public's choice. Stage 2 is an invited competition between the shortlisted entrants. There will be a maximum of four shortlisted entrants, three to be selected by the Jury and one by the public. In the event that one of the Jury's choices is the same as the public's favourite then only three entries will be invited to participate in Stage 2. Shortlisted entrants receive a prize of \$50,000 to offset the work they have to do in Stage 2 and the overall Competition winner will receive \$150,000.

The General Counsel of the Australian Institute of Architects endorsed the Competition.

An initial registration period took place between 11 January 2016 and 18 March 2016 by the end of which 175 submissions had been received from 48 countries. The designs were placed on public exhibition between 14 April 2016 and 5 May 2016. The designs could be viewed simultaneously at static sites in the Top Ryde Shopping Centre, the Macquarie Park shopping centre, at each of the Council's five libraries, at its Planning and Business Centre, Customer Service Centre and on the Competition website.

During this period the public could submit votes for its preferred design either online via the Competition website or by completing paper votes at the locations where the designs were exhibited and Council's own offices. The Council published "Design Our Ryde Stage 1 Voting" Competition – Terms and Conditions and these were printed on the back of every paper voting form. Council ran a concurrent competition whereby members of the public that lodged a valid vote in the Competition were eligible to win one of ten \$100 gift cards. The ten winners were drawn from Eligible Participants on 9 May 2016. For a vote to be eligible the Participant had to be an Australian resident who was aged 18 years or older (clause 2). In addition, all entries were to be accompanied by a valid Australian phone number, postcode and name (clause 7). Failure to provide any of these details rendered a vote void (clause 9).

On 22 April 2016, the Council identified suspect voting patterns in regard to the online votes submitted for entry RYDE543 and requested advice from the probity advisor: It was noted that online votes for RYDE543 had increased from 12 votes on 19 April 2016 to 152 votes on 22 April 2016. By 26 March 2016 the situation had worsened and RYDE543 recorded 479 online votes. By comparison the votes for the next most popular designs all stood in the 70's. It was not just the number of votes in the short period of time that raised suspicions but further analysis revealed that multiple votes came in clusters over a short period of time and originated from the same IP address. Despite having the same IP Address the postcodes nominated in the individual votes varied from state to state across Australia. Although there cannot be certainty over the exact geographic location where a vote originates many of the votes originated from IP addresses that were linked to geographic locations all over the world including USA, Netherlands, Portugal, Hong Kong, France, New Zealand and South Africa.

At a meeting on 27 April 2016, Council instructed Procure to conduct an interrogative sampling of the online votes received for RYDE543. In addition to verifying the legitimacy or otherwise of the votes for RYDE543 it was agreed that Procure would test the integrity of the public online voting in general, by conducting enquiries with voters who had submitted online votes for the five submissions with the highest total number of online votes (as at the close of business on 29 April 2015). It was agreed that sampling would take the form of calling the mobile numbers recorded on the voting submission provided and using a

standard script to determine if the voter was aware of the Design Our Ryde Competition and had in fact voted online.

On 4 May 2016, Council supplied Procure with the updated voting numbers and Procure commenced its review of online voting based on the following identified five highest scoring entrants:

<i>Competition Design</i>	<i>Number of Online Votes</i>
RYDE543	540
RYDE455	95
RYDE016	84
RYDE308	74
RYDE025	73

Our work performed to review the integrity of the online public voting is documented below.

WORK PERFORMED

In completing this review, Procure has completed the following tasks.

1. Reviewed spreadsheets provided by Council containing details of online submissions for the five highest scoring entrants (including IP addresses, IP geolocation, email addresses, names and telephone numbers).
2. Provided Council with a draft script for approval to be followed during the voting interrogation.
3. Selected sample of telephone numbers to contact for each Design having first agreed with Council the number of calls that would constitute the random sample in each case.
4. Attended Council's offices on 5 and 6 May 2016 making a total of 92 telephone calls to Competition Participants (see Results below for breakdown).

FINDINGS

RYDE543 – 10% vote sample agreed – 54 calls made. Calls were only made to numbers that the initial validation check undertaken by an external service provider, Byteplant GmbH (**Validation Service**) had indicated were Valid.

Of the 54 calls made, Procure was unable to confirm any as being an eligible vote as no "voters" could be contacted. The responses were as shown in the table below:

<i>No incoming calls / service unavailable</i>	<i>disconnected / unobtainable</i>	<i>switched off</i>	<i>message left - no response</i>	<i>phone does not belong to alleged voter (includes where voice mail reached is in a different name to the voter)</i>
3	15	9	15	12

Whilst this in itself is suspicious other factors also raise concerns regarding the legitimacy of the votes registered:

The check by the Validation Service engaged by the Council indicated that of the 540 votes received by 29 April 2016, 235 were not valid telephone numbers.

