

Committee of the Whole

AGENDA NO. 11/08

Meeting Date: Tuesday, 15 July 2008
 Location: Committee Room No. 2, Fifth Floor,
 Civic Centre, 1 Devlin Street, Ryde
 Time: 7.30pm

NOTICE OF BUSINESS

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1 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the minutes of the meeting of the Committee of the Whole No. 10/08 held on 1 July 2008, be confirmed.

2 CANCER COUNCIL – Community Partnership

INTERVIEW

Report prepared by: Manager Community Relations

Report dated: 8 July 2008

Report Summary

Council received a Notice of Motion from Councillor O'Donnell for Council to establish a Community Partnership with the Cancer Council and that Council nominates two senior staff members as the dedicated relationship managers for the Community Partnership. Council also resolved that representatives from the Cancer Council present their Community Partnership program to Council. (Kate Rey, Regional Program Co-ordinator will be presenting the Partnership Program and Lee Cooper, Regional Manager - Northern Sydney & Central Coast) will present their Community Partnership on behalf of The Cancer Council.

Background

Council has supported the Cancer Council for a number of years in an informal manner through provision of fundraising opportunities and assisting with promotion of their community awareness activities.

Report

The Cancer Council has established Community Partnerships for Local Government to formalise a relationship between The Cancer Council NSW and Local Government to affirm their commitment to reducing the impact of cancer in the community by:

- Learning about and adopting new policies that will lead to a reduction in the incidence of cancer.
- Supporting Cancer Council advocacy campaigns that benefit the residents of the community.
- Using local Council communication channels, venues, staff and networks to disseminate Cancer Council health promotion and patient support materials.
- Helping The Cancer Council to support patients and their families in the community by allowing free use of Council venues for support group meetings and education programs.
- Support Cancer Council efforts to raise money in the local area.

Representatives from the Cancer Council will present the Community Partnership to Council

Consultation

Internal Council business units consulted included:-

Not Applicable

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- The Cancer Council NSW

ITEM 2 (continued)**Critical Dates**

There are no critical dates or deadlines to be met.

Management Plan Budget / Linkages

This project is not identified in the Management Plan 2008-2012.

Relationship to Key Outcome Areas**People**

This project meets the following **key outcomes** for People (set out on page 46 of the Management Plan 2008-2012):

- P1 A vibrant city that is economically strong and engages its community through cultural and social activities.
- P3 A harmonious community through a culturally enriched and respectful society.

Cancer directly affects one in three people, and everyone sees and feels the impact in physical and emotional suffering, premature death and financial burden. Council can support the Cancer Council to assist the local community and lessen the impact on residents and provide a boost to the wellbeing of our community. Council can support the Cancer Council through its Community event activities.

Financial Impact

Adoption of the recommendations outlined in this report will be met within existing budgets as primarily Council would support the Cancer Council with in-kind support.

It is envisaged that Council would provide venues on availability between 2-4 times per annum at a cost of approximately \$100 - \$200.

Policy Implications

There are no policy implications through adoption of the recommendation.

Other Options

Not Applicable

Conclusion

Cancer now affects one in three people directly and Council can support the Cancer Council which in turn will reduce the impacts of cancer in the community.

ITEM 2 (continued)**RECOMMENDATION:**

- (a) That the report of the Manager Community Relations, dated 8 July 2008 on Cancer Council Community Partnership be received and endorsed.
- (b) That Council enter into a Community Partnership with the Cancer Council.
- (c) That the Manager Community Relations and the Community Relations and Media Officer be nominated as the dedicated staff to establish and continue the relationship with the Cancer Council.

Report prepared by:

Derek McCarthy
Manager Community Relations

Report approved by:

Louise Gee
Group Manager
Community Life

3 CITY OF RYDE EISTEDDFOD

Report prepared by: Manager Community Relations

Report dated: 4 July 2008

File No. COR2008/503

Report Summary

To advise Council of the staging of the City of Ryde Eisteddfod and the signing of the Memorandum of Understanding between Council and the Ryde Eisteddfod Inc.

Background

Council has supported the City of Ryde Eisteddfod for a number of years, and last year entered into an agreement with the Ryde Eisteddfod Committee Inc, as part of this agreement a Memorandum of Understanding between the City of Ryde and City of Ryde Eisteddfod Inc. has been implemented (**ATTACHED** under separate cover). The MoU would include the following key points:

1. Council to provide financial and in-kind support for the Eisteddfod for the following.
 - Venues
 - Promotion through Council's website, banners and newsletters
 - Publications – printing of a promotional pamphlet each year
 - Event planning – assistance of Council officers in arranging venues etc
 - Prizes – continued donation of \$1,000 choir prize and Shield and the implementation of a new major prize for a key local school participation to the value of \$2000

This equates to approximately \$30,000 per annum.
2. Council to receive branding rights for the event to be known as "City of Ryde Eisteddfod" for the five year period
3. Council to receive recognition as the primary sponsor of the event
4. Council's General Manager, or his representative, will join the Ryde Eisteddfod Committee Inc. as an ordinary member
5. The term of the MoU to be 5 years with provision that it be reviewed for renewal during the final 12 months for a further period of five years.

Report

The City of Ryde Eisteddfod commenced on Saturday 21 June 2008 and will conclude on Saturday 30 August 2008. The Ryde Eisteddfod Inc. will utilise Councils Ryde Civic Hall, North Ryde School of Arts Community Centre and Argyle Hall at no cost. In addition Council has assisted with promotion through the Councils website, Mayoral Column, newsletter and placement of banner in Eastwood Plaza.

This year it is expected that over 5000 people will participate in performing throughout the various categories.

Council funds the event with a donation of \$1,000 and Shield for the choir prize and this year will commence with a new shield and prize of \$2,000 for a local school performance, this will be judged by representatives nominated by the Ryde Eisteddfod Inc. Committee.

It is planned that the recipient of this award will be presented the award by the Mayor or the Mayor's representative at the winning school's assembly.

ITEM 3 (continued)**Consultation**

Internal Council business units consulted included:-

- Community Services

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Ryde Eisteddfod Committee Inc.

Comments

This event will be promoted through the Ryde City View, Mayoral Column and media releases.

Critical Dates

There are no critical dates or deadlines to be met.

Management Plan Budget / Linkages

This project is from the Management Plan, Plan and deliver a range of community events listed on page No. 57 of the Management Plan 2008-2011.

This project forms part of the 2008/2009 Operational Budget for People

Relationship to Key Outcome Areas**People**

This project meets the following **key outcomes** for People (set out on page 46 of the Management Plan 2008-2012):

- P1 A vibrant city that is economically strong and engages its community through cultural and social activities.

This activity achieves this key outcome of the Management Plan by providing an opportunity for residents to participate in recreational and social functions open to all residents of the City of Ryde and utilising Council facilities for public use.

Financial Impact

Funding for this project is provided for in the 2008/2009 Budget.

It is estimated that the total cost of Councils contribution is \$30,000 per annum.

Policy Implications

There are no policy implications through adoption of the recommendation.

Other Options

Council could approve not to support the City of Ryde Eisteddfod.

ITEM 3 (continued)**Conclusion**

The City of Ryde Eisteddfod provides a valuable opportunity for performing arts students, community members and groups to participate, and be involved in an annual cultural event that attracts over 5000 participants.

RECOMMENDATION:

- (a) That the report of the Manager Community Relations, dated 4 July 2008 on the City of Ryde Eisteddfod be received and endorsed.
- (b) That the signed Memorandum of Understanding be received and endorsed.
- (c) That Council forward its congratulations and thanks to the members of the Ryde Eisteddfod Committee Inc for their continued efforts in providing the City of Ryde community with this valuable cultural event.

Report prepared by:

Derek McCarthy
Manager Community Relations

Report approved by:

Lousie Gee
Group Manager
Community Life

ITEM 3 (continued)

Attachment 1

City of Ryde

ABN 81 621 292 610
Civic Centre
1 Devlin Street Ryde
Locked Bag 2069
North Ryde NSW 1670
DX 8403 Ryde
cityofryde@ryde.nsw.gov.au
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Memorandum of Understanding**Parties**

1. The City of Ryde Council ("**City of Ryde**")
2. Ryde Eisteddfod Committee Inc. ("**Committee**")

Introduction

The Ryde Eisteddfod ("**Eisteddfod**") commenced in 1989 under the auspices of the Committee and has developed into one of Sydney's leading eisteddfods, attracting over 5000 performers across a range of syllabuses.

The City of Ryde has supported the Eisteddfod since its inception through the free provision of venues, donation for a choir prize and in-kind support such as assistance with promotions. In 2008, the City of Ryde will contribute an additional major prize of \$2000 for a local school performance.

This Memorandum of Understanding formalises the relationship between the City of the Ryde and the Committee and commits both parties to continue that relationship in accordance with this Memorandum.

Terms

1. Council shall provide reasonable financial and in-kind support for the Eisteddfod as follows:
 - Venues free of charge
 - Promotion through Council's website, banners and newsletters
 - Publications – printing of a promotional pamphlet each year
 - Event planning – assistance of Council officers in arranging venues etc
 - Prizes – continued donation of \$1,000 choir prize and Shield and the implementation of a new major prize for a key local school participation to the value of \$2000

The value of the above equates to approximately \$30,000 per annum.



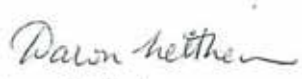
ITEM 3 (continued)

Attachment 1

City of Ryde

2. The name of the Eisteddfod shall be the "City of Ryde Eisteddfod" in recognition of Council's contribution to the event. This name shall continue for a five year period
3. Council shall receive recognition from the Committee as the primary sponsor of the Eisteddfod
4. City of Ryde shall be entitled to be represented on the Committee as an ordinary member by a person of its choosing
5. The term of this Memorandum shall be 5 years. The parties shall, in good faith during the final 12 months of the term, negotiate a renewal of the Memorandum for a further 5 year term.

Signed at Ryde on 7th July 2008

		
Michael Whittaker General Manager	Edna Wilde Chairperson	Dawn Nettheim Hon. Secretary

Witness: Name Angela Steinhilber

Signature: ALT

4 CRIME PREVENTION ADVISORY COMMITTEE – Terms of Reference

Report prepared by: Social Policy and Planning Coordinator

Report dated: 4 July 2008

Report Summary

This report provides an overview of the formal Terms of Reference for the establishment of a Crime Prevention Advisory Committee (CPAC).

Background

At its Meeting on 10 June 2008 Council resolved:

- a) *That the City of Ryde establish a Crime Prevention Advisory Committee and the General Manager report back to Council on its Terms of Reference.*
- b) *That the Committee oversee the development of a Crime Prevention Policy and Action Plan by the end of 2008.*
- c) *That the membership of the Ryde Crime Prevention Committee should include, but not be restricted to Police, Department of Juvenile Justice, Chambers of Commerce, Roads and Traffic Authority, State Transit Authority, RailCorp, major Sporting and Service Clubs, and proprietors of major shopping centres.*
- d) *That the Crime Prevention Action Plan in particular focuses on reducing assault, theft and property damage and graffiti in the City of Ryde.*
- e) *That the Crime Prevention Plan ensures it contains outcomes where street lighting is enhanced and security cameras are installed at major locations such as railway stations, bus interchanges, shopping centres, and prominent parks.*

This report will detail the Terms of Reference established for the Crime Prevention Advisory Committee.

