

21 April 2016

Dear Councillor/Sir/Madam

You are invited to attend an **ORDINARY MEETING** of Ashfield Council, to be held in the Council Chambers, Level 6, Civic Centre, 260 Liverpool Road, Ashfield on **TUESDAY 26 APRIL 2016** at **.6:30 PM**

SEE ATTACHED AGENDA

ORDINARY MEETING - 26 APRIL 2016

AGENDA

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy and Personal Information Protection Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting.

By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of Ashfield Council.

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**DRAFT MINUTES OF ORDINARY MEETING
TUESDAY 12 APRIL 2016**

**DRAFT MINUTES OF THE ORDINARY MEETING OF ASHFIELD COUNCIL HELD ON
LEVEL 6, CIVIC CENTRE, 260 LIVERPOOL ROAD, ASHFIELD ON TUESDAY 12
APRIL 2016, COMMENCING AT 6:38 PM.**

PRESENT

Her Worship the Mayor, Councillor McKenna OAM in the Chair and Councillors Cassidy PSM, Drury, Lofts, Mansour, Passas, Raciti, A Raiola, M Raiola, Stott, Wang and Wangmann

Ms V Chan	General Manager
Ms G Rennard	Acting Director Corporate and Community Services
Mr P Sarin	Director Planning and Environment
Ms C Edwards-Davis	Director Works and Infrastructure
Ms P Mourgelas	Manager Corporate Governance

ACKNOWLEDGEMENT OF LOCAL ABORIGINAL COMMUNITY

"Let us acknowledge that we are meeting on country for which the members and elders of the local Aboriginal community have been custodians for many centuries, and on which Aboriginal people have performed age old ceremonies. We acknowledge their living culture and unique role in the life of this region."

APOLOGIES

RESOLVED: Mansour / Wangmann

An apology for lateness was received and accepted from Councillor Wang

CONDOLENCE AND SYMPATHY MOTION

Nil

MOMENT OF PRIVATE CONTEMPLATION

The chairperson invited Councillors, staff, members of the press and gallery to stand and observe a moment of private contemplation.

DISCLOSURES OF INTEREST

Councillor Lofts declared a Significant Non-Pecuniary Interest in item CM 10.2 DA 10.2016.032.1, 6-8 Parramatta Road Summer Hill, due to living in the notification area. Councillor Lofts will leave the chamber and not participate in this item.

Councillor Mansour declared a Less than Significant Non-Pecuniary Interest in Urgent Notice of Motion item on Frederick St Ashfield Pedestrian Crossing Safety ruled as matter of urgency due to member of family owns property on Frederick St. Councillor Mansour will

DRAFT MINUTES OF ORDINARY MEETING TUESDAY 12 APRIL 2016

remain in the chamber and participate in this item as the conflict is such that it will not influence him carrying out his public duty.

Councillor Cassidy PSM declared a Significant Non-Pecuniary Interest in item CM 10.1 DA 10.2016.021.1, 98 Kingston Street Haberfield, due to having proprietary interest in a nearby property. Also declared a Less than Significant Non-Pecuniary Interest in item CM 10.3 DA 10.2014.326.2, 7-9 Cavill Avenue, 5 Markham Place Ashfield, due to being a member of the Joint Regional Planning Panel that determines authority for the application. Councillor Cassidy PSM will leave the chamber and not participate in these items.

Councillor Wangmann declared a Less than Significant Non-Pecuniary Interest in item CM 10.3 DA 10.2014.326.2, 7-9 Cavill Avenue, 5 Markham Place Ashfield, due to being a member of the Joint Regional Planning Panel that determines authority for the application. Councillor Wangmann will leave the chamber and not participate in this item.

CONFIRMATION OF MINUTES

RESOLVED: Mansour/Stott

That the minutes of the Council Meeting held on Tuesday 22 March 2016 be confirmed.

RESOLVED: Stott/Lofts

That the minutes of the Access Committee Meeting held on 14 March 2016 be confirmed and the recommendations contained in the Minutes be adopted.

MAYORAL MINUTES

CARNIVAL OF CULTURES

MM10/2016

RESOLVED: McKenna OAM

1/2 That letters of appreciation be sent to the sponsors for their support and letters of thanks be sent to staff and volunteers who organised the event

2/2 That staff be thanked who undertook consultation at the Carnival on the Aquatic Centre project and Parks Plans.

LOCAL GOVERNMENT EXCELLENCE AWARDS

MM11/2016

RESOLVED: McKenna OAM

That we congratulate our staff for their outstanding work and receipt of the LG Excellence in Age-Friendly Communities Award.

A division was called and the voting was as follows:-
For the Motion

**DRAFT MINUTES OF ORDINARY MEETING
TUESDAY 12 APRIL 2016**

Councillors Stott, Wangmann, Cassidy PSM, Mansour, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors A Raiola, M Raiola, Raciti and Passas.

LOCAL GOVERNMENT BOARD ELECTIONS

MM12/2016

RESOLVED: McKenna OAM

That Councillors Lofts, Stott, Wang and Wangmann who were voting delegates at the Local Government Conference 2015 be reconfirmed as the voting delegates in the forthcoming LG NSW board election.

WESTCONNEX – URBAN DESIGN REVIEW PANEL

MM13/2016

Councillor Passas left the meeting at 7.20pm and returned at 7.22pm
Councillor Wang arrived into the meeting at 7.25pm

Members of the public addressed the meeting.

Sharon Laura addressed Council at 7.06pm and concluded at 7.09pm

John Hyate addressed Council at 7.09pm and concluded at 7.11pm

Jo Alley addressed Council at 7.11pm and concluded at 7.13pm

RESOLVED: McKenna OAM

- 1 Council advise the Sydney Motorway Corporation (SMC) that its current processes with respect to the engagement of key stakeholders in the M4 East WestConnex project are totally inadequate and should be reviewed as a matter of urgency.

That Council request the SMC provide:

- evidence that they have complied with conditions of development approval
- salvaging historical items
- photographing and documenting historical items
- salvaging and reuse for recycling of housing items
- other conditions required of WestConnex and SMC.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Cassidy PSM, Mansour, Wang, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors A Raiola, M Raiola, Raciti and Passas.

- 2 That Council determine if we want a representative on the Urban Design Review Panel after Council has had the benefit of a briefing at the 19 April 2016 Committee

**DRAFT MINUTES OF ORDINARY MEETING
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Meeting.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Cassidy PSM, Mansour, Wang, Lofts, Drury, A Raiola, M Raiola, Raciti, Passas and McKenna OAM.

Against the Motion

Nil.

NOTICES OF MOTION

SUSPENSIONS

NM17/2016

Motion: Passas/M Raiola

1/2 That a report be given on the attendance record of the Labor and independent Ashfield Councillors, also the validity of the suspensions

2/2 That why one of the Liberal Councillor is permitted to remain on the Audit Committee.

A division was called and the voting was as follows:-

For the Motion

Councillors Cassidy PSM, A Raiola, M Raiola, Raciti and Passas.

Against the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

The Substantive Motion was Lost.

Foreshadowed Motion: Lofts/Drury

1/3 That Council notes that the expulsion of certain Councillors from committees were as a result of them breaching Local Government (General) Regulation 268, Absence from committee meetings (made under the Local Government Act 1993, as amended), which states that:

1. *A member (other than the mayor) ceases to be a member of a committee if the member:*
 - (a) *has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or*
 - (b) *has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.*

Council notes that there is no discretion in this action i.e. Councillors who, as in this case, have not given any reasons for their lack of attendance, cease to be members of the relevant committee.

A division was called and the voting was as follows:-

For the Motion

**DRAFT MINUTES OF ORDINARY MEETING
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Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors Cassidy PSM, A Raiola, M Raiola, Raciti and Passas.

Item 1/3 was Carried.

2/3 That why one of the Liberal Councillor is permitted to remain on the Audit Committee.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Cassidy PSM, Mansour, Wang, Lofts, Drury, A Raiola, M Raiola, Raciti, Passas and McKenna OAM.

Against the Motion

Nil.

Item 2/3 was Carried.

3/3 That a report also include a list of ALL Councillors who have been expelled from committees and ordinary or extraordinary council meetings for breaches of the regulations, the Code of Meeting Practice or other codes for acts of disorder or other breaches, with the number of breaches and dates incurred.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors Cassidy PSM, A Raiola, M Raiola, Raciti and Passas.

Item 3/3 was Carried.

RESIDENT PARKING SCHEME - ASHFIELD AND SUMMER HILL

NM12/2016

Councillor Raciti left the meeting at 8.06pm and returned at 8.16pm
Councillor Cassidy PSM left the meeting at 8.30pm and returned at 8.39pm
Councillor Passas left the meeting at 8.34pm and returned at 8.39pm

Members of the public addressed the meeting.

Liam James addressed Council at 7.52pm and concluded at 8.01pm
David Hull addressed Council at 8.02pm and concluded at 8.05pm
Marcus Strom addressed Council at 8.05pm and concluded at 8.08pm
Toula Chrisafis addressed Council at 8.08pm and concluded at 8.13pm

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Renee Holmes addressed Council at 8.14pm and concluded at 8.15pm
Philip Svoromas addressed Council at 8.16pm and concluded at 8.17pm

Motion: Passas/M Raiola

That Council withdraw the resident parking scheme that was implemented in Ashfield and Summer Hill.

A division was called and the voting was as follows:-

For the Motion

Councillors Cassidy PSM, A Raiola, M Raiola, Raciti and Passas.

Against the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

The Substantive Motion was Lost.

Foreshadowed Motion: Lofts/Stott

That Council amend the fees and charges schedule to allow for relevant credits to be given when the Summer Hill Parking Scheme permits are renewed.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors Cassidy PSM, A Raiola, M Raiola, Raciti and Passas.

The Foreshadowed Motion was Carried.

DEVELOPMENT APPLICATION: 10.2016.032.1
6 - 8 PARRAMATTA ROAD SUMMER HILL

CM 10.2

Councillor Lofts left the meeting at 9.08pm as having previously declared a Significant Non-Pecuniary Interest in item CM 10.2.

Councillor A Raiola left the meeting at 9.08pm .

Councillor Cassidy PSM left the meeting at 9.08pm and returned at 9.11pm

Councillor Passas left the meeting at 9.08pm and returned at 9.11pm

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RESOLVED: Drury/Mansour

That Council as the consent authority pursuant to Clause 80(3) of the Environmental Planning and Assessment Act 1979 (as amended) grant deferred commencement consent to Development Application No. 10.2016.32 for demolition of the existing structures, lot consolidation and the construction of a three storey motel comprising 48 rooms, a basement car park and landscaping on Lots 7 & 8, DP 4648 known as 6 - 8 Parramatta Road, Summer Hill, subject to conditions as noted on pages 69-91 of the business paper.

A division was called and the voting was as follows:-

For the Motion

Councillors Wangmann, Cassidy PSM, Mansour, Wang, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors Stott, M Raiola, Raciti and Passas.

TREE REMOVAL REQUEST

NM13/2016

Councillor Lofts returned to the meeting at 9.16pm and chaired this item.
Councillor McKenna OAM left the meeting at 9.16pm and returned 9.18pm.