The vast majority of voter names were English language names and there were few other language names represented. The IP addresses from which the votes originated were located throughout the world. Multiple votes originated from the same IP address and, despite this, the voting submissions from that IP address provided postcodes from different and diverse Australian States.

The timing of the votes also creates suspicion with votes arriving in tightly compressed time spans from IP address clusters around the world (for example individual votes at 2 -3 minute intervals from one IP address, followed by a 5 – 10 minute gap and a series of multiple votes at the same 2 -3 minute intervals from a different IP address in a different country). A large number of the votes for RYDE543 that originated from Australian IP addresses (again multiple votes from the same IP address) were received significantly

outside Australian working hours, despite claiming to have originated within Australia. On 12 occasions (over 20% of the sample) Procure either spoke to the user of the phone or reached a message bank that identified the user and found that the name was different to the name associated with the vote. Where individuals were spoken to, none had heard of the name of the voter and none were aware of the Competition. In the few instances where persons were prepared to provide further information to Procure it was confirmed that the postcode for the vote did not correspond with the location where the phone user was located.

It was noted that in the period between Procure commencing its random sampling and the close of public voting on 5 May 2016, the online vote total for RYDE543 increased to 1013 votes. This represented almost 100% increase from the number of votes on 29 April 2016 and resulted in a total number of online votes almost 10 times as great as the next highest scoring Design.

Although it had been agreed that Procure would base its sampling on the votes received as at 29 April 2016, due to the large number of votes received after that date, Procure conducted a brief visual examination of the spreadsheets recording the vote details to look for any obvious trends or grounds for suspicion. In the second batch of voting it was noted that there were only two foreign geolocations for IP addresses both relating to individual votes. The geolocation indicated for all remaining IP addresses was Australia. The trend of multiple votes originating from the same IP address continued as did the late night / early morning timings of the votes. What was also noted however was that the IP addresses themselves ran consecutively in many cases with only the last three numbers being different between batches of votes. For example votes were received from 221.121.150.198 between 1:01 and 1:18 on 30 April 2016. Further votes were then submitted between 2:55 and 3:59 that date from 221.121.150.199. A brief check of votes received showed that other batches of votes had been received from IP addresses starting 221.121.150 and with the final three numbers of 194, 195, 196, 197, 200, 201, 203, 204). Further analysis of the second batch of votes has not been conducted and it should be noted that no phone calls were made to any of the numbers associated with the second batch of votes.

It should also be noted that following checks by the Validation Service the number of votes shown to be associated with a valid Australian telephone number reduced significantly as was the case with the first batch of votes. The total number of validated votes received for RYDE543 at the time that the public vote closed on 5 May 2016 had reduced from 1013 to 437.

RYDE 455 - 20% vote sample agreed* – 20 calls made.

*Note, Council advised Procure on 2 May 2016 that the growth in votes for Design RYDE455 between 19 April and 29 April 2016 (180%) was a cause for concern and was possibly an indication of vote manipulation. For that reason it was agreed that a random sample of 20% of votes would be interrogated rather than the 10% benchmark used in regard to the other Designs.

Of the 20 calls made, Procure was able to verify through speaking to the voter that 10 votes were legitimate and eligible (50% of the sample contacted). It should be noted however that although the confirmation rate was only 50% of the sample, the sample itself was twice as large as for the other Designs. The responses were as shown in the table below:

<i>Valid confirmed voter</i>	<i>disconnected / unobtainable</i>	<i>switched off / unanswered / service unavailable</i>	<i>message left - no response</i>	<i>phone does not belong to alleged voter (includes where voice mail reached is in a different name to the voter)</i>
10	1	2	3	4

When compared with the online voting for RYDE543 it was noted that the suspicious voting patterns identified in regard to RYDE543 were either absent, or not present to the same degree when analyzing the voting for RYDE455:

There was a far greater mixture of voter names with a large proportion of Asian language type names. With the exception of four IP addresses (all single votes) the IP addresses used all showed as an Australian geolocation. Although multiple votes did originate from some IP addresses, the number of occasions (10) was far fewer and in the majority of cases there were only two votes submitted from the same IP address and the surnames of both voters were the same (indicating that they belonged to the same family). The highest number of multiple votes from one IP address was five, whereas the number of votes from the same IP address for RYDE543 regularly exceeded ten.

Note that at the close of the public voting on 5 May 2016, the total number of online votes for RYDE455 (following validation of telephone numbers by the external provider) was 99.