Report

The Terms of Reference for the CPAC are detailed below and follow the model established for City of Ryde's Advisory Committees.

Crime Prevention Advisory Committee Terms of Reference

1. Role

The primary role of the Crime Prevention Advisory Committee is to:

- Facilitate a multi-faceted and coordinated approach to the development of crime prevention strategies to address identified crime issues in the Ryde Local Government Area.
- Facilitate the development of a Crime Prevention Policy and Action Plan by the end of 2008
- Promote cooperation between Council, the community, government and non-government agencies in relation to crime issues.

ITEM 4 (continued)**2. Responsibilities**

The Crime Prevention Advisory Committee is responsible for:

- Acting as a consultative body on issues relating to crime prevention.
- Developing, encouraging and promoting activities and education programs on the prevention of crime in the community
- The identification of crime-related issues
- The identification of proactive actions to reduce crime-related issues
- Providing input into the development of the City of Ryde Crime Prevention Policy and Action Plan
- Monitoring the implementation of the City of Ryde Crime Prevention Action Plan
- Keeping the Ryde Safe Communities Steering Committee informed of activities and programs.

Some examples of crime issues relevant to the City of Ryde include;

- Fear of crime
- Anti-social behaviour
- Women's safety
- Graffiti
- Assault
- Theft
- Property damage

3. Membership, Chairperson and Voting

Membership of the Crime Prevention Advisory Committee comprises:

- No less than one (1) Councillor appointed annually
- One (1) alternate Councillor delegate
- Council staff representatives
- Representatives from partner organisation's e.g. Eastwood and Gladesville Local Area Commands, Chambers of Commerce, Ryde Youth Council, Department of Juvenile Justice, State Transit Authority, RailCorp, Roads and Traffic Authority, major Sporting and Service clubs and proprietors of licensed premises and major shopping centres
- Representative or chairperson of working groups/committees such as Ryde Safe Communities Steering Committee
- Individuals with specialist skills and professional interest in crime
- Community groups/organisation's representing people with safety concerns

Term of Membership to Committee

Members appointed to the Committee shall be appointed for the 4-year (or remainder thereof) term of the current Council although membership can be altered at any time by resolution of Council. Each September, the current membership of the Committee will be submitted to Council for confirmation.

ITEM 4 (continued)

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

The Chairperson of the Committee is:

- To be determined by Council

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda. All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in these Terms of Reference.

Committee Facilitator

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Proxy

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

As the Committee is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

ITEM 4 (continued)**4. Meetings****Meeting Schedule and Procedures**

Meetings are to be held quarterly or as the Committee decides at a time mutually agreeable by Committee representatives.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to the meeting.

Each meeting shall be properly recorded by the taking of minutes.

Public Participation

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers; however, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator. Presentations shall be limited to a maximum of 5 minutes.

5. Communications & Reporting

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

All agendas and minutes shall be published on Council's website 5 days after the minutes have been received and endorsed by Council.

Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Standing Committee/Council meeting. If a staff member does not have the delegation to proceed with an action arising from the Committee, a report shall be prepared for Council seeking approval to proceed with an action.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

6. Code of Conduct and Other Council Policies

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

Consultation

Internal Council business units consulted included:-

- Not Applicable

Internal Workshops held:-

- Not Applicable

ITEM 4 (continued)

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Not Applicable

Critical Dates

There are no critical dates or deadlines to be met.

Management Plan Budget / Linkages**Relationship to Key Outcome Areas**People

This project meets the following **key outcomes** for People (set out on page 46 of the Management Plan 2008-2011):

- P2 A city that plans for people by involving them in decision making to improve their quality of life.
- P3 A harmonious community through a culturally enriched and respectful society.

The CPAC would contribute to the effective planning of crime prevention initiatives in the community responding to key crime issues faced in the City of Ryde in an effort to promote a harmonious community.

Assets

This project meets the following **key outcomes** for Assets (set out on page 56 of the Management Plan 2008-2011):

- A1 Well designed streets and paths where motorists, cyclists and pedestrians feel safe.
- A2 Well designed places and spaces that minimise personal harm and where people interact with each other.
- A3 A high standard of visual appearance for our infrastructure, built environment and public areas.

The CPAC would promote Crime Prevention Through Environmental Design (CPTED) Principals and incorporate this into the planning of well-designed places and spaces within Ryde.

Environment

This project meets the following **key outcomes** for Environment (set out on page 67 of the Management Plan 2008-2011):

This project does not meet these outcomes.

Governance

This project meets the following **key outcomes** for Governance (set out on page 75 of the Management Plan 2008-2011):

- G1 Improved awareness and understanding of Council's decisions by the community.
- G2 Members of the community are engaged in democratic decision making.

ITEM 4 (continued)

The CPAC would encourage effective communication between Council and other organisations associated with the committee regarding crime issues.

Financial Impact

Adoption of the option(s) outlined in this report will have no financial impact.

Policy Implications

There are no policy implications

Other Options

Council can decide not to endorse the Crime Prevention Advisory Committee Terms of Reference.

Conclusion

The CPAC Terms of Reference details the roles and responsibilities of the committee, protocols relating to meetings and membership, communications and reporting and codes of conduct.

RECOMMENDATION:

- (a) That the report of the Social Policy and Planning Coordinator dated 20 June 2008 on the Crime Prevention Advisory Committee, Terms of Reference, be received and endorsed.
- (b) That the Terms of Reference of the Crime Prevention Advisory Committee, be adopted as outlined in the report , with the Roles and Responsibilities to be as set out below:-

1. Role

The primary role of the Crime Prevention Advisory Committee is to:

- Facilitate a multi-faceted and coordinated approach to the development of crime prevention strategies to address identified crime issues in the Ryde Local Government Area.
- Facilitate the development of a Crime Prevention Policy and Action Plan by the end of 2008
- Promote cooperation between Council, the community, government and non-government agencies in relation to crime issues.

ITEM 4 (continued)**2. Responsibilities**

The Crime Prevention Advisory Committee is responsible for:

- Acting as a consultative body on issues relating to crime prevention.
- Developing, encouraging and promoting activities and education programs on the prevention of crime in the community
- The identification of crime-related issues
- The identification of proactive actions to reduce crime-related issues
- Providing input into the development of the City of Ryde Crime Prevention Policy and Action Plan
- Monitoring the implementation of the City of Ryde Crime Prevention Action Plan
- Keeping the Ryde Safe Communities Steering Committee informed of activities and programs.

- (c) That the establishment of the Crime Prevention Advisory Committee be considered when the new term of Council is determining its Advisory Committee structure.

Report prepared by:

Leanne Birks
Social Policy and Planning Coordinator

Report approved by:

Louise Gee
Group Manager
Community Life

5 ADVISORY COMMITTEES – Terms of Reference

Report prepared by: Manager Councillor Services

Report dated: 10 July 2008

Report Summary

This report addresses the key issues relating to Council's Committee and Advisory Committee Structure as raised at the Council Meeting held on 8 July 2008 and provides an overview of how the City of Ryde has increased the number and improved the structure and information in respect of all Committees and confirms the Communication and Reporting process of these Committees.

Background

At its meeting on 8 July 2008, Council resolved as follows:

- (a) *That the minutes of all advisory committees, steering committees and the sports council be incorporated in the business papers of the next council/committee meeting.*
- (b) *That the minutes from all advisory, steering committees and the sports council of council be provided on the council's website.*
- (c) *That the terms of reference for all committees, where necessary, be changed to reflect this.*

At its meeting on 11 December 2007, Council considered a consolidated report for the Terms of Reference for all Advisory Committees (**ATTACHED – Attachment 1**). This report was prepared in response to an item identified in the Organisation Review adopted by Council in 2005 to standardise the Terms of Reference for all Advisory Committees. It was resolved as follows:

- (A) THAT THE MODEL TEMPLATE FOR ADVISORY COMMITTEE TERMS OF REFERENCE BE UPDATED WITH THE FOLLOWING CLAUSES AND THESE BE INCLUDED IN ALL TERMS OF REFERENCE REFERRED TO IN PART (B) AND ALL OTHER TERMS OF REFERENCE CURRENTLY BEING REFERRED TO COUNCIL:

- (I) SECTION 3 – MEMBERSHIP, CHAIRPERSON AND VOTING - ROLE OF COUNCIL OFFICERS

“COUNCIL OFFICERS WILL PROVIDE PROFESSIONAL ADVICE AND ADMINISTRATIVE SUPPORT. IT SHOULD BE NOTED THAT EMPLOYEES OF THE COUNCIL ARE NOT SUBJECT TO THE DIRECTION OF THE ADVISORY COMMITTEE OR ANY MEMBERS THEREOF”

ITEM 5 (continued)**II) SECTION 3 – MEMBERSHIP, CHAIRPERSON AND VOTING - STAFF MEMBER AS CHAIRPERSON**

“A STAFF MEMBER APPOINTED AS CHAIRPERSON OF THE COMMITTEE, DOES NOT BECOME A FORMAL MEMBER OF THE COMMITTEE BY VIRTUE OF THIS POSITION. ALL STAFF ARE REPRESENTATIVES OF COUNCIL ONLY AND NOT MEMBERS OF THE COMMITTEE. IT IS NOT NECESSARY THAT THE CHAIRPERSON BE A MEMBER OF THE COMMITTEE”

III) SECTION 5 – COMMUNICATIONS & REPORTING – CIRCULATION OF MINUTES

“THE MINUTES OF EACH MEETING SHALL BE CIRCULATED TO MEMBERS AS SOON AS PRACTICABLE. AS THE MINUTES WILL BE SIMULTANEOUSLY REPORTED TO COUNCILLORS THROUGH THE BUSINESS PAPERS OR VIA THE COUNCILLORS INFORMATION BULLETIN, ANY QUESTIONS BY MEMBERS REGARDING THE MINUTES ARE TO BE REFERRED IMMEDIATELY TO THE COMMITTEE FACILITATOR AND IF ANY ERROR IN THE MINUTES IS CONFIRMED, THE COMMITTEE FACILITATOR SHALL ARRANGE TO BRING THIS TO THE ATTENTION OF COUNCIL.”