Members of the public addressed the meeting

Mr Cavallaro addressed the meeting at 9.16pm and concluded at 9.17pm

Motion: Cassidy PSM/Passas

That approval be granted for removal of a Liquidambar Tree at 22 Boomerang Street, Haberfield subject of Tree Preservation Order report of 23/03/2016 and that the owner of the premises plant replacement trees as specified in the applicant's Arboriculturist's report of 10 March 2015.

A division was called and the voting was as follows:-

For the Motion

Councillors Cassidy PSM, M Raiola, Raciti and Passas.

Against the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

The Substantive Motion was Lost.

First Warning to Councillor Cassidy PSM at 9.22pm for refusing to obey the chair and continue to disrupt the meeting.

Second Warning to Councillor Cassidy PSM at 9.23pm for refusing to obey the chair and

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continue to disrupt the meeting.

First Warning to Councillor M Raiola at 9.23pm for refusing to obey the chair and continue to disrupt the meeting.

Foreshadowed Motion: Stott/Wangmann

That the applicant be requested to lodge a new S96 application for the removal of the original condition.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury, M Raiola, Raciti, Passas and McKenna OAM.

Against the Motion

Councillor Cassidy PSM.

The Foreshadowed Motion was Carried.

The Mayor resumed Chair.

DEVELOPMENT APPLICATION:10.2016.021.1
98 KINGSTON STREET HABERFIELD

CM 10.1

Councillor Cassidy PSM left the meeting at 9.29pm as having previously declared a Significant Non-Pecuniary Interest in item CM 10.1.

RESOLVED: Raciti/Mansour

That Development Application No. 2016.21, for alterations and additions to a dwelling house, in order to modify B/A No.136/87 and BA 259/84 be approved under the Environmental Planning and Assessment Act 1979 with additional conditions as noted on pages 32-39 of the business paper.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury, M Raiola, Raciti, Passas and McKenna OAM.

Against the Motion

Nil.

ONGOING TREE DAMAGE TO PRIVATE PROPERTY

NM15/2016

Councillor Cassidy PSM returned to the meeting at 9.30pm

Councillor Wangmann left the meeting at 9.30pm and returned at 9.35pm

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Councillor Raciti left the meeting at 9.32pm and returned at 9.34pm

Members of the public addressed the meeting.

Phillip Caruana addressed Council at 9.36pm and concluded at 9.42pm

RESOLVED: Passas/Stott

1/2 That the General Manager request officers to seek an acceptable outcome for the residents involved as a matter of urgency.

2/2 That Council investigate as soon as possible the condition of all trees on the nature strip at both ends of Seaview Street with a view to their replacement.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Cassidy PSM, Mansour, Wang, Lofts, Drury, M Raiola, Raciti and Passas.

Against the Motion

Councillors Wangmann and McKenna OAM.

CHILDREN'S SAFETY

NM14/2016

Councillor Raciti left the meeting at 9.56pm

Motion: Passas/M Raiola

1/2 That, as a matter of urgency, Council install a safety fence around the play area in William Street Ashfield as well as signage alerting drivers of the children in the area.

2/2 That Council upgrade/replace the play equipment at time of installing the safety fence.

Amendment to the Motion: Lofts/Mansour

In consultation with the local community.

The Amendment to the Motion was put to the meeting.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

Against the Motion

Councillors Cassidy PSM, M Raiola and Passas.

The Amendment to the Motion was Carried.

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The Motion was put to the meeting.

A division was called and the voting was as follows:-

For the Motion

Councillors Stott, Wangmann, Cassidy PSM, Mansour, Wang, Lofts, Drury, M Raiola, Passas and McKenna OAM.

Against the Motion

Nil.

The Motion was Carried.

INTERNAL AUDIT COMMITTEE

NM16/2016

Councillor Raciti returned to the meeting at 10.04pm

Motion: M Raiola/Passas

That the agenda of the last meeting of Internal Audit Committee, including the latest Audit reports, be referred to a closed committee meeting of Council for Councillors' information.

A division was called and the voting was as follows:-

For the Motion

Councillors M Raiola, Raciti and Passas.

Against the Motion

Councillors Stott, Wangmann, Mansour, Wang, Lofts, Drury and McKenna OAM.

The Motion was Lost.

Third Warning to Councillor Cassidy PSM at 10.23pm for refusing to obey the chair and continue to disrupt the meeting. Having issued third warning to Cllr Cassidy PSM the Mayor asked Cllr Cassidy PSM to leave the meeting.

Second Warning to Councillor M Raiola at 10.23pm for refusing to obey the chair and continue to disrupt the meeting.

First Warning to Councillor Passas at 10.33pm for refusing to obey the chair and continue to disrupt the meeting.

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STAFF REPORTS

**DEVELOPMENT APPLICATION: 10.2014.326.2
7 - 9 CAVILL AVENUE, 5 MARKHAM PLACE ASHFIELD**

CM 10.3

Councillor Wangmann left the meeting at 10.34pm, having previously declared a Less than Significant Non-Pecuniary Interest in item CM 10.3.
Councillors Passas and Raciti left the meeting at 10.35pm.

RESOLVED: Drury/Mansour

That Council determine whether it wishes to make a submission to the Joint Regional Planning Panel in relation to the proposal, 7-9 Cavill Avenue, 5 Markham Place Ashfield, and if so, the contents of such submission.

A division was called and the voting was as follows:-
For the Motion

Councillors Stott, Mansour, Wang, Lofts, Drury, M Raiola and McKenna OAM.

Against the Motion

Nil.

**NAMING OF TWO PRIVATE ROADS IN ALLIED MILLS SITE - 2-32 SMITH STREET,
SUMMER HILL**

CM 10.4

Councillor Wangmann returned to the meeting at 10.37pm

RESOLVED: Drury/Mansour

That Council support the proposed names "Flour Mill Way" and "Mungo Scott Place" for the two private roads in the Allied Mills site at 2-32 Smith Street, Summer Hill.

**SUPPLY OF MATTRESS COLLECTION AND PROCESSING SERVICES- REQUEST
FOR DEED OF NOVATION**

CM 10.5

**DRAFT MINUTES OF ORDINARY MEETING
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RESOLVED: Drury/Stott

- 1/3 That Council receives and notes the attached Confidential Attachment Recommendation Report for the Novation of the Supply of Mattress Collection.
- 2/3 That Council accepts TIC (Mattress Recycling) Pty Ltd as the new provider to this contract for the remaining term and approves the Novation.
- 3/3 That Council resolves to authorize SSROC to enter the Deed of Novation on its behalf under Section 355 of the Local Government Act.

APPOINTMENT OF LOCAL RESIDENT TO PRATTEN PARK ADVISORY COMMITTEE
CM 10.6

RESOLVED: Drury/Mansour

That Council appoint Ms Lindy Higgins as the local resident to the Pratten Park Advisory Committee.

MATTER OF URGENCY

The Mayor ruled that this Notice of Motion on Frederick Street Ashfield: Pedestrian Crossing Safety Issues be heard as a matter of urgency.

RESOLVED: Wangmann/ Stott

Frederick Street Ashfield: Pedestrian Crossing Safety Issues

That Council seek assistance and advice from the Ashfield Local Traffic Committee, Ashfield LAC, Local State MPs and RMS, as soon as possible, to examine and implement further safety measures at the Frederick St pedestrian crossings, such as building the pavements out at the crossings so there simply isn't room for two cars in each lane and providing barriers near the footpath and at the centre of the road, to protect pedestrians from cars overtaking from the left or right hand side of the road.

The Motion was Carried.

PROCEEDINGS TERMINATED AT 10.40pm

Chairperson of the meeting of Ordinary Meeting
when the Minutes were confirmed

Chairperson

Date

NOTICE OF MOTION OF WHICH DUE NOTICE HAS BEEN GIVEN BY

COUNCILLOR JULIE PASSAS, VITTORIA RACITI, MAX RAIOLA AND ADRIANO RAIOLA

REFUND OF FEE'S

To move Notice of Motion No. NM18/2016

This motion calls on Ashfield Council to immediately refund monies to residents who paid for parking permits for the Resident Parking Scheme which commenced on the 15/03/2016.

It is unacceptable that residents are told they must wait until they reapply for permits in September to be reimbursed for the overpayment.

Many residents who paid the full amount may not reapply for another permit for various reasons i.e. may move out of the municipality after September, sell their vehicles or simply found that a paid permit does not guarantee a parking spot.

ATTACHMENTS

There are no supporting documents for this report.

Accordingly, we move:-

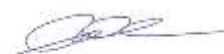
That residents who paid for parking permits for the Summer Hill Resident parking Scheme which commenced on the 15/03/2016 be reimbursed immediately.



Julie Passas



Vittoria Raciti



Max Raiola



Adriano Raiola

REFUND OF FEE'S

Subject	INVESTMENT REPORT MARCH 2016
File Ref	FY24-03
Prepared by	Myooran Vinayagamoorthy - Chief Financial Officer
Reasons	Legislative Requirement
Objective	To report the balance of investments as at 31 March 2016

Overview of Report

In accordance with the requirements of Clause 212 of the Local Government (General) Regulation 2005, Council is provided with a listing of all investments made pursuant to Section 625 of the Local Government Act 1993 and held as at 31 March 2016.

Background

Clause 212 of the Local Government (General) Regulation 2005 requires that a report be presented to Council each month listing all investments with certification from the Responsible Accounting Officer.

Council's cash at bank and investments as at 31 March 2016 amounted to \$28,872,367.71. It should be noted that the amount currently invested represents all of Council's external and internal restrictions (i.e. grants, section 94 funds, loans, etc) as well as cash flow requirements.

The movement of cash and investments during the month of March 2016 is as follows:

Cash at Bank and Investments as at 29 Feb 2016	\$30,114,977.41
Increase/ (Decrease) during the month of Mar 2016	<u>\$(1,242,609.70)</u>
Cash at Bank and Investments as at 31 Mar 2016	<u>\$28,872,367.71</u>

Represented By:

Book Value of Investments	\$28,017,892.68
Cash at Bank	<u>\$,854,475.03</u>
	<u>\$28,872,367.71</u>

In March 2016, the cash at bank and call deposits decreased by \$1,242,609.70 representing a net cash outflow for maintaining Council's activities during the month. This was mainly due to the mismatch in timing between the receipt of a large proportion of Council's income and expenditure being relatively constant.

Return on Investment

The following tables show the return on investment of Council's funds over a range of periods.

INVESTMENT REPORT MARCH 2016

Date	Monthly Return*	Quarterly Return*	Annual Return*	Two Years Return*	Three Years Return*
31/03/2016	2.92%	2.74%	2.76%	3.09%	3.29%
29/02/2016	2.42%	2.73%	2.78%	3.13%	3.33%
31/01/2016	2.89%	2.77%	2.82%	3.15%	3.37%
31/12/2015	2.89%	2.76%	2.91%	3.19%	3.41%
30/11/2015	2.57%	2.71%	2.97%	3.22%	3.46%
31/10/2015	2.82%	2.63%	3.03%	3.26%	3.50%
30/09/2015	2.74%	2.60%	3.08%	3.30%	3.56%
31/08/2015	2.35%	2.65%	3.17%	3.35%	3.60%
31/07/2015	3.03%	2.94%	3.27%	3.43%	3.67%
30/06/2015	2.94%	2.98%	3.31%	3.48%	3.71%
31/05/2015	2.86%	3.10%	3.38%	3.53%	3.80%
30/04/2015	3.15%	3.12%	3.42%	3.57%	3.85%
31/03/2015	3.28%	3.46%	3.46%	3.59%	3.88%

* Returns are calculated based on the closing monthly balance of cash & investments.