Note that there were still 4 instances (20% of the sample) were Procure either spoke to the user of the phone or reached a message bank that identified the user and found that the name was different to the name associated with the vote. Where individuals were spoken to, none had heard of the name of the voter and none were aware of the Competition.

RYDE016 - 10% vote sample agreed – 10 calls made.

Of the 10 calls made, Procure was able to verify through speaking to the voter that 7 votes were legitimate and eligible (70% of the sample contacted). The responses were as shown in the table below:

<i>Valid confirmed voter</i>	<i>disconnected / unobtainable</i>	<i>switched off / unanswered / service unavailable</i>	<i>message left - no response</i>	<i>phone does not belong to alleged voter (includes where voice mail reached is in a different name to the voter)</i>
7	0	1	0	2

Similarly to the analysis of RYDE455 votes, the suspicious voting patterns observed for RYDE543 were not present to the same degree when analyzing the voting for RYDE016:

There was again a diverse range of ethnicity in regard to voter names with Asian names represented. With the exception of one IP address (single vote) the IP addresses used all showed as an Australian

geolocation. There were only 5 occasions when multiple votes originated from the same IP addresses and in 2 of those cases there were only 2 votes submitted, both with the same surname.

In one instance 14 votes came from the same IP address but analysis of the email addresses indicated that this was probably a business premises. This was confirmed by a telephone call to a voter who used that IP address. The vote was confirmed to be valid and the business in question has been identified as the Entrant that submitted the Design.

Note that at the close of the public voting on 5 May 2016, the total number of online votes for RYDE016 (following validation of telephone numbers by the external provider) was 89.

Note that there were still 2 instances (20% of the sample) were Procure either spoke to the user of the phone (1 occasion) or reached a message bank that identified the user and found that the name was different to the name associated with the vote (1 occasion). The individual that was spoken to stated that he had not heard of the alleged voter but was not prepared to provide any further information.

RYDE308 - 10% vote sample agreed – No calls made.

Initial review of the voter information in regard to RYDE308 indicated that the geolocation for the vast majority of the IP addresses from which votes had originated was in Indonesia. Only four votes originated from an IP address with an Australian geolocation while other votes were submitted from IP geolocations of Canada, USA, Republic of Korea and Hong Kong. In contrast with RYDE543 however, although the IP addresses connected with the votes were from elsewhere in the world than Australia, there were only 6 instances of multiple votes originating from the same IP address with the highest number of multiple votes being 4.

Further analysis of the voting data revealed that all the votes from the Indonesian IP geolocation had failed to provide an Australian telephone number and all nominated a postcode of 2000.

Due to the absence of an Australian telephone number virtually all the online votes for RYDE308 were ineligible under clause 7 of the Voting Terms and Conditions and as such the votes were void. For this reason, Procure did not conduct any random sampling of the online votes for RYDE308 as it was clear that the Design would no longer fall within the five highest scoring Designs once the void votes were excluded from the total.

RYDE025 - 10% vote sample agreed – 8 calls made.

Of the 8 calls made, Procure was able to verify through speaking to the voter that 4 votes were legitimate and eligible (50% of the sample contacted). The responses were as shown in the table below:

<i>Valid confirmed voter</i>	<i>disconnected / unobtainable</i>	<i>switched off / unanswered / service unavailable</i>	<i>message left - no response</i>	<i>phone does not belong to alleged voter (includes where voice mail reached is in a different name to the voter)</i>
4	0	1	2	1

There were no suspicious voting patterns in regard to RYDE025. The names of the voters were predominantly Asian but reflected the ethnic diversity you would expect to see from the postcodes indicated. With the exception of nine votes from separate IP addresses with an IP geolocation of Hong Kong and one showing as India, the IP addresses used all showed as an Australian geolocation. There were nine occasions when multiple votes originated from the same IP addresses but most of these involved voters with the same surname. The highest number of multiple votes from the same IP address was 4 and all 4 votes had the same surname.

Note that at the close of the public voting on 5 May 2016, the total number of online votes for RYDE025 (following validation of telephone numbers by the external provider) was 69.

Note that there was still one instance (12.5% of the sample) were Procure spoke to the user of the phone and the individual had never heard of the alleged voter and was not aware of the Competition

CONCLUSIONS FROM SAMPLING

Based on the sampling that has taken place the following conclusions can be made in regard to the online voting for the five Designs that were leading the public online vote on 29 April 2016:

RYDE543

It should be noted that generally the nature of the online votes is inherently suspicious as there are multiple votes received from the same IP address and there are numerous IP addresses that are not based in Australia. In regard to the other Designs or which online voting was interrogated the above voting patterns were not nearly as prevalent and did not have a significant effect.