(B) THAT THE TERMS OF REFERENCE, AS AMENDED IN ACCORDANCE WITH PART (A), FOR THE FOLLOWING ADVISORY COMMITTEES, AS CIRCULATED WITH THE REPORT, BE FORMALLY ADOPTED:

- BUSHLAND ENVIRONS ADVISORY COMMITTEE FOR RYDE (BEACR)
- ACCESS COMMITTEE
- BICYCLE ADVISORY COMMITTEE
- HERITAGE ADVISORY COMMITTEE
- SPORTS COUNCIL
- COMMUNITY HARMONY REFERENCE GROUP
- EASTWOOD EVENTS AND PROMOTIONS COMMITTEE
- JOINT LIBRARY SERVICE ADVISORY COMMITTEE
- RYDE AQUATIC LEISURE CENTRE PARKING & TRAFFIC MANAGEMENT WORKING GROUP
- RYDE SAFE COMMUNITIES STEERING COMMITTEE

(C) THAT THE TERMS OF REFERENCE, INCLUDING MEMBERSHIP, OF EACH ADVISORY COMMITTEE BE REVIEWED FOLLOWING THE 2008 LOCAL GOVERNMENT ELECTIONS IN SEPTEMBER 2008.

ITEM 5 (continued)

- (D) THAT INFORMATION ON THE ROLES AND RESPONSIBILITIES OF EACH ADVISORY COMMITTEE BE MADE MORE READILY AVAILABLE TO STAFF TO ENSURE THAT RESPECTIVE COMMITTEES ARE INCLUDED, WHERE APPLICABLE, IN POLICY CO-ORDINATION WORK AND THE BUSINESS REPORT TEMPLATE BE AMENDED TO PROVIDE A SECTION FOR COMMENT ABOUT ANY CONSULTATION UNDERTAKEN WITH ADVISORY COMMITTEES.
- (E) THAT THE TERMS OF REFERENCE FOR THE BICYCLE ADVISORY COMMITTEE BE AMENDED TO INCLUDE A COUNCILLOR AS A CHAIRPERSON.

As part of the report submitted to Council on 11 December 2007, the following information was provided regarding the reporting regime for Advisory Committees:

Committee Name	Chairperson	Councillor Membership	Minutes reported to Councillors
Bushland Environs Advisory Committee for Ryde (BEACR)	Councillor	- Mayor - No less than 3 - 1 alternate	via Councillors Information Bulletin
Access Committee	Councillor	- No less than 1 - 1 alternate	via Council Report
Bicycle Advisory Committee	Manager Access	- No less than 2 - 1 alternate	via Council Report
Heritage Advisory Committee	Mayor or Councillor	- Mayor - No less than 2 - 1 alternate	via Council Report
Sports Council	Mayor	- Mayor - No less than 1 - 1 alternate	via Councillors Information Bulletin
Community Harmony Reference Group	Mayor or Councillor	- Mayor - No more than 4 - 1 alternate	via Councillors Information Bulletin
Eastwood Events and Promotions Committee	Manager – Community Relations & Events	- No less than 2 - 1 alternate	via Councillors Information Bulletin
Joint Library Service Advisory Committee	Elected by Committee each year	- 2 Councillors - 1 alternate	via Council Report

ITEM 5 (continued)

Committee Name	Chairperson	Councillor Membership	Minutes reported to Councillors
Ryde Aquatic Leisure Centre Parking And Traffic Management Working Group	Group Manager – Public Works	- East Ward Councillors	via Council Report
Ryde Safe Communities Steering Committee	Mayor	- Mayor - No less than 1 - 1 alternate	via Councillors Information Bulletin

Report

In 2005, the current Council endorsed the Organisational Review that included a recommendation to improve the consistency and standard of reporting for Advisory Committees. This resulted in a Model Terms of Reference template being adopted by Council in May 2007 and subsequent consolidation of all existing Terms of Reference into the new template by Council in December 2007.

Prior to the election of the current Council, there were 5 Advisory and/or Steering Committees as shown at **ATTACHMENT 2**. Since March 2004, Council has established 14 new Advisory and/or Steering Committees and has dissolved 1 (Road Safety Advisory Committee) giving a total of 18, and this is shown at **ATTACHMENT 3**. The table depicts reporting obligations also.

In conjunction with the adoption of the new Terms of Reference, the City of Ryde website was upgraded in 2008 to list all Advisory Committees in a consistent manner, displaying Roles and Responsibilities of each committee, details of membership and providing links to the Terms of Reference, Meeting Calendar and agendas and minutes together with responsible officer and contact details. A sample of the web pages is shown at **ATTACHMENT 4**.

Due to a variety of factors, the agendas and minutes of some of the Advisory Committees have not consistently been uploaded to the website and these gaps have now been identified and are being addressed. It also should be noted that due to the fact some Advisory Committees meet quarterly, the website appears to have gaps in information being displayed when in fact this is not the case. Also, some Service Unit Managers have only been sending minutes through when they thought a decision was required from Council or there was a matter of importance.

Council/Committee Meeting Structure

The City of Ryde currently has the following 3-tier structure for meetings:

- 1) Council/Committee of the Whole
- 2) Standing Committees – Public Facilities & Services Committee, Development Committee and Finance & Audit Committee
- 3) Advisory Committees/Steering Committee/Sports Council

ITEM 5 (continued)

The reporting structure and responsible officers for each of these meetings is shown at **ATTACHMENT 5**. The responsible officers are accountable for all aspects of the Committees listed and have the responsibility that all requirements detailed in the Terms of Reference are satisfied. They are also the first point of contact for any enquiries.

Resourcing

From this report it is demonstrated that Council's number of Advisory Committees has grown from five (5), pre-March 2004 to the current total of 18. This has occurred over the past four (4) years with no additional resource for this specific function. In an effort to ensure the current deficiencies in this area are addressed, together with assisting with the on-going development of Council's web site, an additional staff position is required.

This position would ensure that all information, including minutes from all Committees is undertaken consistently and in a timely manner, together with contributing to the on-going development of Council's web site.

The estimated cost, approximately \$105,000 (including on-costs), is not currently funded and would be considered by Council in the September Quarterly budget review.

Proposed Amendment to Terms of Reference

As a result of Council's resolution at its meeting on 8 July 2008, the following amendment to the Terms of Reference is proposed.

The key issues/changes are:

- Minutes of meetings will be completed within 2 weeks of meeting and then reported to the next available Council or Standing Committee meeting. This allows for the minutes to be compiled, checked and circulated.
- All agendas will be placed on Council's website within 5 days of being completed
- All minutes will be placed on Council's website within 5 days of adoption by Council

The proposed wording for Section 5 – Communications and Reporting, in the model Terms of Reference, would therefore be as follows:

ITEM 5 (continued)**5. Communications and Reporting**

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Standing Committee/Council Meeting.
- All agendas shall be published on Council's website within 5 days of completion.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- A report may be prepared for Council's consideration where the Committee suggests an action (or actions) which staff cannot carry out within existing delegations.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council."
- If Council supports this amended wording, changes will then be applied to all existing and future Terms of Reference:

Management of Website Data

In respect of the number of years data is held on Council's website, it is proposed that in addition to the current four (4) years of data held on Council's website, that Council will hold eight (8) years of data at any time. Eight (8) years data on Council's website is believed manageable and cost effective. All years removed from the site will be appropriately archived and will be able to be retrieved as required.

Consultation

Internal Council business units consulted included:-

- Executive Team

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Not Applicable

Comments

Following the adoption of the Model Terms of Reference in May 2007, all Advisory Committees were consulted at this time regarding the adoption of this uniform template for their respective Committees. These Terms of Reference were submitted to Council in December 2007.

ITEM 5 (continued)**Critical Dates**

The following deadlines are required to be met:

- All Terms of Reference for Advisory Committees will be reviewed after the 2008 Local Government Election to either determine new membership or to determine whether the new Council may dissolve the Committees or create new Committees.

Management Plan Budget / Linkages**Relationship to Key Outcome Areas**People

This matter has no direct relationship to this key outcome area.

Assets

This matter has no direct relationship to this key outcome area.

Environment

This matter has no direct relationship to this key outcome area.

Governance

This project meets the following **key outcomes** for Governance (set out on page 75 of the Management Plan 2008-2011):

- G3 Incorporation of best practice approaches in the delivery of services to the community.

By establishing a template for Terms of Reference for Council related Committees, a consistent methodology applies to the operation and function of these Committees.

Financial Impact

As indicated in the report, to support both the increase in the number of Advisory Committees and to ensure the consistency of service an additional resource is proposed. This cost, estimated at \$105,000 (including on-costs) is proposed to be included in the September Quarterly Review for Councils consideration.

Policy Implications

There are no policy implications through adoption of this recommendation.

Other Options

- 1) Council could resolve not to allocate additional staff resources to supporting the Advisory Committees, however, with the increased number of Advisory Committees it would not be possible to meet service standards.

ITEM 5 (continued)**RECOMMENDATION:**

- (a) That the report of the Manager Councillor Services dated 10 July 2008 in respect of Council's structure relating to its Council, Standing and Advisory Committee meetings be noted.
- (b) That Council note the responsible officers relating to all Council, Standing and Advisory Committees noting they are fully accountable for all operations of the respective Council/Committee meetings as detailed in the report.
- (c) That the amendment to the Terms of Reference, Section 5 – Communications and Reporting, as detailed in the report, be endorsed.
- (d) That the additional resource to support the function of support for all Advisory Committee meetings and website maintenance, with the estimated total cost of \$105,000 being included for consideration as part of the September Quarterly Management Plan Report, be endorsed.

Report prepared by:

Scott Allen
Manager Councillor Services

Report approved by:

Roy Newsome
Group Manager – Corporate Services

ITEM 5 (continued)**PREVIOUS REPORT****ATTACHMENT 1****ADVISORY COMMITTEES – Terms of Reference****Report Summary**

To seek adoption of the Terms of Reference for each of Council's Advisory Committees.

Background

At its meeting on 15 May 2007, Council resolved as follows:

- (A) THAT THE MODEL TERMS OF REFERENCE FOR ADVISORY COMMITTEES BE ADOPTED AS THE MINIMUM STANDARD FOR THE OPERATION OF THESE COMMITTEES WITH THE FOLLOWING AMENDMENTS:
- (i) THAT THE CHAIRPERSON BE DETERMINED BY COUNCIL (MAYOR, COUNCILLOR, SENIOR STAFF MEMBER);
 - (ii) THAT MEMBERSHIP OF EACH COMMITTEE COMPRISE NO LESS THAN ONE (1) COUNCILLOR; AND
 - (iii) THAT IN THE ABSENCE OF THE CHAIRPERSON, ANOTHER COUNCILLOR MEMBER OF THE COMMITTEE OR THE COMMITTEE FACILITATOR, CHAIR THE MEETING.
- (B) THAT EACH ADVISORY COMMITTEE UNDERTAKE A REVIEW OF THEIR TERMS OF REFERENCE BY SEPTEMBER 2007, IN ACCORDANCE WITH THE MODEL DOCUMENT AS DETAILED IN PART (A) ABOVE, AND REPORT BACK TO COUNCIL FOR ADOPTION.
- (C) THAT THE CITY OF RYDE ROAD SAFETY ADVISORY COMMITTEE BE FORMALLY DISSOLVED AND ITS FUNCTIONS BE TRANSFERRED TO THE RYDE TRAFFIC COMMITTEE AND RYDE SAFE COMMUNITIES STEERING COMMITTEE.
- (D) THAT THE CITY OF RYDE BICYCLE ADVISORY SUB-COMMITTEE BE FORMALLY KNOWN AS THE CITY OF RYDE BICYCLE ADVISORY COMMITTEE.