The average yield on the short term portfolio for March 2016 was 2.86% whilst the comparative benchmark yield for 90 days bank swap rates was 2.28%.

The year to date interest on investments as at 31 March 2016 is \$600,122.

Financial Implications

Nil

Other Staff Comments

Nil

Public Consultation

Nil

Conclusion

I certify that the investments have been made in accordance with the Local Government Act 1993 (as amended), the Local Government (General) Regulation 2005 and the Council's Investment Policy adopted 23/08/2011 at the Budget and Operations Review Committee meeting.

ATTACHMENTS

Attachment 1	Investment Portfolio Mar2016	2 Pages
Attachment 2	Investment Trend Graph Mar2016	1 Page
Attachment 3	Interest Income Graph Mar2016	1 Page

RECOMMENDATION

That the Investment Report for March 2016 be received and noted.

NELLETT KETTLE
Director Corporate & Community Services

Investment Portfolio Mar2016

INVESTMENT PORTFOLIO BY ASSET CLASS AS AT 31 March 2016										
DATE OF INVESTMENT	DATE OF MATURITY	DAYS	YIELD/ COUPON%	WITH WHOM INVESTED	DEPOSIT TYPE	ISSUER RATING	PERCENTAGE OF PORTFOLIO	ORIGINAL INVESTMENT	Investment Value shown in Financial Statement as at 31/01/2016	MONTH END MARKET VALUE
Liquids , Cash & Accruals (invested with ADIs)										
23-Sep-15	6-Apr-16	196	2.85%	BANKWEST	Term Deposit	A+/A-1	12.73%	\$500,000.00	\$500,000.00	\$507,652.05
7-Oct-15	6-Apr-16	182	2.85%	BANKWEST	Term Deposit	A+/A-1	12.73%	\$500,000.00	\$500,000.00	\$507,105.48
7-Oct-15	13-Apr-16	189	2.70%	MY STATE BANK	Term Deposit	A2/BBB	1.82%	\$500,000.00	\$500,000.00	\$506,990.41
14-Oct-15	13-Apr-16	182	2.90%	SUNCORP METWAY	Term Deposit	A1/A+	10.91%	\$500,000.00	\$500,000.00	\$507,230.14
21-Oct-15	20-Apr-16	182	2.80%	BANKWEST	Term Deposit	A+/A-1	12.73%	\$500,000.00	\$500,000.00	\$506,980.82
21-Oct-15	20-Apr-16	182	2.68%	PEOPLES CHOICE CU	Term Deposit	A2/BBB+	3.64%	\$500,000.00	\$500,000.00	\$506,681.64
28-Oct-15	27-Apr-16	182	2.90%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$507,230.14
28-Oct-15	27-Apr-16	182	2.75%	RURAL BANK	Term Deposit	A2/A-	7.27%	\$500,000.00	\$500,000.00	\$506,856.16
30-Oct-15	4-May-16	187	2.85%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$507,300.68
4-Nov-15	4-May-16	182	2.80%	RURAL BANK	Term Deposit	A2/A-	7.27%	\$500,000.00	\$500,000.00	\$506,980.82
4-Nov-15	4-May-16	182	2.80%	RURAL BANK	Term Deposit	A2/A-	7.27%	\$500,000.00	\$500,000.00	\$506,980.82
11-Nov-15	4-May-16	175	2.80%	RURAL BANK	Term Deposit	A2/A-	7.27%	\$500,000.00	\$500,000.00	\$506,712.33
18-Nov-15	4-May-16	168	2.80%	PEOPLES CHOICE CU	Term Deposit	A2/BBB+	3.64%	\$500,000.00	\$500,000.00	\$506,443.84
18-Nov-15	4-May-16	168	2.85%	BANKWEST	Term Deposit	A+/A-1	12.73%	\$1,000,000.00	\$1,000,000.00	\$1,013,117.81
25-Nov-15	4-May-16	161	2.80%	NATIONAL AUST BANK	Term Deposit	A1+/AA-	14.55%	\$500,000.00	\$500,000.00	\$506,175.34
25-Nov-15	4-May-16	161	2.95%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$506,506.16
2-Dec-15	4-May-16	154	2.80%	NATIONAL AUST BANK	Term Deposit	A1+/AA-	14.55%	\$500,000.00	\$500,000.00	\$505,906.85
2-Dec-15	4-May-16	154	2.94%	COMMONWEALTH	Term Deposit	A1+/AA-	3.64%	\$500,000.00	\$500,000.00	\$506,202.19
2-Dec-15	18-May-16	168	2.77%	BANK OF SA	Term Deposit	A1+/AA-	3.64%	\$1,000,000.00	\$1,000,000.00	\$1,012,749.59
9-Dec-15	18-May-16	161	2.95%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$506,506.16
9-Dec-15	25-May-16	168	3.00%	SUNCORP METWAY	Term Deposit	A1/A+	10.91%	\$500,000.00	\$500,000.00	\$506,904.11
13-Jan-16	25-May-16	133	3.00%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$505,465.75
2-Dec-15	1-Jun-16	182	2.90%	ING	Term Deposit	A2/A-	3.64%	\$1,000,000.00	\$1,000,000.00	\$1,014,460.27
13-Jan-16	1-Jun-16	140	2.95%	SUNCORP METWAY	Term Deposit	A1/A+	10.91%	\$500,000.00	\$500,000.00	\$505,657.53
20-Jan-16	8-Jun-16	140	3.05%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$505,849.32
27-Jan-16	8-Jun-16	133	2.95%	NATIONAL AUST BANK	Term Deposit	A1+/AA-	14.55%	\$1,000,000.00	\$1,000,000.00	\$1,010,749.32
3-Feb-16	15-Jun-16	133	3.03%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$505,520.41
3-Feb-16	15-Jun-16	133	2.95%	ME BANK	Term Deposit	A2/BBB+	7.27%	\$500,000.00	\$500,000.00	\$505,374.66
10-Feb-16	22-Jun-16	133	2.70%	IMB	Term Deposit	A2/BBB	3.64%	\$500,000.00	\$500,000.00	\$504,919.18
11-Feb-16	22-Jun-16	132	2.90%	ME BANK	Term Deposit	A2/BBB+	7.27%	\$500,000.00	\$500,000.00	\$505,243.84
11-Feb-16	29-Jan-16	139	2.95%	BANKWEST	Term Deposit	A+/A-1	12.73%	\$500,000.00	\$500,000.00	\$505,617.12
17-Feb-16	6-Jul-16	140	2.80%	IMB	Term Deposit	A2/BBB	3.64%	\$500,000.00	\$500,000.00	\$505,369.86
22-Feb-16	6-Jul-16	135	2.95%	NATIONAL AUST BANK	Term Deposit	A1+/AA-	14.55%	\$1,000,000.00	\$1,000,000.00	\$1,010,910.96
24-Feb-16	13-Jul-16	140	2.95%	NATIONAL AUST BANK	Term Deposit	A1+/AA-	14.55%	\$500,000.00	\$500,000.00	\$505,657.53
29-Feb-16	13-Jul-16	135	2.87%	ANZ	Term Deposit	A-1+	10.91%	\$1,000,000.00	\$1,000,000.00	\$1,010,615.07
2-Mar-16	29-Jun-16	119	2.90%	COMMONWEALTH	Term Deposit	A1+/AA-	3.64%	\$500,000.00	\$500,000.00	\$504,727.40
1-Mar-16	20-Jul-16	141	2.95%	BANKWEST	Term Deposit	A+/A-1	12.73%	\$500,000.00	\$500,000.00	\$505,697.95
1-Mar-16	20-Jul-16	141	3.05%	BANK OF QLD	Term Deposit	A2/A-	12.73%	\$500,000.00	\$500,000.00	\$505,891.10
3-Mar-16	27-Jul-16	146	2.90%	ANZ	Term Deposit	A-1+	10.91%	\$500,000.00	\$500,000.00	\$505,800.00
9-Mar-16	27-Jul-16	140	2.70%	BENDIGO/ADELAIDE	Term Deposit	A2/A-	3.64%	\$1,000,000.00	\$1,000,000.00	\$1,010,356.16
9-Mar-16	3-Aug-16	147	3.05%	SUNCORP METWAY	Term Deposit	A1/A+	10.91%	\$500,000.00	\$500,000.00	\$506,141.78
16-Mar-16	3-Aug-16	140	3.04%	NATIONAL AUST BANK	Term Deposit	A1+/AA-	14.55%	\$500,000.00	\$500,000.00	\$505,830.14
23-Mar-16	10-Aug-16	140	2.90%	ME BANK	Term Deposit	A2/BBB+	7.27%	\$1,000,000.00	\$1,000,000.00	\$1,011,123.29
23-Mar-16	10-Aug-16	140	2.97%	ANZ	Term Deposit	A-1+	10.91%	\$500,000.00	\$500,000.00	\$505,695.89

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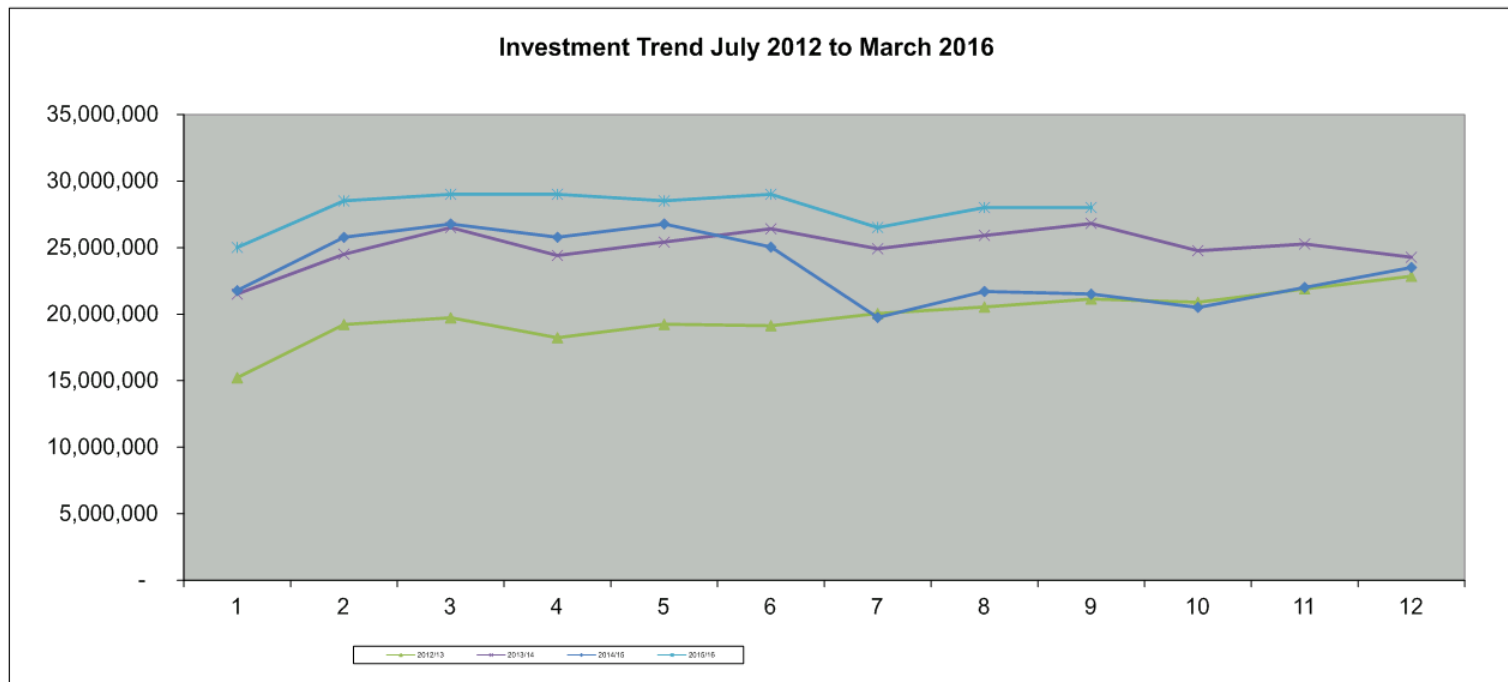
30-Mar-16	17-Aug-16	140	2.91%	ANZ	Term Deposit	A-1+	10.91%	\$1,000,000.00	\$1,000,000.00	\$1,011,161.64
30-Mar-16	17-Aug-16	140	3.06%	SUNCORP METWAY	Term Deposit	A1/A+	10.91%	\$500,000.00	\$500,000.00	\$505,868.49
Total Term Deposits and Interest Bearing Securities								\$27,500,000.00	\$27,500,000.00	\$27,834,918.20
Call Account							Balance beginning of the month	Interest, Withdrawls and Deposits	Balance as at End of the Month	Balance as at End of the Month
			1.30%	CBA BUSINESS SAVER	11AM	A1+/AA-	\$517,189.87	\$702.81	\$517,892.68	\$517,892.68
Total Term Deposits , Interest Bearing Securities & Call Deposits								\$27,500,702.81	\$28,017,892.68	\$28,352,810.88