Testing by the external Validation Service used by the Council has identified that approximately 50% of the mobile numbers linked to the to the online votes are invalid. The rate of attrition for the other four highest scoring Designs varied between 5% and 15%.

Further evidence to cast doubt on the legitimacy of the votes can be found in the sheer volume received compared to other Designs. In addition, if voting for RYDE543 were genuine it would be expected to see some correlation in the number of paper votes received by that Design. Review of the paper votes counted as at 6 May 2016 showed that RYDE543 did not appear in the top 10 Designs by paper votes and its final total of 8 paper votes was significantly lower than the 27 scored by RYDE016.

Procure's sample calls were only directed at votes with telephone numbers that had initially been identified as valid (which therefore equated to almost 20% of the original sample and 10% of the total number of validated numbers). Of the 54 calls made Procure was not able to verify that any were genuine votes that meet the eligibility criteria. In cases where a voice mail facility was reached a message was left asking the recipient to call Procure. As of the time of this report, no responses have been received to those messages.

As a result of these enquiries it is Procure's opinion that there is considerable doubt over the authenticity of the online votes for RYDE543 and it would be unsafe and unfair to the other Competition Entrants to rely on the accuracy of those votes. It would not be possible to establish the exact number of legitimate votes without contacting all the telephone numbers listed and in circumstances where the number is switched off or a message facility exists it would not be possible to confirm with one hundred per cent certainty whether a vote is genuine even if all numbers were called.

Based on the above analysis there is a significant risk that a concerted effort has taken place by persons unknown to deliberately and unfairly manipulate the online voting for RYDE543. It should be noted that no

evidence has been sighted that would indicate that the Competition Entrant has any knowledge of, or involvement in the voting manipulation and as such we would not recommend that the Competition Entrant is disqualified. However, we would recommend that Council seek a ruling from the Competition Arbiter whether it is appropriate to exclude all online votes received for RYDE543 based on the evidence arising from the sample of numbers investigated and due to the magnitude of the manipulation that is suspected to have taken place.

While the Competition Terms and Conditions allow for individual voters to be disqualified and votes excluded in instances where there is "fraudulent, misleading or deceptive conduct" (clause 31) it has not been established that the same individual voter is responsible for all the suspect online votes. As such it is recommended that Council seek legal advice to confirm that this course of action is allowed under the Competition Terms and Conditions and would not leave Council exposed to a legal claim from RYDE543 that it has been denied the opportunity to progress straight to shortlisting and unfairly discriminated against by Council excluding all public votes for its Design.

Procure would also recommend that Council obtain legal advice as to whether there is an obligation to advise RYDE543 of the decision to exclude all public votes for its design in the interests of transparency and as a matter of procedural fairness. There may be an argument as an issue of natural justice that the Competition Entrant should be afforded the opportunity to reply as an administrative decision has been made that is to the Competition Entrant's detriment.

RYDE308

The majority of online votes did not meet the eligibility criteria as stated in the Competition Terms and Conditions. All votes that did not include a valid Australian telephone number should be excluded.

RYDE455

Based on the sample of votes interrogated the majority of online voting appears to have taken place in accordance with the Competition Terms and Conditions. However it should be noted that the sample contacted only formed 20% of the total number of votes and a validity rate of 50% was all that could be verified from the calls made. As such there remains a high risk that the total number of valid votes is actually less than the final total calculated by Council and Procure cannot vouch for the accuracy of votes outside the sample tested.

RYDE016

Based on the sample of votes interrogated the majority of online voting appears to have taken place in accordance with the Competition Terms and Conditions. However it should be noted that the sample contacted only formed 10% of the total number of votes and a validity rate of 70% was verified from the calls made. As such there remains a residual risk that the total number of valid votes is actually less than the final total calculated by Council and Procure cannot vouch for the accuracy of votes outside the sample tested.

RYDE025

Based on the sample of votes interrogated the majority of online voting appears to have taken place in accordance with the Competition Terms and Conditions. However, it should be noted that the sample contacted only formed 10% of the total number of votes and a validity rate of 50% was all that could be

verified from the calls made. As such there remains a high risk that the total number of valid votes is actually less than the final total calculated by Council and Procure cannot vouch for the accuracy of votes outside the sample tested.

OUTCOME OF COMPETITION COMMUNITY ENGAGEMENT AND PROBTY MEETING ON 9 MAY 2016

On 9 May 2016, Procure attended a meeting with Council and the Competition Registrar. The purpose of the meeting was twofold; firstly to identify which Design had received the most eligible votes and would therefore automatically join the Jury's shortlist of concepts for Stage 2 as the Design preferred by the general public. The second objective was to identify ten valid voters, selected at random, to receive \$100 vouchers from Council.