A status report on the progress being made by each Advisory Committee was also considered by Council on 11 September 2007.

Report

Draft Terms of Reference (TOR) have been developed for the following ten (10) Advisory Committees and referred to Committee members for comment:

- Bushland Environs Advisory Committee for Ryde (BEACR)
- Access Committee
- Bicycle Advisory Committee

ITEM 5 (continued)**PREVIOUS REPORT****ATTACHMENT 1**

- Heritage Advisory Committee
- Sports Council
- Community Harmony Reference Group
- Eastwood Events and Promotions Committee
- Joint Library Service Advisory Committee
- Ryde Aquatic Leisure Centre Parking And Traffic Management Working Group
- Ryde Safe Communities Steering Committee

In respect of the Eastwood & Terry's Creek and Macquarie Park Floodplain Risk Management Committee, the existing Terms of Reference were well developed and consistent with the model template. As it is envisaged that both Committees would complete their projects within the next 12 months and would then cease to operate, it was not considered necessary to amend these Terms of Reference.

The Cities for Climate Protection Program Committee (CCP) was determined not to fall within the definition of an Advisory Committee.

The completed Terms of Reference for the ten (10) listed Advisory Committees are **CIRCULATED UNDER SEPARATE COVER**. Whilst some unique differences exist between certain committees it is considered that each of the draft Terms of Reference accurately reflect the purpose and intent of the model template. Some key differences and suggested improvements are set out below:

Heritage Advisory Committee

The TOR of the Heritage Advisory Committee was strengthened regarding the appointment of representatives of Community Groups. The TOR requires that each Community Group formally nominate their representatives (and alternate representatives) in writing. This alteration is supported as it ensures all representatives of Community Groups are endorsed by that Group. The Heritage Advisory Committee also proposed to delete the clause concerning Proxy voting on the basis that it was not required as no formal voting applied. The deletion of this clause is not supported and it has been reinstated to provide clarity and consistency on the issue.

The Heritage Advisory Committee has also included an additional clause in Section 4 called "General Business". This clause enables only the Committee Facilitator to bring an item relating to a development proposal or application before the Committee and requires that members may only raise other matters for General Business through the Committee Facilitator. This amendment is supported because it clearly sets out the procedure for raising such matters.

ITEM 5 (continued)**PREVIOUS REPORT** **ATTACHMENT 1**Bicycle Advisory Committee

The members of the Bicycle Advisory Committee recommended that the responsibilities of the Committee be more clearly articulated. They recommended additional clauses in Part 2 of the TOR as follows:

Suggestion 1

- To comment on designs for the provision of cycling facilities to ensure that they meet both the needs of cyclists and appropriate standards

The following alternate wording is suggested:

- To *comment* on design principles for the provision of cycling facilities to ensure that they meet both the needs of cyclists and appropriate standards

This alternate wording seeks to clarify that the Committee is not expected to approve design plans for all new cycleways, rather its role should be to advise on the standards and principles by which cycleways are designed.

Suggestion 2

- To advise Council on educational programs for all road and footpath users to encourage safe behaviour by all users

The following alternate wording is suggested:

- To *provide input to* Council on educational programs for all road and footpath users to encourage safe behaviour by all users

This alternate wording seeks to clarify that the Committee is a key component of the process of developing educational programs rather than a primary advisor.

Suggestion 3

- To advise Council on the possible impact of existing and proposed policy issues on cycling in the City of Ryde.

The following alternate wording is suggested:

- To advise Council on the possible impact of existing and proposed policy issues on cycling in the City of Ryde, as requested.

ITEM 5 (continued)**PREVIOUS REPORT** **ATTACHMENT 1**

The original wording could have created the expectation that all existing and proposed policy issues of Council are to be referred to this Committee. It is considered more appropriate that only relevant and applicable policy issues be referred to this Committee, hence the addendum.

RALC Parking & Traffic Management Committee

The Committee has recommended a reduction in community representatives from seven (7) to six (6). This change is supported.

General Suggestions

Some suggestions arising from the consultation with the various advisory committees are considered suitable to apply generically to all other committees and it is recommended that the Model template be updated accordingly. These suggestions are outlined below:

1) Section 3 – Membership, Chairperson and Voting - Role of Council Officers

It is recommended that the following statement regarding the role of council officers be included in all TOR's -

“Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof”

2) Section 3 – Membership, Chairperson and Voting - Staff Member as Chairperson

It is recommended that the following statement regarding the appointment of staff members as the Chair of a Committee be included in all TOR's -

“A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee. It is not necessary that the Chairperson be a member of the Committee”

3) Section 5 – Communications & Reporting – Circulation of minutes

It is recommended that the following statement regarding the circulation of draft minutes be included in all TOR's -

ITEM 5 (continued)**PREVIOUS REPORT ATTACHMENT 1**

“The minutes of each meeting shall be circulated to members as soon as practicable. As the minutes will be simultaneously reported to Councillors through the business papers or via the Councillors Information Bulletin, any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to bring this to the attention of Council.”

Further Matters

Given that the membership and operation of each Committee will need to be reviewed following the Local Government Elections in September 2008, any issues arising over the next 12 months can be addressed at this time.

A summary of the proposed Chairperson, Councillor membership composition and reporting method is set out in the table below –

Committee Name	Chairperson	Councillor Membership	Minutes reported to Council
Bushland Environs Advisory Committee for Ryde (BEACR)	Councillor	- Mayor - No less than 3 - 1 alternate	via Councillors Information Bulletin
Access Committee	Councillor	- No less than 1 - 1 alternate	via Council Report
Bicycle Advisory Committee	Manager Access	- No less than 2 - 1 alternate	via Council Report
Heritage Advisory Committee	Mayor or Councillor	- Mayor - No less than 2 - 1 alternate	via Council Report
Sports Council	Mayor	- Mayor - No less than 1 - 1 alternate	via Councillors Information Bulletin
Community Harmony Reference Group	Mayor or Councillor	- Mayor - No more than 4 - 1 alternate	via Councillors Information Bulletin
Eastwood Events and Promotions Committee	Manager – Community Relations & Events	- No less than 2 - 1 alternate	via Councillors Information Bulletin
Joint Library Service Advisory Committee	Elected by Committee each year	- 2 Councillors - 1 alternate	via Council Report

ITEM 5 (continued)

PREVIOUS REPORT**ATTACHMENT 1**

Committee Name	Chairperson	Councillor Membership	Minutes reported to Council
Ryde Aquatic Leisure Centre Parking And Traffic Management Working Group	Group Manager – Public Works	- East Ward Councillors	via Council Report
Ryde Safe Communities Steering Committee	Mayor	- Mayor - No less than 1 - 1 alternate	via Councillors Information Bulletin

One of the recommendations endorsed by Council in the Organisational Review (Item 102) was to increase the relevance of Advisory Committees to, and participation in, policy co-ordination. To achieve this outcome, a listing of these Advisory Committees (with a précis of their roles and responsibilities) will be circulated to all Service Unit Managers and provided on Council's intranet site so that staff are made aware of these Committees and can engage with them in policy development matters. Details of the Advisory Committees will also be provided in the "Policy Development, Implementation and Review Guideline" and included on the business paper report template as a prompt for staff.

Information about these Committees is already provided on Council's website for public access.

Management Plan Budget / Linkages Relationship to Key Outcome Areas

Assets

The advisory committees all add value to ensuring proper participation/involvement in relevant areas relating to the Asset outcome.

Environment

The advisory committees all add value to ensuring proper participation/involvement in relevant areas relating to the Environment outcome.

Governance

This project meets the following **key outcomes** for Governance

- Incorporation of best practice approaches in the delivery of services to the community and within the organisation.

ITEM 5 (continued)**PREVIOUS REPORT** **ATTACHMENT 1**

By establishing a template for Terms of Reference for Council related Committees, a consistent methodology will apply to the operation and function of these Committees.

People

The advisory committees all add value to ensuring proper participation/involvement in relevant areas relating to the People outcome.

Consultation – Internal and External

Council business units consulted included: All service units which currently co-ordinate Advisory Committees.

External public consultation included: Nil

Policy Implications

There are no policy implications through adoption of the recommendation.

Critical Dates

The membership and Terms of Reference of each Advisory Committee is required to be reviewed following the election of a new Council after September 2008.

Financial Impact

Adoption of the option(s) outlined in this report will have no financial impact.

Other Options

Not applicable

RECOMMENDATION:

(a) That the model template for Advisory Committee Terms of Reference be updated with the following clauses and these be included in all Terms of Reference referred to in part (b) and all other Terms of Reference currently being referred to Council:

(ii) Section 3 – Membership, Chairperson and Voting - Role of Council Officers

“Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof”

ITEM 5 (continued)**PREVIOUS REPORT** **ATTACHMENT 1**ii) Section 3 – Membership, Chairperson and Voting - Staff Member as Chairperson

“A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee. It is not necessary that the Chairperson be a member of the Committee”

iii) Section 5 – Communications & Reporting – Circulation of minutes

“The minutes of each meeting shall be circulated to members as soon as practicable. As the minutes will be simultaneously reported to Councillors through the business papers or via the Councillors Information Bulletin, any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to bring this to the attention of Council.”

(b) That the Terms of Reference, as amended in accordance with part (a), for the following Advisory Committees, as circulated with the report, be formally adopted:

- Bushland Environs Advisory Committee for Ryde (BEACR)
- Access Committee
- Bicycle Advisory Committee
- Heritage Advisory Committee
- Sports Council
- Community Harmony Reference Group
- Eastwood Events and Promotions Committee
- Joint Library Service Advisory Committee
- Ryde Aquatic Leisure Centre Parking & Traffic Management Working Group
- Ryde Safe Communities Steering Committee

(c) That the Terms of Reference, including membership, of each Advisory Committee be reviewed following the 2008 Local Government Elections in September 2008.

(d) That information on the roles and responsibilities of each Advisory Committee be made more readily available to staff to ensure that respective Committees are included, where applicable, in policy co-ordination work and the business report template be amended to provide a section for comment about any consultation undertaken with Advisory Committees.