*Please note the call account interest is paid at end of the month

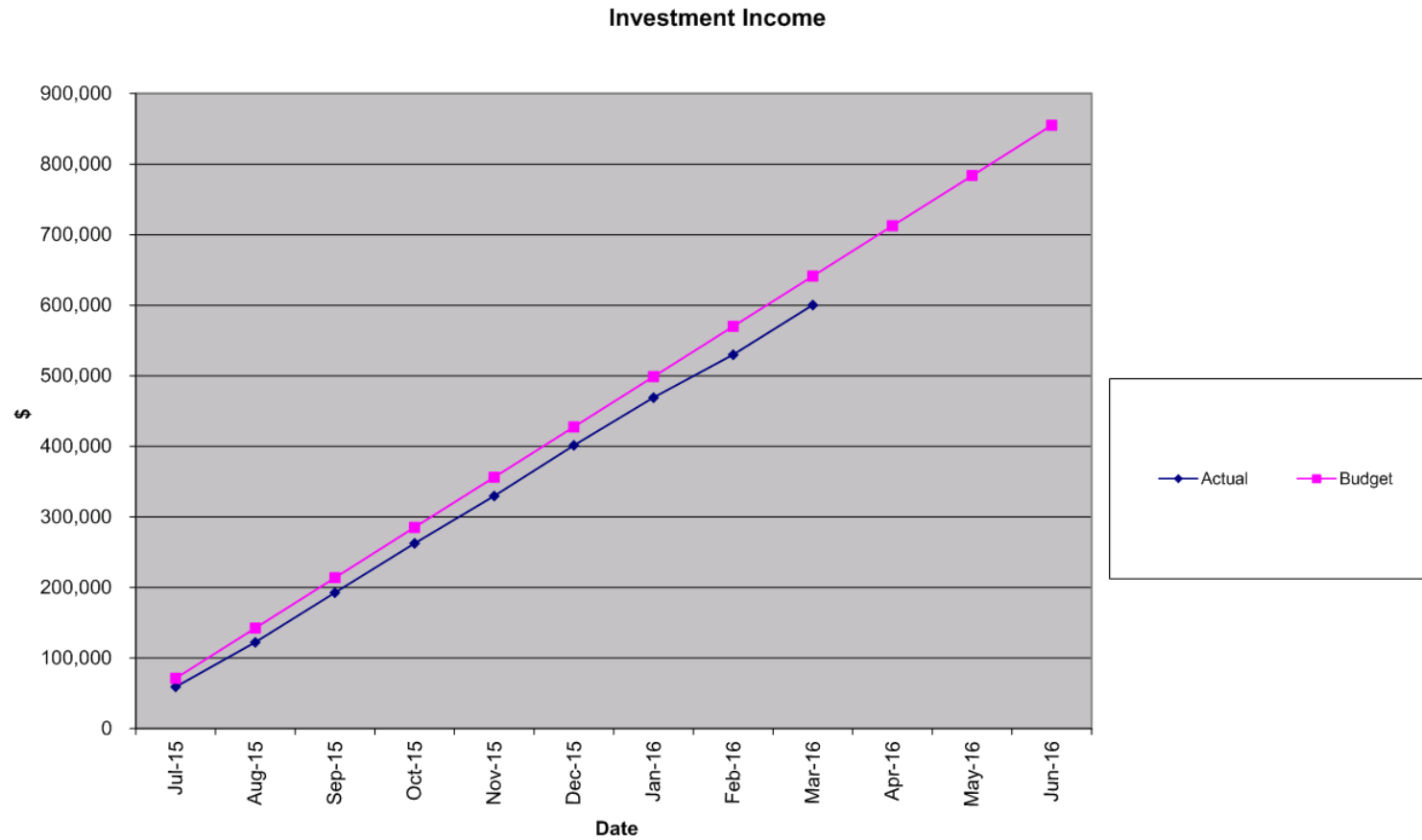
INVESTMENT SUMMARY	
TOTAL OF INVESTMENT PREVIOUS MONTH	\$28,017,189.87
TOTAL OF INVESTMENT THIS MONTH	\$28,017,892.68
DAILY AVERAGE YIELD	2.86%
HIGHEST YIELD	3.06%
LOWEST YIELD	1.30%
TOTAL: FEBRUARY INVESTMENTS	\$28,017,189.87
Add: Investments	
Bankwest	\$500,000.00
Bank of Qld	\$500,000.00
ANZ	\$500,000.00
CBA	\$702.81
	\$1,500,702.81
Less: Investments withdrawn for expenses	
AMP	(\$1,000,000.00)
CBA	(\$500,000.00)
	(\$1,500,000.00)
Balance as per March Investment Portfolio	\$28,017,892.68

Investment Trend Graph Mar2016

	INVESTMENTS TREND GRAPH											
	July	Aug.	Sept.	Oct.	Nov.	Dec.	JAN	FEB	MARCH	APRIL	MAY	JUNE
2012/13	15,222,707	19,226,222	19,729,634	18,233,007	19,236,193	19,139,166	20,041,929	20,544,234	21,146,431	20,898,747	21,900,823	22,850,823
2013/14	21,508,420	24,510,224	26,511,903	24,413,443	25,414,923	26,416,410	24,918,038	25,919,540	26,821,117	24,772,458	25,273,787	24,273,787
2014/15	21,775,107	25,776,314	26,777,477	25,778,681	26,779,805	25,040,281	19,746,879	21,707,724	21,508,788	20,509,688	22,010,564	23,511,382
2015/16	25,012,218	28,513,010	29,013,727	29,014,456	28,515,115	29,015,832	26,516,533	28,017,190	28,017,893			



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Subject	WESTCONNEX M4 EAST - UPDATE ON PROPOSED ACTIVITIES
File Ref	SC545
Prepared by	Cathy Edwards-Davis - Director Works & Infrastructure
Reasons	To update Council on proposed WestConnex M4 East activities
Objective	To update Council on proposed WestConnex M4 East activities

Overview of Report

To provide the Council with an update on various proposed WestConnex activities by the CPB Samsung John Holland Joint Venture.

Background

At the Council meeting on the 9 February 2016, it was resolved (in part):

- 4/5 Confirm that any future decisions or applications for work related to WestConnex will be brought to the elected Council for decision.

An update is provided below on various proposed WestConnex M4 East activities by CPB Samsung John Holland Joint Venture.

Proposed VMS & Other Signs in front of Ashfield Park

The Joint Venture proposes to install a number of new signs in front of Ashfield Park. This includes:

- A variable message sign (VMS). The dimensions of this are unknown. However, from the plans, it appears that this sign may be up to 9m wide. The base of the sign is 600mm. It is proposed that this sign be installed in April 2016.
- Several other large directional and tunnel advisory signs. The dimensions are unknown.

The above signage will have a significant impact on the view to and from the park and it is inappropriately located. Further, it will narrow the width of the shared path at this location.

The Joint Venture has advised that the above details are provided to Council as information only.

A diagram is in Attachment 1.

Bus Stop Relocations Parramatta Road

WESTCONNEX M4 EAST - Update on Proposed Activities

The Joint Venture proposes to make modifications to a number of bus stops on Parramatta Road, between Bland Street and O'Connor Street. This includes removing four bus stops (one with a shelter) and replacing them with only two stops (one with a shelter). It is understood that it is proposed that this will become the permanent bus stop arrangement.

The modifications to these bus stops are required because the Joint Venture intend to close a number of footpaths during construction. As noted at the time of the EIS, the closure of footpaths is entirely unacceptable. This will result in significant detours for pedestrians of up to 260 metres and two crossings of Parramatta Road, taking up to an additional 9.6 minutes of travelling. This is not reasonable, particularly for elderly and less mobile people. It is particularly of concern as these residents are more likely to make use of the bus services. Further, Council has grave concerns that pedestrians will not use the alternative routes and will in fact end up walking on the road. These are very busy roads and this would be an extreme road safety concern.

Council would not allow a private developer to close off a footpath for such extended periods of time. There is no reason that WestConnex should be treated differently.

The Joint Venture will be responsible for the relocation costs associated with moving one of the Adshell bus shelters.

A diagram is in Attachment 2.

Settlement Monitoring

The Joint Venture has requested the installation of a number of Single Point Extensometers (SPEs) to monitor ongoing settlement at two locations on Ashfield Council land.

The SPEs will be required to remain in place for a minimum duration of three and a half years and they have requested that they be installed in early April 2016, prior to the commencement of tunnelling works.

These points would provide survey data of the seasonal shrink and swell of the overlying soils in the same geological context as the M4 East tunnels. This data will be used to allow for any necessary corrections of surface settlement data in and around the tunnels in order to ascertain the true movement of the surface attributable to construction of the M4 East tunnels and their ongoing operation.

The proposed locations for installation in the Ashfield Council local area are Pratten Park and Hammond Park. The impacts of these works would be minor.

A diagram is in Attachment 3.

Portable Mobile Phone Tower

Due to the WestConnex project, Optus are losing their site adjacent to Ashfield Park. They have requested approval for the installation of a temporary mobile phone facility, known as a Cell On Wheels (COW). This would have a footprint of approximately 6m x 6m.

The installation of this type of facility in Ashfield Park is not considered appropriate.

WESTCONNEX M4 EAST - Update on Proposed Activities

A diagram is in Attachment 4.

Lighting Relocation/ Replacement in Haberfield

Due to the WestConnex project, modifications need to be made to the street lighting network in Haberfield.