Procure explained the process it had undertaken in regard to interrogating the authenticity of the online votes for the five highest scoring Designs and summarised the results of the sampling (as described in detail above). All parties present agreed that due to the suspect nature of the online votes for RYDE543 that the votes could not be relied upon, with any degree of confidence, in the public vote for the community's preferred Design. It was also agreed that the decision to exclude all public votes for RYDE543 would not disqualify the entry from the competition in its entirety. Because there is no proof of any connection between the suspect voting and the designer(s) of the submitted concept it was agreed that RYDE543 would continue to be assessed by the Jury and the Jury will not be advised that the public votes for that Design have been excluded. It was agreed that the Council Executive Officer, Ryde Civic Hub would seek arbitration from Council's General Counsel on the above decisions. The Meeting attendees also agreed that the online votes for RYDE308 were generally not eligible for the community vote and that all votes that did not provide a valid Australian telephone number would be excluded from the total votes for that Design.

At the meeting held on 9 May 2016, the total number of votes was calculated. The master count of both online and paper votes totalled 2,653 subject to validation. The validation process removed any duplication between paper and online votes, required compliance with the Voting Terms and Conditions and vetted all mobile numbers for authenticity. The combined totals were as follows:

<i>Competition Design</i>	<i>Total Number of Votes (validated paper and online combined)</i>
RYDE543	445
RYDE016	116
RYDE455	103
RYDE283	68
RYDE025	61

With further regard to the validity of these totals it was noted that in line with the earlier decision all votes received by RYDE543 (including the 8 paper votes) would be removed from the community vote.

It was also agreed that the total number of votes for each Design would be amended to reflect any invalid votes identified as a result of the interrogative sampling: RYDE016 had received 27 paper votes but during the sample calls two of the votes initially identified as "valid" votes (by mobile number) were found not to be associated with the name of the vote. The total votes for RYDE016 was therefore adjusted to 114.

RYDE455 received 4 paper votes but the sampling identified four votes that had initially been identified as "valid" that were actually unauthentic. Consequently the total for RYDE455 was reduced to 99.

Subsequently it was agreed that entry RYDE016 was the winner of the community vote, subject to arbitration.

At the conclusion of the vote validation process the Council attendees selected the ten community Prize Winners. Procure observed the process by which the names of the voters were selected by a computer generated random selection based on only those votes with telephone numbers that were "valid-confirmed". It was agreed that the selected voters would initially be telephoned by the Council Executive Officer, Ryde Civic Hub to verify they were eligible voters. Procure observed that 16 voters were randomly selected to provide contingency for the possibility that the voters could not be contacted. On 10 May 2016, the Council Executive Officer, Ryde Civic Hub advised Procure that a second randomly generated list had been required and it had been necessary to attempt to make contact with twenty voters before the ten Prize Winners could be finalised.

CONCLUSION

Based upon our work performed and detailed in this report, from a probity perspective the decision by Council to exclude all public votes submitted in regard to Design RYDE543 appears to be reasonable although we would recommend that further legal advice be taken to consider the legal implications arising from this decision.

The random selection of Prize Winners for the \$100 gift cards was conducted in an appropriate manner and adequate steps have been taken by Council to ensure that the Prize Winners have been confirmed as legitimate and eligible voters.

The decision by Council to select RYDE016 as the Design preferred by the public and as such for inclusion on the shortlist of Designs to proceed directly to Stage 2 of the investigation also appears to be reasonable based on the findings from the sampling of online votes. However, we would again stress that this conclusion is based purely on the sample of votes reviewed by Procure. As previously discussed the sample of votes interrogated for each of the Designs reviewed was strictly limited and can only provide Council with a level of comfort rather than any firm assurances as to the validity of the total number of votes. As can be seen by the difficulties encountered in trying to contact persons to award the \$100 gift cards, it is almost impossible to verify the integrity of online voting and as such whatever the level of sampling that is conducted there is likely to remain a residual level of risk that cannot be avoided. As it is Council that will ultimately be exposed to this potential risk, Council needs to consider whether it is satisfied that the current level of sampling is sufficient to mitigate the risk to an acceptable level when taking into account existing time and cost constraints. Alternatively, Council may determine that additional steps are required to attempt to further verify the legitimacy of votes (such as validation of email addresses or further telephone contact). Procure will be happy to provide further advice or assistance as necessary, whatever approach Council decides to take.

Yours sincerely



WARWICK SOROUSH
Director
Procure Group Pty Ltd



Simon Taylor
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