ITEM 5 (continued)**ATTACHMENT 2****Year – before March 2004 – Advisory and Steering Committees**

Committee	Terms of Ref	Minutes	Report to Council	Report via CIB	Placed on Council Web
Access Committee (est. 1992)	Yes	Yes	Yes	n/a	No
Bicycle Advisory Sub-Committee (est. 1998)	Yes - limited	Yes	Yes	n/a	No
Heritage Advisory Committee (est. 1999)	No	Yes	No	No	No
Road Safety Advisory Committee (est.2002)	No	Yes	Yes	n/a	No
Ryde Safe Communities Steering Committee (est. 2002)	Yes	Yes	Yes	n/a	No

Council's Staff Establishment: 497 FTE staff

ITEM 5 (continued)

ATTACHMENT 3

Year – 2008 – Advisory and Steering Committees – Standard Requirements

Committee	Terms of Ref	Minutes	Report to Council	Placed on Council Web
Access Committee (est.1992)	Yes	Yes	Yes	Yes
Bicycle Advisory Committee (est.1998)	Yes	Yes	Yes	Yes
Bushland Environs Advisory Committee (est. 2005)	Yes	Yes	Yes	Yes
Cities for Climate Protection Program Committee (est. 2005)	None	Yes	Yes	Yes
Community Harmony Reference Group (est. 2004)	Yes	Yes	Yes	Yes
Companion Animals Advisory Committee (est. 2008)	Yet to be formed	Yes	Yes	Yes
Country Council Partnership Advisory Committee (est. 2007)	Yes	Yes	Yes	Yes
Crime Prevention Advisory Committee (est. 2008)	Yet to be formed	Yes	Yes	Yes

ITEM 5 (continued)

ATTACHMENT 3

Year – 2008 – Advisory and Steering Committees – Standard Requirements

Committee	Terms of Ref	Minutes	Report to Council	Placed on Council Web
Eastwood Events & Promotions Committee (est. 2004)	Yes	Yes	Yes	Yes
Eastwood & Terry's Creek Floodplain Risk Management Committee (est. 2006)	Yes	Yes	Yes	Yes
Heritage Advisory Committee (est. 1999)	Yes	Yes	Yes	Yes
Macquarie Park Floodplain Risk Management Committee (est. 2007)	Yes	Yes	Yes	Yes
Macquarie Park Land Owners Forum (est. 2007)	Yes	Yes	Yes	Yes
RALC Parking & Traffic Management Advisory Committee (est. 2006)	Yes	Yes	Yes	Yes
Ryde Safe Communities Steering Committee (est. 2002)	Yes	Yes	Yes	Yes

ITEM 5 (continued)**ATTACHMENT 3****Year – 2008 – Advisory and Steering Committees – Standard Requirements**

Committee	Terms of Ref	Minutes	Report to Council	Placed on Council Web
Ryde-Hunters Hill Joint Library Service Advisory Committee (est. 2006)	Yes	Yes	Yes	Yes
Sports Council (est. 2005)	Yes	Yes	Yes	Yes
Water Quality Management Steering Committee (est. 2004)	None	Yes	Yes	Yes

Council's Staff Establishment: 483 FTE staff (plus 1 if this report is endorsed by Council)

ITEM 5 (continued)

ATTACHMENT 4

The City of Ryde has a number of Advisory Committees which provide an opportunity for local residents and relevant organisations to contribute to the day-to-day running of the Council.

Thirteen (13) Council Advisory Committees currently operate within the City of Ryde, with formal Councillor representation.


Advisory Committee	Staff Contact
Access Committee Access Committee	Erin Moloney Ph: (02) 9952 8222
Bicycle Advisory Sub-Committee Bicycle Advisory Sub-Committee	Wynne Larkin Ph: (02) 9952 8222
Sustainable Environments Advisory Committee for Ryde (SEACR) Sustainable Environments Advisory Committee for Ryde (SEACR)	Stuart Davidson Ph: (02) 9952 8222
Community History, Heritage & Justice Community History, Heritage & Justice	Erin Moloney Ph: (02) 9952 8222
Country Council Partnership Advisory Committee Country Council Partnership Advisory Committee	Erin Moloney Ph: (02) 9952 8222
Enlightened Events and Promotions Committee Enlightened Events and Promotions Committee	Deak McLellan Ph: (02) 9952 8222
Enwood and Terra Creek Disposal Risk Management Committee Enwood and Terra Creek Disposal Risk Management Committee	Matthew Linn Ph: (02) 9952 8222
Heritage Advisory Committee Heritage Advisory Committee	John Morgan Ph: (02) 9952 8226
Melrose Park Disposal Risk Management Committee Melrose Park Disposal Risk Management Committee	Simon Cavanagh Ph: (02) 9952 8100
Ryde Aquatic Leisure Centre Parking and Traffic Management Working Group Ryde Aquatic Leisure Centre Parking and Traffic Management Working Group	Ph: (02) 9952 8222
Ryde Hydrocable Joint Leisure Services Advisory Committee Ryde Hydrocable Joint Leisure Services Advisory Committee	Ph: (02) 9952 8001
Ryde Sub-Committee Steering Committee Ryde Sub-Committee Steering Committee	Erin Moloney Ph: (02) 9952 8222
Sports Council Sports Council	Erin Moloney Ph: (02) 9952 8222
Walls Quay Maritime Services Committee Walls Quay Maritime Services Committee	Manager, The Environment Sam Carroll Ph: (02) 9952 8203

To obtain further information on committees within the City of Ryde, please contact Customer Service on (02) 9952 8222 or via email at customer@ryde.nsw.gov.au

Last Updated: 10 July 2008

ITEM 5 (continued)

ATTACHMENT 4



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EASTWOOD EVENTS & PROMOTIONS COMMITTEE

MINUTES

- 20.05.08 (PDF 34.5kB)
- 20.07.08 (PDF 20.2kB)
- 20.11.08 (PDF 30.6kB)
- 21.08.08 (PDF 25.6kB)
- 20.06.08 (PDF 29.3b)
- 20.02.2008 (PDF 20.9b)
- 22.11.2008 (PDF 24.6b)
- 20.09.2008 (PDF 34.6b)
- 20.05.2008 (PDF 27.6b)
- 20.11.2006 (PDF 20.6b)
- 21.02.2006 (PDF 20.6b)

Role

The primary role of the Eastwood Events and Promotions Committee is to

- promote and sponsor entertainment in the Eastwood Town Centre;
- promote and sponsor new activities/initiatives which enhance the profile of the Eastwood Town Centre

Responsibilities

The Eastwood Events and Promotions Committee is responsible for

- organising entertainment and events in the Eastwood Town Centre;
- fund or co-funding any capital and maintenance improvements, within agreed budgets and delegations of staff, in the Eastwood Town Centre which may be seen to be over and above the levels of service expected of Council;
- managing and monitoring the presentation of merchandise on display within Eastwood Plaza;
- considering and making recommendation on any matters which Council may refer to it.

Terms of Reference (per 07/04)

Meetings

Meetings are held on a Monday of the following months:

- February
- May
- August
- November

See calendar for 2008 dates, times and locations

Chairperson

- Councillor Terry Parram

Executive Membership

Councillor Representatives

- Councillor Michael Duttonworth
- Councillor Terry Parram
- Councillor Terry Ryan

Community Representatives

- Rosanne Gallo - Member - Eastwood Chamber of Commerce
- Lynda Scoglia - President - Eastwood Chamber of Commerce
- Bred Chan - Managing Director - Eastwood Shipping Centre

Contact Officer

- Derek McCauley - Manager Community Relations & Events

PH: 9520 6334

Email: dccauley@ryde.nsw.gov.au

Last updated: 28 May 2008

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ITEM 5 (continued)**ATTACHMENT 5****COUNCIL/COMMITTEE MEETING REPORTING STRUCTURE****1. Council/Committee of the Whole**

Responsible Officer: General Manager – Michael Whittaker

Reporting Process

Agendas published to web and distributed up to 3 days prior to meeting

Meetings held every Tuesday

Minutes published to web by Friday of week of meeting

Minutes confirmed at subsequent meeting of Council/Committee of the Whole

2. Standing Committees**Development Committee**

Responsible Officer: Group Manager – Environment & Planning, Sue Weatherley

Finance & Audit Committee

Responsible Officer: Group Manager – Corporate Services, Roy Newsome

Public Facilities & Services Committee

Responsible Officers: Group Manager – Public Works & Services, Kim Woodbury and Group Manager – Community Life, Louise Gee

Reporting Process

Agendas published to web and distributed up to 3 days prior to meeting

Meetings held every fortnight (Tuesday)

Minutes published to web by Friday of week of meeting

Matters not dealt with under delegation referred to Council Meeting following week

Minutes confirmed at subsequent meeting of Committee

3. Ryde Traffic Committee

Responsible Officer: Group Manager – Corporate Services, Kim Woodbury

ITEM 5 (continued)**ATTACHMENT 5**Reporting Process

Agendas published to web and distributed up to 3 days prior to meeting

Meetings held every 6-8 weeks

Minutes published to web by Friday of week of meeting, via PFS Committee Agenda

Minutes confirmed at subsequent meeting of PFS Committee.

Matters not dealt with under delegation at PFS Committee referred to Council Meeting following week

4. Advisory Committees**Access Committee**

Responsible Officer: Manager Community Services, Kevin Moloney

Bicycle Advisory Committee

Responsible Officer: Manager Access, Andrew Cooper

Bushland Environs Advisory Committee

Responsible Officer: Manager Parks, Peter Hickman

Cities for Climate Protection Program Committee

Responsible Officer: Manager – The Environment, Sam Cappelli

Community Harmony Reference Group

Responsible Officer: Manager Community Services, Kevin Moloney

Companion Animals Advisory Committee

Responsible Officer: Manager Regulatory Services, Leon Marskell

Country Council Partnership Advisory Committee

Responsible Officers: Manager Councillor Services, Scott Allen

Crime Prevention Advisory Committee

Responsible Officers: Manager Community Services, Kevin Moloney

ITEM 5 (continued)**ATTACHMENT 5****Eastwood Events & Promotions Committee**

Responsible Officer: Manager – Events & Promotions, Derek McCarthy

Eastwood & Terry's Creek Floodplain Risk Management Committee

Responsible Officer: Manager Stormwater, Matthew Lewis

Heritage Advisory Committee

Responsible Officer: Manager – Urban Planning, Meryl Bishop

Macquarie Park Landowners Forum

Responsible Officer: Place Manager – Major Centres, Nick Chapman

Macquarie Park Floodplain Risk Management Committee

Responsible Officer: Manager Stormwater, Matthew Lewis

RALC Parking & Traffic Management Advisory Committee

Responsible Officer: Group Manager – Public Works, Kim Woodbury

Ryde Safe Communities Steering Committee

Responsible Officer: Manager Community Services, Kevin Moloney

Ryde-Hunters Hill Joint Library Service Advisory Committee

Responsible Officer: Manager Library, Deborah Lisson

Sports Council

Responsible Officer: Manager Parks, Peter Hickman

Water Quality Management Steering Committee

Responsible Officer: Manager – The Environment, Sam Cappelli

Reporting Process (as at 8 July 2008)

Agendas published to web and distributed up to 3 days prior to meeting

Meetings held as per schedule agreed by Committee

ITEM 5 (continued)

ATTACHMENT 5

Minutes circulated to members and published to web within 2 weeks of meeting

Minutes confirmed at first available Council/Committee meeting after completion of minutes

6 MACQUARIE PARK RAILWAY STATIONS – PUBLIC DOMAIN UPGRADES - Status Report

Report prepared by: Manager - Capital Works

Report dated: 4 July 2008

File No. COR2007/263

Report Summary

This report is to advise Council on the status of the public domain improvements along the frontages of the three (3) new railway stations, currently under construction. The report outlines the efforts being made to achieve completion of the works prior to the opening of the new rail link.