In general, no objections are made to the proposed lighting relocation and replacement. It should be noted that there would be residual value associated with these street lighting assets. Ausgrid generally charge Council the cost of this residual value, if the street lights are removed prior to end of their life. Should Council agree to these modifications, all costs, including any residual value charges must be at the expense of the Joint Venture.

A diagram is in Attachment 5.

Heritage Conservation Area Archival Recording

The consent conditions for the development require the Proponent to prepare a Heritage Conservation Area Archival Recording and Research Report. The Condition of Approval states that, "Consultation with...and the relevant council is to be carried out to determine the objectives and approaches to the archival recording". It is noted that this information was provided to Council staff on the 11 April 2016 and the Joint Venture requested that comments be made by the 15 April 2016.

The information provided concerning the proposed methodology to be used to record properties to be demolished in the Haberfield Heritage Conservation Area is generally acceptable. The relevant condition of consent also requires 'surveying and mapping of land use arrangements, street patterns and layouts, subdivision layouts, landscape design and street tree plantings'. The final report required to be prepared in relation to the archival recording will need to include this information as well as the photographic record with a copy forwarded to the Council and other bodies within 12 months.

Further information is in Attachment 6.

Urban Design Review Panel

The consent conditions for the development require the Proponent to establish an Urban Design Review Panel. The Condition of Approval states that representatives of Council must be invited to sit on this panel.

A Mayoral Minute was raised at the Council meeting on the 12 April 2016 where it was resolved:

1. Council advise the Sydney Motorway Corporation (SMC) that its current processes with respect to the engagement of key stakeholders in the M4 East WestConnex project are totally inadequate and should be reviewed as a matter of urgency. That Council request the SMC provide:
 - evidence that they have complied with conditions of development approval
 - salvaging historical items
 - photographing and documenting historical items

WESTCONNEX M4 EAST - Update on Proposed Activities

- salvaging and reuse for recycling of housing items
 - other conditions required of WestConnex and SMC.
2. That Council determine if we want a representative on the Urban Design Review Panel after Council has had the benefit of a briefing at the 19 April 2016 Committee Meeting.

Wattle Street and Parramatta Road Interchange Design Plans

The Joint Venture have provided Council with designs plans for Wattle Street and Parramatta Road.

The plans appear to indicate that the Joint Venture will be modifying and/ or constructing new infrastructure on Council property and local roads. This includes the following assets:

- Stormwater
- Retaining walls
- Footpaths
- Culvert protection structure,
- Landscaping
- Planter boxes

All infrastructure constructed on Council property and local roads must be designed and constructed in accordance with Council's specifications and in consultation with staff. If the works are considered unsatisfactory, it is recommended that Council refuse to accept ownership of these assets.

It should be noted that the plans appear to indicate changes to the current arrangements at the intersection of the Wattle Street and Martin Street. Martin Street (north) would become left in only from Wattle Street for eastbound movements. No other entry/ exit maneuvers would be permitted. Currently all maneuvers are permitted at this intersection.

Martin Street (south) would be closed entirely (dead-end) at Wattle Street. Currently, it is left-turn only for northbound traffic to turn left onto Wattle Street. No traffic may enter Martin Street from Wattle Street.

There would need to be consultation with the community regarding the proposed changes to Martin Street.

The plans indicate that the Joint Venture intend to close a number of footpaths during construction. As noted at the time of the EIS, the closure of footpaths is entirely unacceptable.

Further information is in Attachments 7 and 8.

Geotechnical Drilling

The Joint Venture has sought approval for the temporary closure of a laneway, between Earle Ave and Frederick Street. The purpose of the road closure is to allow for geotechnical drilling.

WESTCONNEX M4 EAST - Update on Proposed Activities

The Joint Venture have advised that the area will be under traffic management and all stakeholders/ property owners will be notified and individually consulted to discuss potential impacts to access during this time .

A diagram is provided in Attachment 9.

Service Locations

The Westconnex M4 East project is required to relocate, protect and install utility services in order to assist with major construction activities along the project alignment. As part of this work, relocation of a 900mm water trunk main is required in order to avoid major works in Wattle Street, Haberfield.

In order to prepare for the works for the Wattle Street civil site, a new 900mm water main will be installed to service the Haberfield local area. This water main will be relocated from its current position in Wattle Street and Ramsay Street to Alt Street, Waratah Street and Reg Coady Reserve.

As part of these works, the Joint Venture proposes to install temporary site sheds in Reg Coady Reserve and to undertake tree trimming and removal.

Further information is in Attachment 10.

GIS Information

The Joint Venture has requested the digital GIS/CAD information of the utilities assets of Council. This is to assist in their design work.

M4 East Spoil

The Joint Venture has advised that they will have an excess of clean sandstone and shale materials as they are removed from their worksites during the tunnelling process. They have advised that this is available to Council free of charge.

Worker Parking

The Joint Venture have identified that there will be a deficit of 300 parking spaces for their staff at the Haberfield/ Ashfield end of the project. They are investigating plans to mitigate worker parking in local areas. They will provide further plans to Council shortly.

The Joint Venture have requested that they be permitted to utilise Council's Cove Street Depot for the purposes of parking. Separate to this request, Council staff have been in the process of tidying up the Cove Street Depot. Subject to funding, long term, it is considered that part of the Depot could become utilised to expand Jegorow Reserve. This would require the removal of a significant amount of spoil. Council and the Joint Venture could discuss allowing the Joint Venture to use the location for worker parking, in exchange for paying for the removal of the spoil.

WESTCONNEX M4 EAST - Update on Proposed Activities

Project Commencement

The Joint Venture have advised that works are scheduled to commence on the 11 April 2016, with the demolition of six residential properties.

It is intended to close off Northcote Street in May 2016. This will allow the Joint Venture to construct their Northcote work site. Tunnelling works, including 24/7 operation of heavy vehicles in Parramatta Road and Wattle Street will commence in August/ September 2016.

Flood Mitigation Strategy

The consent conditions for the development require the Proponent to prepare a Flood Mitigation Strategy. This will look at temporary works during construction and permanent works. This report will be provided to Council shortly for comment.

Stormwater Drainage Report

The consent conditions for the development require the Proponent to prepare a Stormwater Drainage Report. This report will be provided to Council shortly for comment.

Road Infrastructure Condition Reports

Road infrastructure conditions reports are being prepared. This report will be provided to Council shortly.

Financial Implications

Nil for Council.

Other Staff Comments

Planning, Engineering and Parks staff have provided input into the preparation of this report.

Public Consultation

The Joint Venture has advised that they will be undertaking community consultation, where there are impacts.

Conclusion

The WestConnex M4 East project is due to commence shortly. There will be significant impacts associated with the project, as detailed in the report.

ATTACHMENTS

Attachment 1	Proposed VMS and Signage in front of Ashfield Park	1 Page
Attachment 2	Proposed Bus Stop Locations on Parramatta Road	1 Page
Attachment 3	Ground Monitoring Installation	4 Pages

WESTCONNEX M4 EAST - Update on Proposed Activities

Attachment 4	Portable Mobile Phone Tower	4 Pages
Attachment 5	Street Lighting Relocation and Replacement	4 Pages
Attachment 6	Heritage Conservation Archival Reporting	24 Pages
Attachment 7	Parramatta Road Design Plans	15 Pages
Attachment 8	Wattle Street Design Plans	22 Pages
Attachment 9	Temporary Road Closure for Geotechnical Drilling	1 Page
Attachment 10	Water Truck Main Relocation	6 Pages

WESTCONNEX M4 EAST - Update on Proposed Activities

RECOMMENDATION

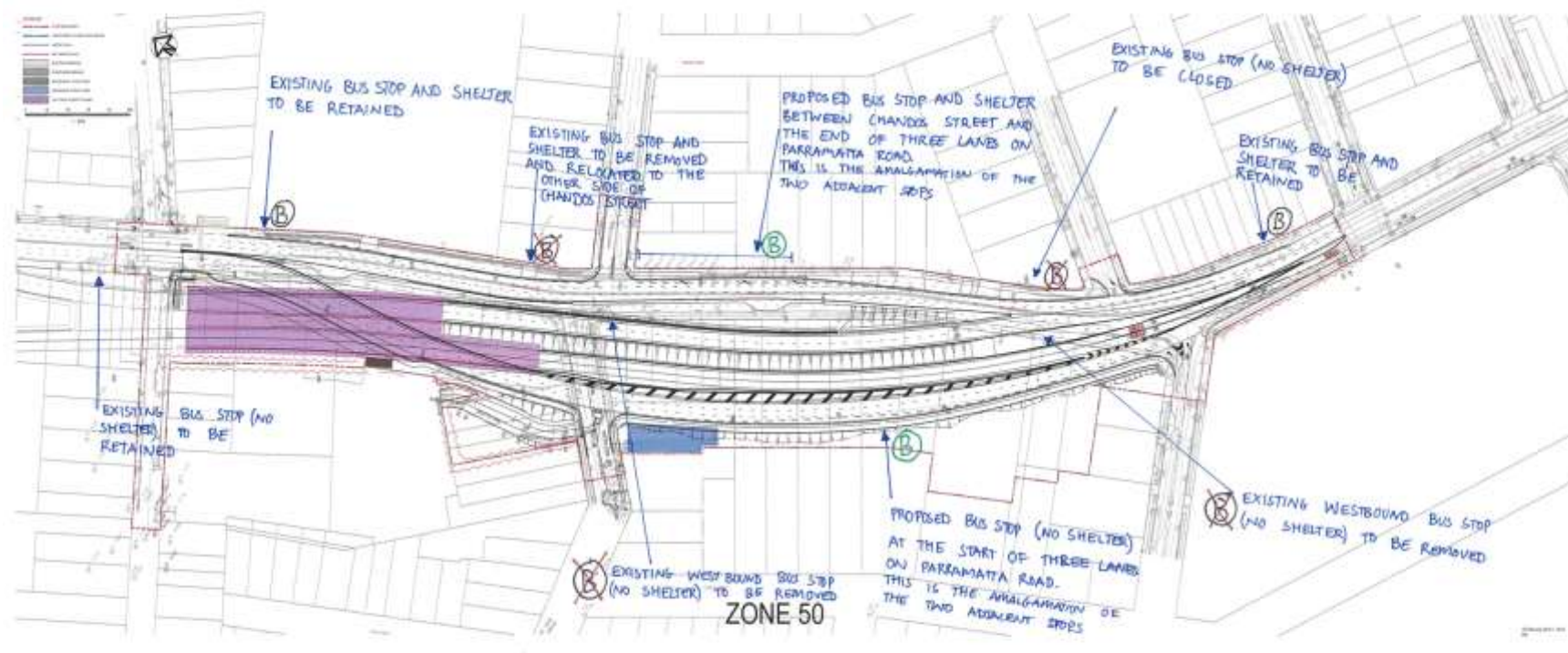
- 1/17 That Council strongly oppose the installation of a VMS in front of Ashfield Park.
- 2/17 That Council oppose the installation of directional and tunnel advisory signage in front of Ashfield Park.
- 3/17 That Council remain opposed to the closure of footpaths, for extended periods, during construction.
- 4/17 That the Joint Venture be required to fund all costs associated with moving any Council owned infrastructure, including any bus shelters.
- 5/17 That no objections are raised to the installation of Single Point Extensometers in Pratten Park and Hammond Park subject to restorations being undertaken to Council's satisfaction.
- 6/17 That Council oppose the installation of a portable mobile phone tower in Ashfield Park.
- 7/17 That no objections are raised to the proposed street lighting relocation and replacement in Haberfield, subject to all costs, including any residual value charges, being at the expense of the Joint Venture.
- 8/17 The Council advise the Joint Venture the proposed methodology to be used to record properties to be demolished in the Haberfield Heritage Conservation Area is generally acceptable and that the relevant condition of consent also requires 'surveying and mapping of land use arrangements, street patterns and layouts, subdivision layouts, landscape design and street tree plantings'. The final report must include this information as well as the photographic record.
- 9/17 That Council staff enter into discussion with the Joint Venture regarding possible use of the Cove Street depot for car parking.
- 10/17 That all infrastructure constructed on Council property and local roads must be designed and constructed in accordance with Council's specifications and in consultation with staff
- 11/17 That Council refuse ownership of assets on Council property and local roads if the works are considered unsatisfactory.
- 12/17 That the Joint Venture consult with the community prior to making any changes to the intersections of Wattle Street and Martin Street (north and south).
- 13/17 That in principle, no objection is made to the temporary closure of the laneway, between Earle Ave and Frederick Street for geotechnical drilling, subject to the submission of the usual application.
- 14/17 That all restorations associated with service relocations are carried out by Council to Council's standard specification and subject to the submission of the usual application.
- 15/17 That Council permit the location of temporary site compounds on Reg Coady Reserve, subject to consultation with staff, submission of the usual application and subject to restorations being undertaken to Council's satisfaction.
- 16/17 That Council permit the trimming and removal of trees in Reg Coady Reserve, subject to consultation with staff, submission of the usual application, and subject to compliance with Council's Tree Preservation Policy.
- 17/17 That Council provide the Joint Venture with the digital GIS/CAD