Background

In April 2007, Council resolved interalia “*That Council give concurrence to upgrading the public domain works adjacent to the three (3) railway stations, with granite pavers and multi-function pole lighting.*”

Report

The public domain works for each of the three (3) railway stations sites have been treated as separate projects. Substantial progress has been made in each location and discussed in more detail below.

Macquarie University Railway Station site (corner Herring Rd/ Waterloo Rd)

Key issues resolved to date include:

- Council has completed the design of electrical works to EnergyAustralia’s specifications
- A contract has been awarded for construction of the electrical works
- TIDC has agreed to provide access to the site
- Macquarie university has given their consent to the proposed works
- Preliminary construction work has commenced
- Granite paving for the site has been ordered and received
- Multifunction poles have been ordered
- Anticipated timetable for construction is shown on the **ATTACHED** program with completion of granite paving now expected in October 2008.

Issues and constraints anticipated prior to completion of these works include:

- There are a large number of services in the narrow footpaths, making it difficult to install additional services and footings for the multifunction poles
- The location of existing services will make the underbore across Herring Road difficult
- Council is reliant on various service authorities to make adjustments to their service pit lids before the granite paving can be completed.
- No roadworks are permitted by RTA during World Youth week (i.e. 12-21 July 2008).

ITEM 6 (continued)Macquarie Park Railway Station site (corner Lane Cove Rd/ Waterloo Rd)

Key issues resolved to date include:

- Council has completed the design of electrical works to EnergyAustralia's specifications
- A contract is about to be awarded for construction of the electrical works
- The contractor has commenced site investigations
- Granite paving for the site has been ordered and received
- Anticipated timetable for construction is shown on the **ATTACHED** program with completion of granite paving now expected in March 2009.

Issues and constraints anticipated prior to completion of these works include:

- There are a lot of services in the narrow footpaths, making it difficult to install additional services and footings for the multifunction poles
- The location of existing services will make the three (3) underbores under Herring Road, Lane Cove Road, and Waterloo Road difficult
- TIDC is yet to provide access to the site
- RTA is undertaking works to construct a bus lane along Lane Cove Road between Epping Road and Waterloo Road
- RTA is undertaking works to reconstruct the intersection of Lane Cove Road and Waterloo Road
- Council is reliant on the relocation of the kerb and gutter by RTA at the intersection of Lane Cove Road and Waterloo Road to provide sufficient room for Council works to commence
- RTA works are complex including the relocation of numerous underground services and the undergrounding of overhead power
- Telstra is undertaking major cable works along Lane cove Road on behalf of the RTA
- RTA will install some multifunction pole lighting with a contribution from Council for the upgrading from normal poles
- Council is reliant on various service authorities to make adjustments to their service pit lids before the granite paving can be completed.
- It is assumed that the Christmas–New Year break will delay works by two (2) weeks.

North Ryde Railway Station site (Delhi Rd)

Key issues resolved to date include:

- Council has completed design of electrical works to EnergyAustralia's requirements
- A contract has been awarded for construction of the electrical works as part of a roadworks contract let by TIDC
- TIDC will control access to the site
- TIDC are looking at alternative proposals for the electrical works to minimise the impact on trees on the northern side of Delhi Road
- Granite paving for the site has been ordered and received

ITEM 6 (continued)

- Council's contractor will commence the granite paving works when TIDC provide site access
- Anticipated timetable for construction is shown on the **ATTACHED** program with completion of granite paving now expected in January 2009.

Issues and constraints anticipated prior to completion of these works include:

- There are a significant number of services which will limit progress
- Construction of the kiss and ride facility on the northern side of the road, relocation of services and intersection upgrade to RTA requirements all contribute towards the need for potential removal of existing mature trees
- Council is reliant on TIDC preparing the concrete base and replacing service pit lids before the granite paving can be commenced.
- It is assumed that the Christmas–New Year break will delay works by two (2) weeks.

Consultation

Internal Council business units consulted included:-

- Planning Section

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Transport Infrastructure Development Corporation (TIDC)
- EnergyAustralia
- Optus
- RTA
- Powertel

Comments

All parties are working together to have the work outside the stations completed prior to the opening date. RTA have not yet been able to provide council with a program of works under their control. The undergrounding work outside the western portal of the Macquarie Park station is contingent on RTA works being sufficiently completed.

Critical Dates

The following deadlines are required to be met:

- Opening of the railway line, expected sometime in January or February 2009.

As shown on the attached program:

ITEM 6 (continued)Macquarie University Station

- Council works outside Macquarie University Station are programmed for completion in October 2008.

Macquarie Park Station

- Council works outside Macquarie Park Station are reliant on the relocation of the kerb and gutter at the Waterloo Rd/ Lane Cove Rd intersection. RTA advise that significant underground services need to be relocated prior to this work being done.
- An assumption has been made that RTA works will be sufficiently complete by the end of October 2008 to allow Council works to progress.
- If Council works can not proceed until November 2008, they will not be completed by March 2009.

North Ryde Station

- Council works outside North Ryde Station are programmed for completion by 20 January subject to the concrete base being installed, service pit lids adjusted and possession of site being given to Council no later than 7 November 2008.
- It is assumed TIDC's contractor will complete their works sufficiently to give Council access by this time.

Management Plan Budget / Linkages

This project is from the Management Plan (Assets/Capital Works/Town Centre Upgrades) listed on page No. A-9 of the Management Plan 2008-2011.

Relationship to Key Outcome AreasPeople

This project meets the following **key outcomes** for People (set out on page 46 of the Management Plan 2008-2012):

- P1 A vibrant city that is economically strong and engages its community through cultural and social activities.
- P2 A city that plans for people by involving them in decision making to improve their quality of life.

The new multifunction poles and granite paving at the station will create a more visually attractive public domain, whilst meeting the needs of rail commuters and pedestrians.

Assets

This project meets the following **key outcomes** for Assets (set out on page 56 of the Management Plan 2008-2012):

- A1 Well designed streets and paths where motorists, cyclists and pedestrians feel safe.
- A2 Well designed places and spaces that minimise personal harm and where people interact with each other.

ITEM 6 (continued)

- A3 A high standard of visual appearance for our infrastructure, built environment and public areas.

A high quality and durable public domain will be provided outside the Macquarie University Station. The design of the public domain has been developed to complement the design of the station and consideration given to the usability of the site.

**Environment**

This project meets the following **key outcomes** for Environment (set out on page 67 of the Management Plan 2008-2012):

- E1 Clean air through better integrated transport systems.
E6 Sustainable practices in buildings, waste management, transport, energy systems and water use.

This project is in accordance with the principles of the draft Macquarie Park Development Control Plan.

**Governance**

This project meets the following **key outcomes** for Governance (set out on page 75 of the Management Plan 2008-2012):

- G1 Improved awareness and understanding of Council's decisions by the community.
G5 Compliance with all legislative requirements and statutory obligations.

This project has been designed by accredited designers and approved by Energy Australia.

Financial Impact

It is estimated that the total cost of Council works is approximately \$3,250,000.

These projects are provided for in the current Capital Works Budget (2008/09 Town Centre Upgrades (Renewal) Program)

The on-going cost of maintaining these projects is not expected to be significant and could be included in future operational budgets

Policy Implications

There are no policy implications through adoption of the recommendation.

Other Options

Not applicable

ITEM 6 (continued)**Conclusion**

Council is well positioned to complete the public domain works adjacent each of the new railway stations, subject to the completion of prerequisite works and availability of the sites. The prerequisite works are being constructed by others, and therefore are outside of Council control. Council is actively seeking to work with TIDC, RTA and other authorities to complete all works by the earliest date and regular site meetings are held.

If the stations open in January or February 2009, due to the likely delays in obtaining access, the public domain works outside the Macquarie Park Station and North Ryde Station are likely to be incomplete.

RECOMMENDATION:

That the report of the Manager Capital Works dated 4 July 2008 on the status of public domain works adjacent to the three (3) new railway stations in Macquarie Park, be received and noted.

Report prepared by:

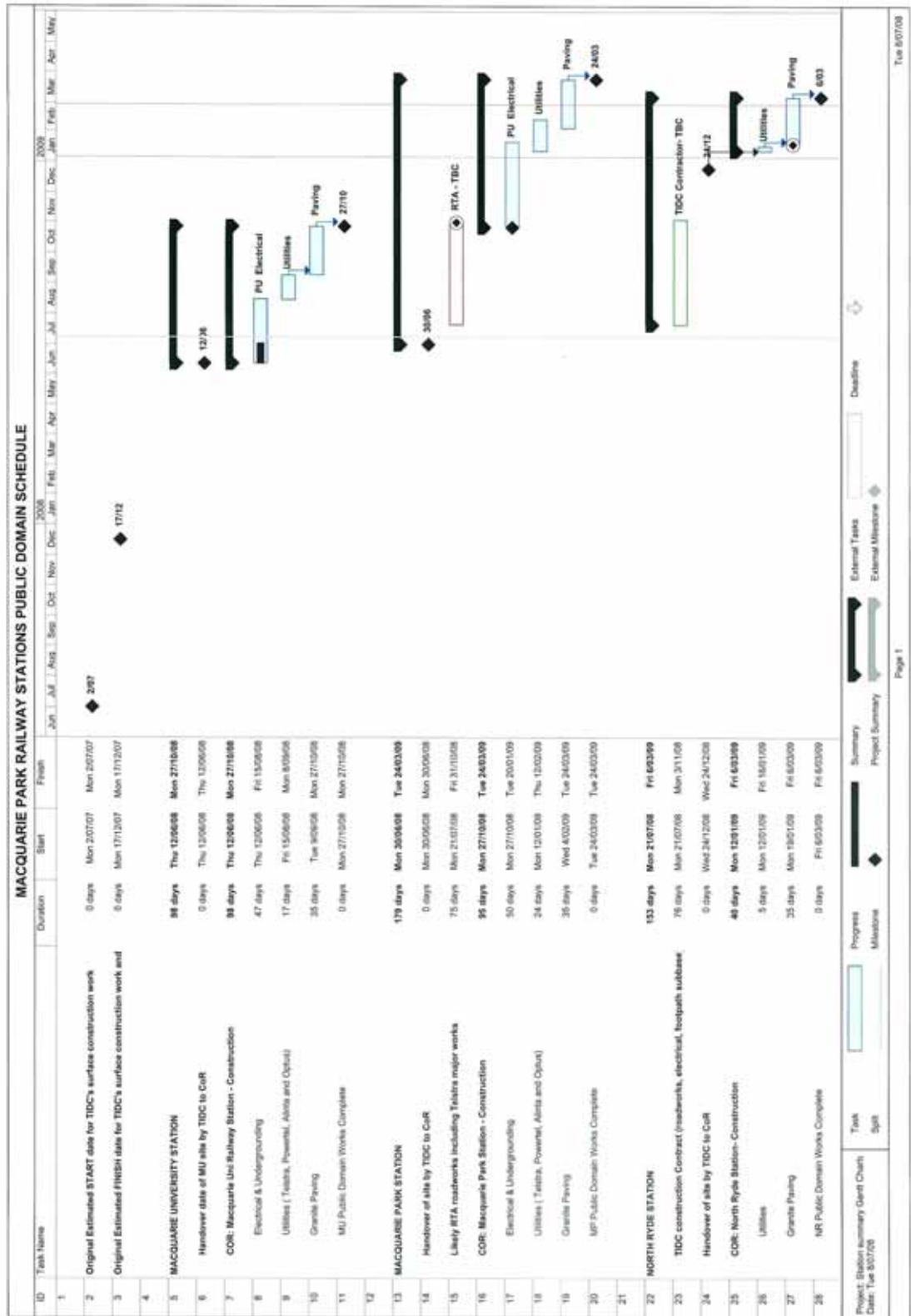
Andrew Cooper
Manager Capital Works

Report approved by:

Kim Woodbury
Group Manager
Public Works

ITEM 6 (continued)

ATTACHMENT 1



7 WATERLOO ROAD/WILGA PARK CYCLEWAY ASSESS POINT - Public Art

Report prepared by: Paul Graham, Arts and Cultural Development Coordinator

Report dated: 15 July 2008

Report Summary

At the ordinary meeting of Council on the 8 July 2008 a motion was put forward *'That the entrance to the Shrimpton's Creek cycleway beside Waterloo Road Macquarie Park be enhanced with signage and a high visibility structure apparent to all who pass by'*.

This report recommends that the installation of a piece of public art in Wilga Park at the cycleway access point on Waterloo Road Macquarie Park would achieve this goal.

Combined with landscape works the installation of public art at this point would provide for a more visible entry and exit, and add to the amenity of the streetscape.

The important consideration in the design of the artwork would be that thought is given to the surround physical and cultural environment in which it is located.

The report recommends that a brief is developed and Council go to an expression of interest process to employ an experienced public artist. The public artist would be responsible for a scope of works that included community consultation/workshops, design development and management of the manufacture of the artwork.

Background

The cycleways that traverse the City of Ryde are one of its greatest assets. The City's cycleways are providing alternative transportation, reducing traffic congestion and air pollution. They are creating an affordable transport option that accesses town centres, employment areas, parks, service providers and major transport nodes. They are providing a recreation facility that allows greater access to waterways and increases vistas of the City's unique environment. Cyclists, joggers and walkers, families, individuals, young and old, are taking pleasure in the social interactions and personal health benefits associated with use of the cycleway. The City of Ryde's cycleways are a destination in themselves.

One of the challenges in creating fully functioning cycleways is to adequately sign them in a way that assists users to determine distance travelled, directions and orientation. The cycling experience can also be enhanced along the route by value adding elements that may present stories, historical information or promote environmental awareness.

Public art has been used along cycleways in a number of local government areas around Sydney to add value to the cycling experience.

Public art is simply artwork in the public realm. The forms that public art can take are diverse, and decisions about the art form to be used and the style of the artwork must take into account the site, context and desired functions of the artwork.

ITEM 7 (continued)

Public art can take the form of sculpture, mural, manhole cover, paving pattern, lighting, seating, building facade, fencing, water feature, engraving, carving, fresco, collage and mosaic. It can be environmentally responsive and take the form of sculptural work, wind or water features, and artist designed earthworks using raw materials or plantings. It can be film, digital images or photographic projections, billboards, custom design floor treatments, glasswork, signage, or sound installations.

Public art has a broad application. It can be used to celebrate local social and cultural heritage, explore community identities and establish a mood for city spaces. It can celebrate or create a landmark that promotes an image or identity. Public art can connect people and place and build a sense of belonging. It can be a destination in itself, a place for play, reflection and rejuvenation.

Public art is located in public spaces such as parks, streets, town squares, public buildings and private developments.

Report

The access point on Waterloo Road Macquarie Park to the cycleway running along Shrimptons Creek through Wilga Park would benefit from works aimed at more clearly defining or marking the entrance for the convenience of users.

A number of possibilities exist to enhance the access point to the cycleway including:

- Signage;
- Landscaping;
- Public art;
- Combination of the above.

While the above can all be achieved, the option of including public art needs to be further discussed to enable Councillors to make a more informed decision.

Public art in context

Public art has the best results when it is considered in the context of its surrounds, both physically and culturally. The 'physical' means public art should be considered in the context of the scale of surrounds, the density of the area, the size of the ground plane, the general nature of the environment in the immediate and extended area, and so on. The cultural considerations are elements like the history and contemporary nature of the area and past and present relationships to the place. The theme of the artwork should be based on local cultural values and relationships with place.

The above considerations would be fundamental to how an artist responded to the site.

Public art that does not take into account this mix of physical and cultural considerations is often referred to as 'plop' art.

ITEM 7 (continued)

A general criterion to good public art and successful outcomes can be summarised as:

- Public art is developed in relation to a particular site and integrated as part of the architectural or landscape design;
- Public art responds, reflects and interprets the urban fabric and culture of a place;
- Public art enhances the built and natural environment;
- Public art adds value to the public character and cultural identity of a place;
- Public art makes use of an appropriate range of art forms and design applications;
- Public art reflects a range of views and attitudes;
- Public art avoids tokenistic and non-place specific 'plop' art.

Public art at the Waterloo Road/ Wilga Park Cycleway access point

The creation of a public art work for the access point into the cycleway in Wilga Park off Waterloo Road should be developed with consideration given to the broad context in which the public art would be located.

Waterloo Road is identified in the Macquarie Park DCP as one of the major arteries through the area. The DCP also has a public art provision under its 'General Public Domain Controls' with the objective to 'deliver iconic reference or focal points that promote identity and add to the enjoyment and experience of Macquarie Park Corridor'.

Similarly it will be important for any artwork to be considered in the context of the length of the cycleway and the surrounding environment.

Cultural themes like the history of the area, stories associated with the creeks, reflections on the cycling experienced could be used in the development of the artwork design.

It would also be necessary to conduct landscape works to ensure the artwork is well integrated within the site.

Public artist Expression of Interest

The first stage of the process would be to develop a brief for a public artist to go out as an 'Expression of Interest'.

The brief would identify the scope of works or responsibilities of the public artist to meet stated objectives and outcomes.

The draft objectives may be:

To design a public art work at the Wilga Park cycleway entrance that announces it at a access route and orientation point;

To design a public art work based on local cultural themes and surrounding urban environment;

ITEM 7 (continued)

- To manage the development, design and manufacture of a public art work.
- The draft outcomes may include:
 - An enhanced and invigorated streetscape.
 - Increased use of the cycleway and visitation of the creek environment.
 - Increased awareness of Ryde's historic and contemporary culture.
- The draft scope of works may include:
 - Run workshops with identified stakeholders to develop a theme for the art work.

Develop concept designs.

Present concept designs for the public art work to the Project Team for approval, emphasising how the concepts: add to the visibility and enhance access to the cycleway; contain cultural resonance; address the existing landscape and potential design solutions; meet safety by design standards; and address vandalism and ongoing maintenance issues.

Prepare and present cost estimates.

Present the detailed designs including engineering and installation requirements specifying a detailed budget (including any associated manufacturing and installation costs).

Manage the manufacture of the artwork.

Liaise with manufacturers through to completion of the works.

At identified periods through this process Council staff will present concept designs and progress reports to Council.

Consultation

Internal Council business units consulted included:-

- Urban Planning
- Parks

Internal Workshops held:-

- Not applicable

External public consultation included:-

- Not Applicable

ITEM 7 (continued)Comments

The Bicycle Advisory Committee and Macquarie Park Business group would be key stakeholders in the development of the artwork.

Critical Dates

There are no critical dates or deadlines to be met.

Management Plan Budget / Linkages

This project is not listed in the Management Plan

Relationship to Key Outcome AreasPeople

This project meets the following **key outcomes** for People (set out on page 46 of the Management Plan 2008-2012):

- P2 A city that plans for people by involving them in decision making to improve their quality of life.

It will be necessary to consult with community groups in the development of the artwork to ensure ownership and pride in the artwork.

Assets

This project meets the following **key outcomes** for Assets (set out on page 56 of the Management Plan 2008-2012):

- A1 Well designed streets and paths where motorists, cyclists and pedestrians feel safe.
- A3 A high standard of visual appearance for our infrastructure, built environment and public areas.

The public art will add to the amenity of the street and create an interesting public space. The public art will also increase the visibility of the access point into the cycleway.

Environment

This matter has no direct relationship to this key outcome area.

Governance

This project meets the following **key outcomes** for Governance (set out on page 75 of the Management Plan 2008-2012):

Financial Impact

It is estimated that the total cost of the project is \$50,000.00

This proposal is not provided for in the 2008/09 budget, however could be funded from contributions from within the Section 94 Macquarie Park Civic and urban improvements works program.

ITEM 7 (continued)

The on-going cost of maintaining this public artwork is approximately \$1000 per annum and could be included in future operation budgets.

Policy Implications

There are no policy implications.

Other Options

An alternative to installing public artwork on the site may be to landscape the area and erect standard signage in accordance with Council's signage strategy.

Conclusion

The access point to the cycleway in Wilga Park off Waterloo Road is obscure and would benefit from a defining marker that would assist users to identify the entrance.

The installation of public art, together with landscape works on the site would provide a solution and define the entrance, and also provide an interesting landmark in the area.

It will be important that if public art is considered as an option it is developed in context to both the physical and cultural environment associated with the location.

If the recommendation to design and install a public art piece in this location is endorsed then a brief will be developed to employ an experienced public artist through an Expression of Interest process. The public artist would be responsible for a scope of works that included community consultation/workshops, design development and management of the manufacture of the artwork. The Arts and Cultural Coordinator Paul Graham and Landscape Architect Elizabeth Read would be the main points of contact for the project.

RECOMMENDATION:

- (a) That the report of the Arts and Cultural Development Coordinator, dated 15 July 2008 on the installation of public art at Wilga Park cycleway assess point be received and noted.
- (b) That a public art design brief be developed and Council go to an expression of interest process to employ an experienced public artist.
- (c) That initial concept designs for the public art be reported to Council for consideration.

ITEM 7 (continued)

Report prepared by:

Paul Graham
Arts and Cultural Development Coordinator

Report approved by:

Louise Gee
Group Manager – Community Life

8 HERITAGE ADVISORY COMMITTEE – Minutes 03/08

Report prepared by: Garry Stanley Heritage Advisor

Report dated: 24 June 2008

File No. S8296 - 03

Report Summary

This report advises Council of the outcomes of the Heritage Advisory Committee meeting no. 03/08 held on 18/06/2008.

The report recommends that:

- the minutes nos. 01-10 of the Heritage Advisory Committee meeting no. 03/08 held on 18 June 2008 be received and noted.

Background

The Heritage Advisory Committee meets bimonthly to discuss issues relating to the conservation and enhancement of items and places within the City of Ryde that are of natural, indigenous, cultural, social, aesthetic and historic significance.

Report

The Minutes of the Heritage Advisory Committee meeting 03/08 are **ATTACHED**.

Consultation

Internal Council business units consulted included:-

- Community Services
- Property Services
- Parks

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted include:

- Not Applicable

External public consultation included:-

- Brush Farm Historical Society
- Ryde District Historical Society

Comments

The Committee draws representation from a range of organisations - including historical societies, progress and community associations and specific interest groups. The issues addressed by the Committee relate to a number of units of Council – in particular Community Services, Property Services and Parks.

Critical Dates

There are no critical dates or deadlines to be met.

ITEM 8 (continued)**Management Plan Budget / Linkages**

Many of the issues addressed by the Committee are identified in the Management Plan. The functions and role of the Committee also address a number of key outcomes listed in the Plan.

The administration of the Heritage Advisory Committee forms part of the 2007/2008 Operational Budget of Urban Planning.

Relationship to Key Outcome Areas**People**

This project meets the following **key outcomes** for People (set out on page 46 of the Management Plan 2008-2012):

- P1 A vibrant city that is healthy, physically attractive, economically strong and engages its community through cultural and social activities.
- P2 A city that plans for people by identifying their diverse needs and involving them in decision making to improve their quality of life.
- P3 A harmonious community through a culturally enriched and respectful society.

The Committee provides input on projects and tasks that are being developed and are kept updated on projects and works being undertaken by Council.

**Assets**

This project meets the following **key outcomes** for Assets (set out on page 56 of the Management Plan 2008-2012):

- A1 Well designed streets and paths where motorists, cyclists and pedestrians feel safe.
- A2 Well designed places and spaces that minimise personal harm and where people interact with each other.

The specific items discussed by the Committee that relates to this area include the conservation works to Council owned heritage properties including Willandra and the proposed landscape works to the curtilage of Brush Farm House.

**Environment**

This project meets the following **key outcomes** for Environment (set out on page 67 of the Management Plan 2008-2012):

- E6 Strong links to the past through protection, conservation and interpretation of our heritage.

The specific items discussed by the Committee that relate to this area include Brush Farm Curtilage and surrounds and the Heritage Assistance fund.

ITEM 8 (continued)**Governance**

This project meets the following **key outcomes** for Governance (set out on page 75 of the Management Plan 2008-2012):

- G1 Improved communication with the community and increased awareness and understanding of Council's decisions by the community.
- G2 Members of the community are engaged through involvement in democratic decision making.
- G5 Compliance with all legislative requirements and statutory obligations.

The committee provides input on projects and tasks that are being developed and are kept updated on projects and works being undertaken by Council.

Financial Impact

Adoption of the minutes outlined in this report will have no financial impact.

Policy Implications

There are no policy implications through adoption of the recommendation.

Other Options

Not applicable.

Conclusion

Updates on key heritage initiatives undertaken by Council have been reported to the Committee. In relation to minute 07, this Mayoral Minute was considered by Council on 24 June 2008.

RECOMMENDATION:

That the report of the Heritage Advisor titled Heritage Advisory Minutes, 03/08 dated 24 June 2008, on the Minutes of the Heritage Advisory Committee Meeting No. 03/08 held on 18 June 2008, be received and noted.

Report prepared by:

Garry Stanley
Heritage advisor

Report approved by:

Sue Weatherley
Group Manager
Environment and Planning

ITEM 8 (continued)**ATTACHMENT****RYDE HERITAGE ADVISORY COMMITTEE 03/ 08****DATE: Wednesday 18th . June 2008****TIME: 6.00 pm****LOCATION: Level 6 Civic Centre Ryde****REPRESENTATIVES PRESENT:****COUNCILLORS**

Councillor Ivan Petch – Mayor - **Chair**
Representing City of Ryde
Councillor Terry Perram
Representing City of Ryde
Councillor Terry Ryan
Representing City of Ryde

COMMUNITY REPRESENTATIVES

Ms Jennifer Noble
Representing Brush Farm Historical Society
Mr Greg Blaxell
Community representative
Ms Margarita Grunberg
Representing Putney District Progress Association
Mr Peter Mitchell
Community Representative
Mr John Hull
Representing Friends of the Hermitage
Mr Peter Bardos
Community representative
Ms Eleanor Chaine
Community representative

COUNCIL STAFF

Ms Sue Weatherley
Group Manager – Environment and Planning
Ms Angela Phippen
Local Studies Librarian – City of Ryde
Mr Garry Stanley
Heritage Advisor – City of Ryde

MIN NO. 01 Apologies

Councillor Vic Tagg
Representing City of Ryde
Councillor Nicole Campbell
Representing City Of Ryde
Mr Kevin Shaw
Ryde District Historical Society
Mr Patrick Sullivan

ITEM 8 (continued)**ATTACHMENT**

Denistone Heritage & Environment
Preservation Group
Ms Diane Openshaw
President, Brush Farm Historical Society
Helge Sangkuhl
Eastwood Community Association
Ms Jennifer Minifie
Representing the National Trust and the Hunters Hill
Flora and Fauna Preservation Society.
Ms Meryl Bishop
Manager – Urban Planning – City of Ryde

MIN NO. 02 Consideration and adoption of Minutes 02/ 08

Jenny Noble pointed out that the minutes did not state that the HAC recommends appending the Britton Report to the Plan of Management of the Brush Farm Park and Lambert Park. This proposal was supported by the Committee

The minutes of the meeting 02/08 were adopted.

Jenny Noble expressed concern about the correctness of these minutes before going to Council. Sue Weatherley suggested that they be circulated as a draft before being presented to Council.

MIN NO. 03 Heritage Fund – consideration of one completed work.

Garry Stanley reported that the owner of 136-138 Rowe St. Eastwood, An Art Deco style shop, and heritage item, has completed the painting of the exterior of the building in the agreed colours. The work has been inspected and is considered satisfactory, and payment of \$2500 from the fund is recommended. With this payment approximately half the Heritage Assistance fund for 07-08 has been expended to date.

MIN. No. 04 Brush Farm House

Five tenders have been received for the construction of the landscape curtilage and are currently being assessed. A recommendation will be forwarded to Finance and Audit Committee 24 June. It is anticipated a start mid July with a September completion.

Greg Blaxell raised concerns about public access during that period, particularly during History Week and the 7th. September tour.

Greg also expressed concern about the temporary wall in the gallery which covers the fireplace, in that it diminished heritage value of house, and that it had possibly not been cleared by Heritage Office.

Tenders for the provision of Business Planning Services for Brush Farm House have been received and the preferred consultant has been listed. A recommendation will be forwarded to the Executive Team this week.

ITEM 8 (continued)**ATTACHMENT**

The gallery space is almost booked out from August - December 08 with a variety of exhibitors. The House continues to be hired out for a number of uses.

A Development Application is being prepared for the temporary marquee and toilets at the rear of Brush Farm House.

MIN. NO. 05 Work on Council owned heritage properties

An update of the schedule of works affecting heritage items owned by the City was presented. The most significant work recently undertaken was at Willandra where the clearing of the olive plantings along the northern and western boundaries of the site have been completed. A quote has been received for the complete replacement of the picket and paling fences. Modifications to scope are being undertaken to meet the budget.

MIN NO. 06 Heritage Review

Garry Stanley reported that Council had started a review of Heritage Items for inclusion in the Comprehensive Local Environment Plan to be completed by December 08. Items in the existing schedule of the LEP, and items proposed by staff and the HAC in 2003. The HAC can still nominate items for consideration.

Councillor Perram raised concern about listing of private properties, and stressed the need for one on one consultation with property owners for proposed new listings of private dwellings.

The Mayor, Councillor Ivan Petch raised concern about removing Conservation areas from the LEP. Sue Weatherly outlined The Department of Planning was not supportive of new Conservation Areas as it considered that they prevented development. the proposed

revision to the E P and Assessment Act with regard to Exempt and Complying which will reduce time for assessment. This will not apply to heritage items and Conservation areas.

MIN. NO. 07 Reports from Community Representatives

John Hull expressed his continuing concern about the security at the Hermitage as access is easy and vandals have broken in causing more damage.

Sue Weatherly reported that Council officers met with an officer from the Heritage Office Friday 13.06.08 to inspect current state of repair of the house.

HAC wants Ryde Council to take a firm role with the Heritage Office.

The Mayor, Councillor Ivan Petch will prepare a Mayoral Minute which will recommend that the Heritage Office exercise its statutory authority in regard to insisting that the owner undertakes urgent repairs to secure the building.

Greg Blaxell has been approached by Northern District Times to write a story about the house including current actions by the HAC and Council.

ITEM 8 (continued)**ATTACHMENT****MIN NO. 08 Heritage Interpretation for Weemala (at Ryde Rehabilitation Centre)**

Councillor Ivan Petch, Mayor has suggested that a plaque be incorporated in the redevelopment of the Ryde Rehabilitation Centre which needs to recognise the persons who donated the land as well as acknowledgement of grant.

The Heritage Study did not identify buildings on the site, but did recognise the significance of the landscape. In the redevelopment, the possibility of keeping the buildings was explored.

The draft Statement of Commitment, from the Environmental Assessment report, Commitment 13, states that a detailed design proposal interpreting the heritage of the site is to be prepared before completion of construction.

In Council's submission to the Department of Planning it is recommended that the applicant prepare an interpretation plan.

That interpretation plan be prepared by a suitably qualified expert and to the satisfaction of the Council or in accordance with Heritage Office guidelines.

The interpretation signage use Councils standard suite of signs.

That the interpretation include a photograph of Weemala,

The committee also requested that an archival record be made of the Buildings on the site.

MIN NO. 09 General Business

Brush Farm Park Plan of Management

An application for funding to have the survey of the terraces and the view will be made to the Heritage Office in July 08.

Lambert Park works are part of the Archer Creek work and will not effect Brush Farm Park.

The draft of Foreshore Heritage Study has been received and will go to Council as soon as possible.

Angela Phippen reported that the library has arranged for Ryde valuation cards 1916-1925 and sewerage diagrams from the late 1920s to be digitized and be available on DVD in about 6- 8 weeks. This information can also include house names and will be invaluable in researching house histories.

It was noted that the burial and cremation register for Macquarie Park Cemetery and the Catholic section of Field of Mars Cemetery are already on line.

MIN NO.10 Next Meeting:

Wednesday 20th. August 2008 at 6PM
Civic Centre, Ryde.

Meeting Closed: 8.05 pm.