WESTCONNEX M4 EAST - Update on Proposed Activities

information of the utility assets of Council.

CATHY EDWARDS-DAVIS
Director Works & Infrastructure







4 April 2016

Ms Vanessa Chan
General Manager
Ashfield Council
260 Liverpool Rd,
Ashfield NSW 2131

CC: Ms Cathy Edwards-Davis and Mr Phil Sarin

Dear Ms Chan,

Installation of ground monitoring equipment for WestConnex M4 East Project

As recently discussed at our meeting with Ashfield Council earlier this month, the M4 East Conditions of Approval require ongoing settlement monitoring in a number of key locations surrounding the M4 East project.

The installation of ground monitoring equipment, called single point extensometers (SPEs), is required at a number of locations on Ashfield Council property. See attached image.

The installation of the monitors is in accordance with Clause 94 of the *State Environmental Planning Policy (Infrastructure) 2007*, which permits development of any land for the purpose of a road or road infrastructure facilities to be carried out by or on behalf of a public authority without consent.

The SPEs will be installed prior to the commencement of tunnelling works and will remain in place for a minimum of three and a half years.

These monitoring devices will provide information about the seasonal shrink and swell of soils that have a similar geology to those of M4 East. This information will be used to make any necessary corrections of surface settlement data in and around the tunnels to determine surface movement resulting from the construction and operation of M4 East.

Monitor locations

Monitors will be installed in the following locations:

- **Pratten Park, 40 Arthur Street, Ashfield**
- **Hammond Park, 183 Frederick Street, Ashfield**

A map showing the location is attached. Council will be advised if these locations need to change to avoid underground services.

Monitor installation

Installation of this equipment will commence from **11 April 2016** and take approximately two days to complete, weather permitting.

The work to install the monitors will include:

- establishing a temporary work site



- non-destructive excavation at each location to avoid any underground services
- drilling and grouting to install the monitoring equipment
- installing a flat, protective cover over the equipment. See attached image.

Work will be carried out between 7.00am and 6.00pm from Monday to Friday and between 7.00am to 1.00pm on Saturday.

There may be some noise associated with this work. However, every effort will be made to keep this to a minimum. Traffic control will be in place as required and access to private property maintained.

Following the completion of monitoring activities, all monitoring sites will be restored to their original condition.

If you would like further information on the installation of the group monitoring equipment, please don't hesitate to contact me on 02 9258 2309.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Rebecca Spencer'.

Rebecca Spencer
Community Relations Manager
CBP Samsung John Holland Joint Venture

WestConnex M4 East



DIAGRAM OF SINGLE POINT EXTENSOMETER

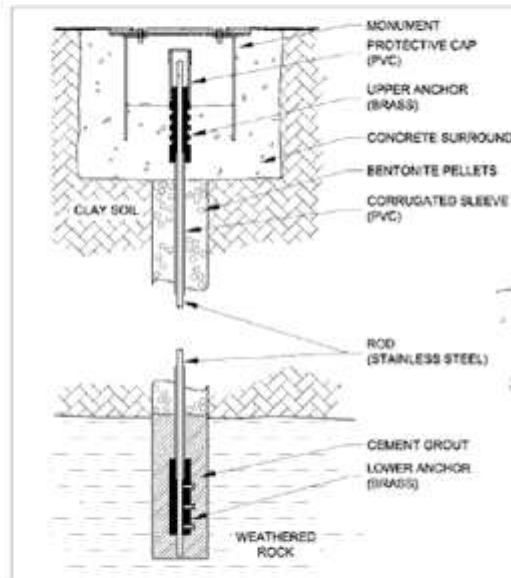
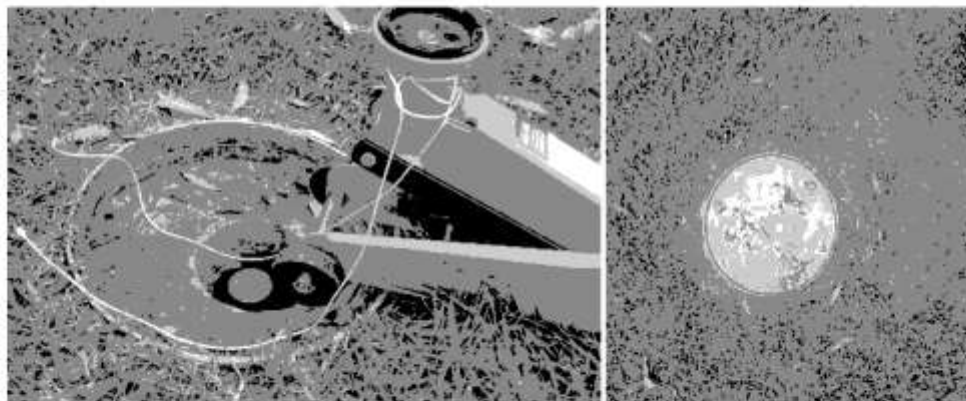


IMAGE OF MONITOR INSTALLATION AND PROTECTIVE COVER



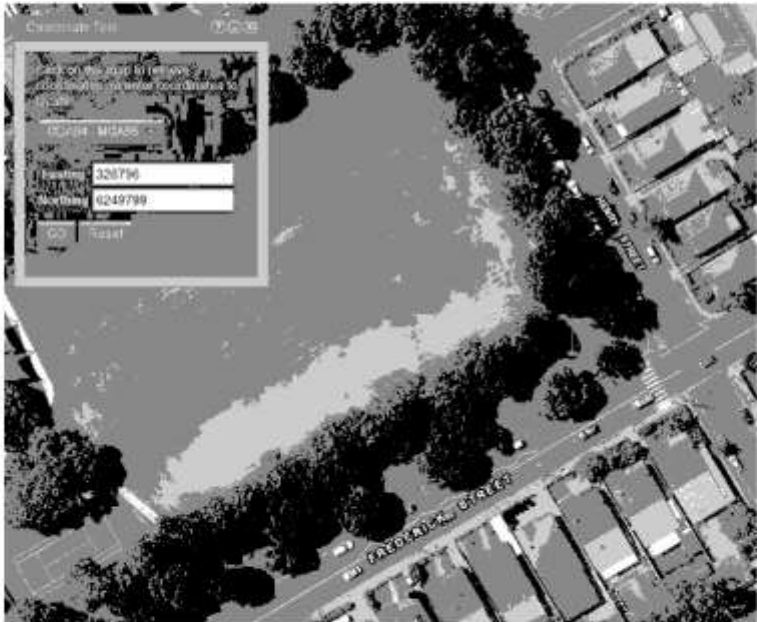
WestConnex M4 East



GROUND MONITOR LOCATIONS



Pratten Park, 40 Arthur Street, Ashfield



Hammond Park, 183 Frederick Street, Ashfield



To:
Cc:
Bcc:
Subject: Fw: Optus_TC02 Lewisham COW

----- Forwarded by Peter Kapocius/Ashfield/AIJ on 05/04/2016 08:34 AM -----

From: Alex Krall <akrall@urbis.com.au>
To: "peterk@ashfield.nsw.gov.au" <peterk@ashfield.nsw.gov.au>
Date: 04/04/2016 02:56 PM
Subject: FW: Optus_TC02 Lewisham COW

Hi Peter

As discussed. Please refer back to your manager to see if this is something the council would consider.

Many thanks



Alex Krall
senior consultant



AUSTRALIA . ASIA . MIDDLE EAST
t 02 8233 9900 f 02 8233 9966
d 02 8233 7634
e alex@urbis.com.au w urbis.com.au
LEVEL 23 | DARLING PARK TOWER 2, 201 SUSSEX STREET | SYDNEY NSW 2000 | AUSTRALIA

From: Alex Krall
Sent: Tuesday, 15 March 2016 3:49 PM
To: info@ashfield.nsw.gov.au
Subject: Optus_TC02 Lewisham COW

Attention: Peter Kapocius

Dear Peter

Due to the Westconnex project Optus are losing their site adjacent to Ashfield Park. In order to maintain a network presence a temporary facility or Cell On Wheels (COW) is required. A footprint of approximately 6 * 6m (see attached drawing) will be needed.

Ashfield Park appears to be a viable option for COW deployment.

Would you kindly provide feedback and confirm if this is something the Council would consider? In addition please provide the Property Officers details so I may discuss the rental component.

I look forward to hearing from you.

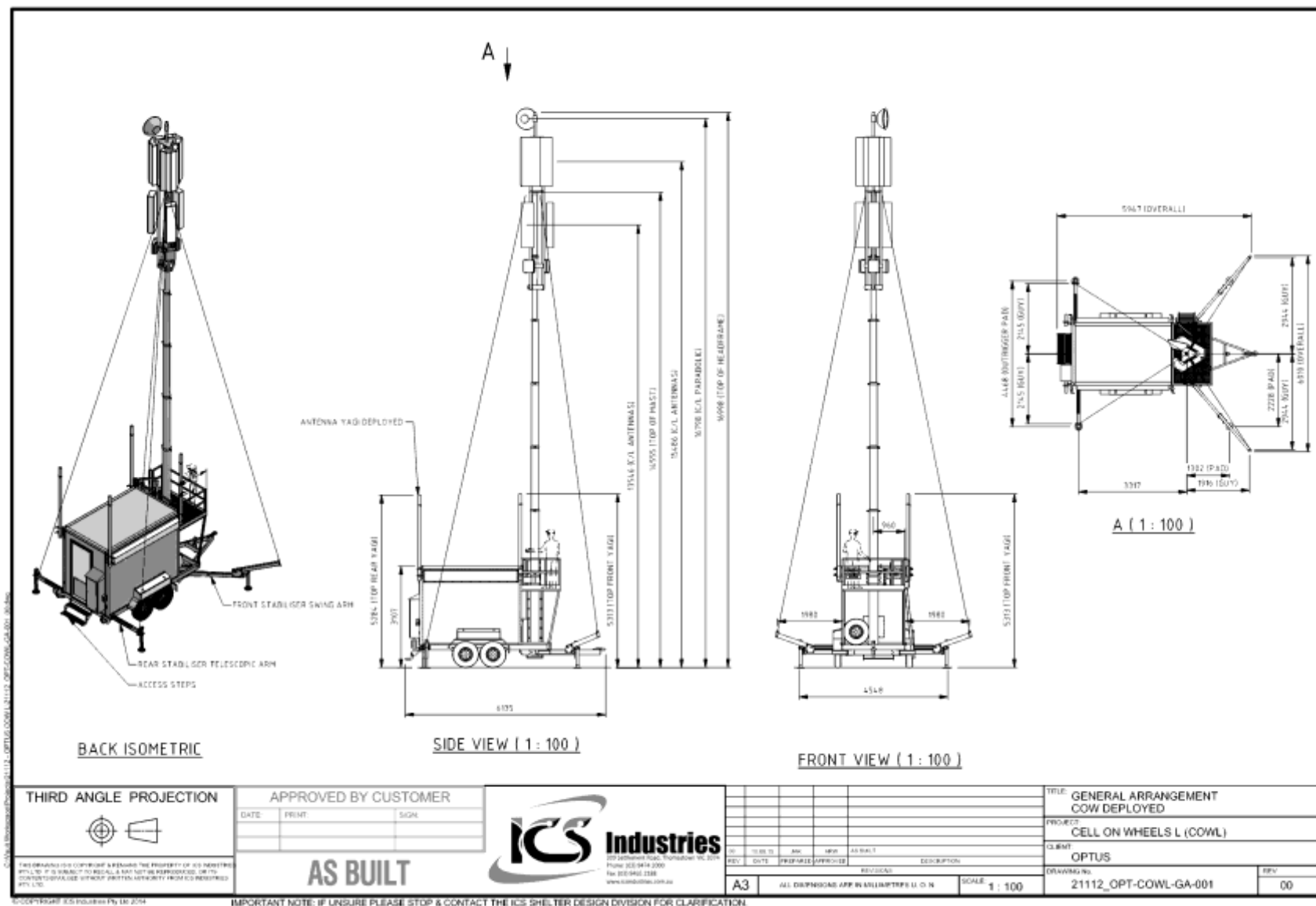
Alex Krall
senior consultant

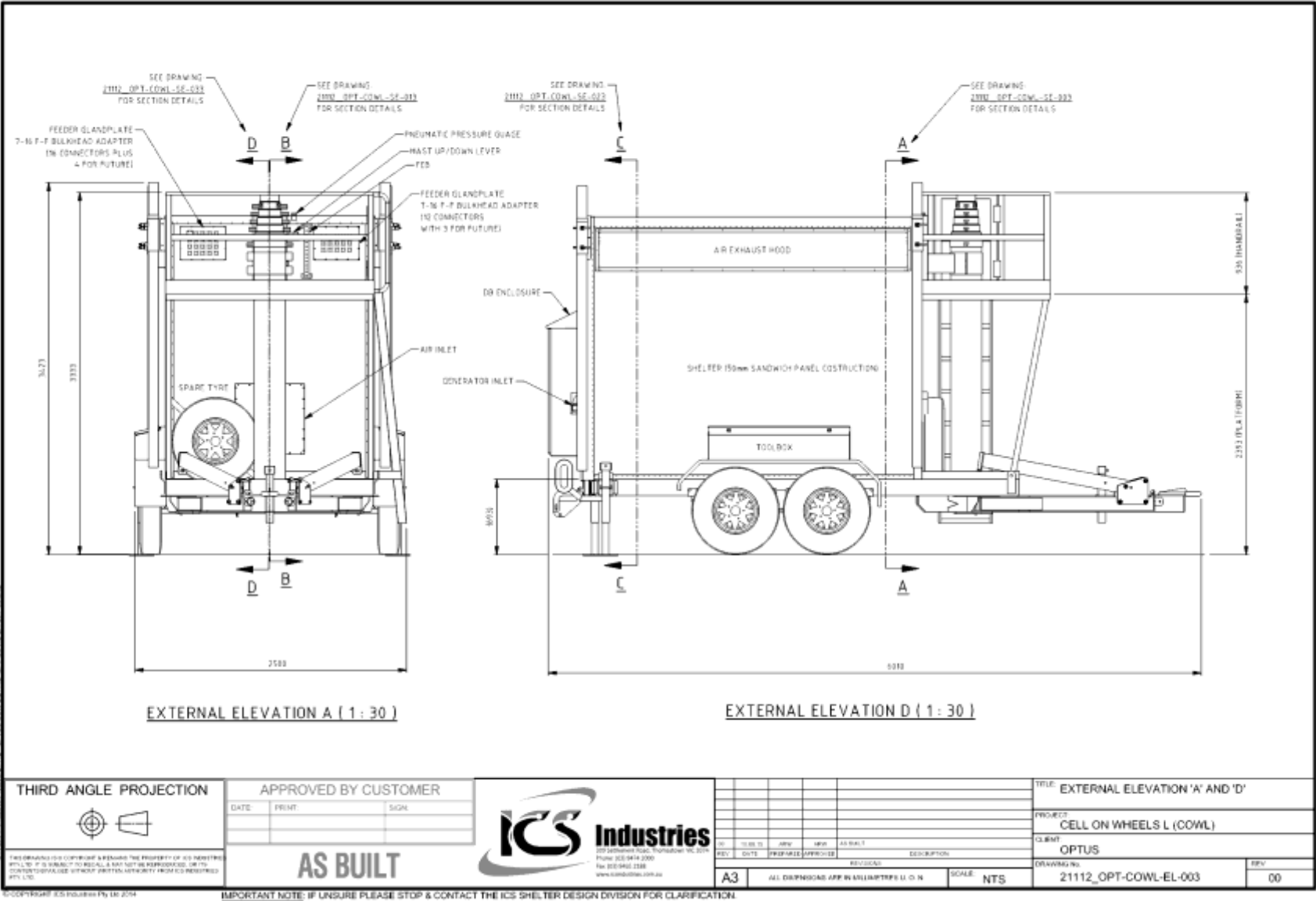


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t 02 8233 9900 f 02 8233 9966
d 02 8233 7634
e alex@urbis.com.au w urbis.com.au
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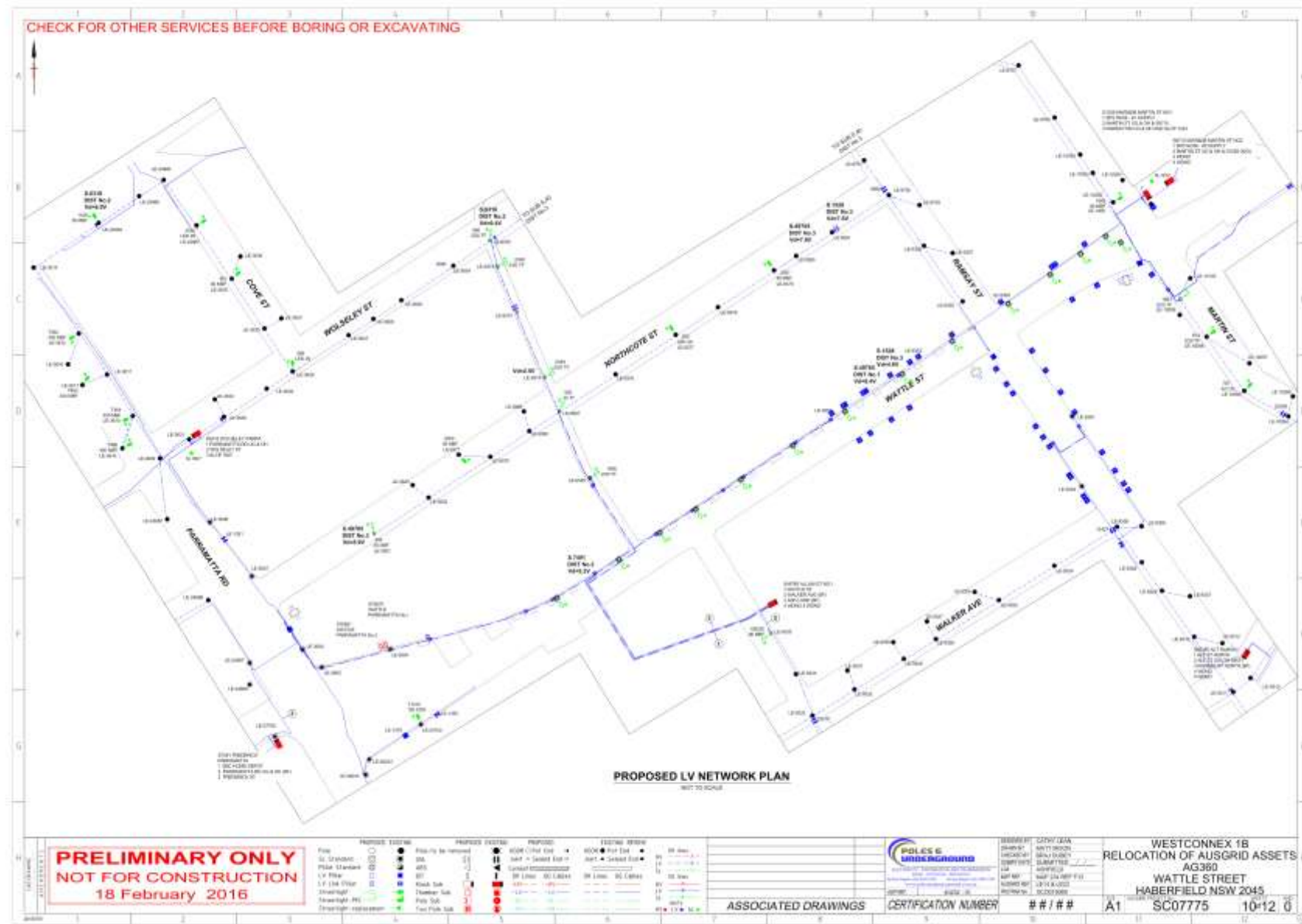


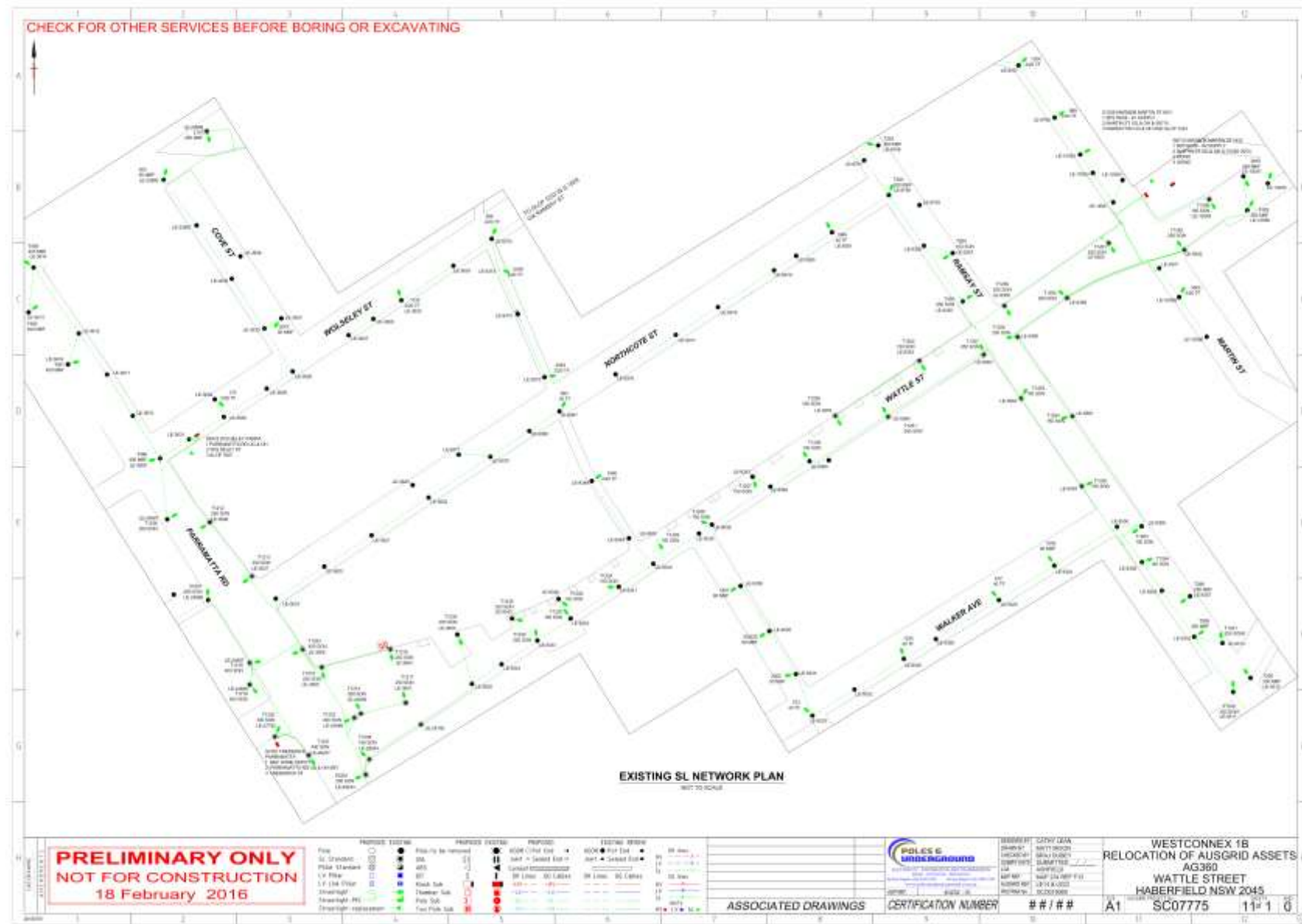
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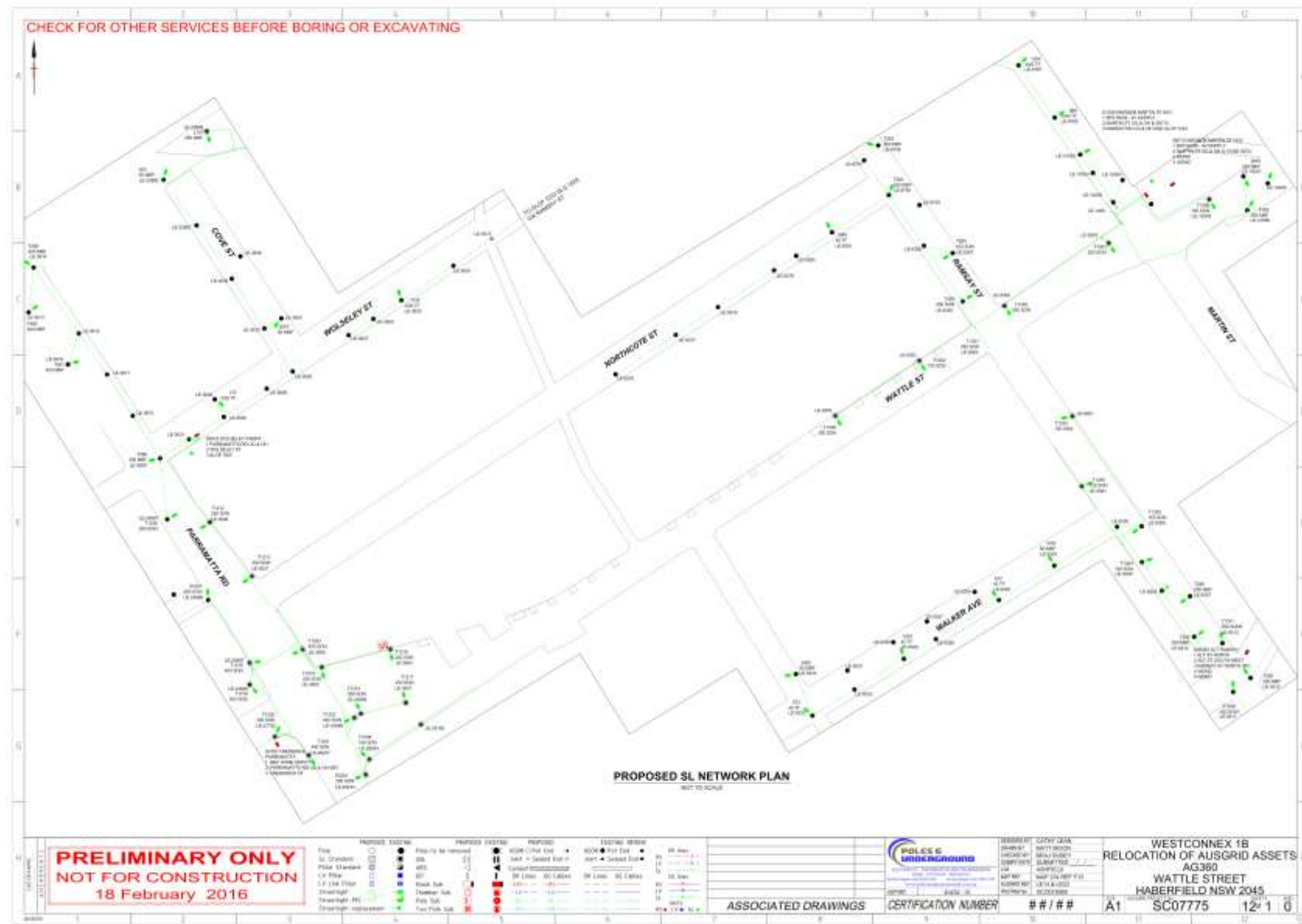














WestConnex M4 East

M4E-ES-LET-FWD-00717-4

11 April 2016

Ashfield Council
PO Box 1145
Ashfield NSW 1800
DX 21221

Attn: Vanessa Chan

Dear Vanessa

**Re: WestConnex M4 East – Consultation on archival recording for heritage conservation areas
Ashfield Council**

The CBP Samsung John Holland Joint Venture (CSJ) has been engaged by WCXM4 Co to design and construct the M4 East project, a component of the greater WestConnex scheme.

The M4 East project was approved on 11 February 2016, subject to Minister's Conditions of Approval (CoA). CoA D36 requires consultation with relevant councils regarding the objectives and approaches to the archival recording of heritage conservation areas. CoA D36 is included below:

The Proponent must complete archival recordings for any impacted part of the heritage conservation area prior to the commencement of construction within a respective heritage conservation area. Consultation with the NSW Heritage Council (or its delegate), the National Trust and the relevant council is to be carried out to determine the objectives and approaches to the archival recording. The archival recording of heritage conservation areas is to include, but not be limited to:

- (a) *comprehensive photographic recording of buildings, structures, open spaces, public realm, architecture, urban design, landscaping and streetscapes;*
- (b) *surveying and mapping of land use arrangements, street patterns and layouts, subdivision layouts, landscape design and street tree plantings; and*
- (c) *any other feasible recording requested and agreed to following consultation with the aforementioned stakeholders.*

*The archival recording of heritage conservation areas must be undertaken by a qualified and experienced heritage consultant, and should be undertaken in a manner generally reflective of the How to Prepare Archival Records of Heritage Items (2003) guidelines issued by the NSW Heritage Council. Within 12 months of completing the archival recording, or as otherwise agreed by the Secretary, the Proponent must submit a **Heritage Conservation Area Archival Recording and Research Report**, for each relevant heritage conservation area, containing the archival and photographic recordings, mapping and historical research, to the Department, the NSW Heritage Council, the local library, the local Historical Society in the respective local government area(s) and UrbanGrowth NSW.*

This archival recording would be particularly focused on general streetscapes, and not on individual houses, which are the focus of CoA D35.

The project's heritage specialist has developed the following objectives, methodology and approach to archival recording of the streetscapes of the heritage conservation areas impacted by the M4 East

project, namely the Powells Creek Heritage Conservation Area and the Haberfield Heritage Conservation Area.

Archival recording objectives

The objective of the photographic archival recording of the streetscapes is to document and record the existing roads and streets in use on a typical day. The aim is to record the houses and trees lining the streets and also any parks located along the streets. Thus, the houses that characterise a particular neighbourhood are captured as a historical document. Architectural details, landscaping and garden environments are all captured as part of the recording to provide a detailed view of each discrete neighbourhood and local environment, prior to the changes and modifications incurred by the development.

Archival recording methodology

The methodology for recording streetscapes is to:

- take long shots along each street to provide an overall sense of place
- detail shots at each intersection will provide a broader context for the local environment
- each house is photographed from the opposite side of the street to place it within its immediate context
- houses of particular interest having particularly good integrity, interesting architectural details, are set within mature gardens, likely dating from the first occupation of the house are photographed in greater detail; from the same side of the street
- views of parks, street trees, cycleways and easements contribute to the overall sense of place that is the local environment of each streetscape. Also included are views of side accesses to houses of interest.

Archival recording approach

Archival recording will include the following:

- photography carried out by an experienced professional photographer captured using Canon professional cameras and architectural perspective correction lenses
- location plan cross referencing all photographs, indicating the location and direction of each photograph
- brief written description including direction of each photograph
- printing of archival recording on archival matte paper using specific Ultra chrome K3 inks
- boxed in Albox archival storage system using archival stable sleeves.

CSJ has commenced archival recording and has provided a representative sample of a recording undertaken in the Haberfield Conservation Area.

Substantial works in the heritage conservation areas may commence as early as Monday 18 April, 2016. Therefore, CSJ requests comment regarding the proposed objectives and approaches for archival recording by Friday, 15 April 2016. CSJ understands the limited notice we have provided by would appreciate council's feedback such that we can incorporate any recommendations into the relevant archival recordings.

Your feedback is requested via email to Ryan.Franklin@m4e.com.au, however, do not hesitate to contact me on (02) 9258 2367.

Yours sincerely
CPB Samsung John Holland Joint Venture



Ryan Franklin
Environment and Sustainability Manager



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WWW.ALEXANDERMAYESPHOTOGRAPHY.COM - 0438 128 120 - ALEXANDERMAYES81@GMAIL.COM
214 RUSDEN ROAD, MOUNT RIVERVIEW 2774 NSW AUSTRALIA
ACN 162 786 996 ABN 44 162 786 996

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MAYES
PHOTOGRAPHY

INTRODUCTION

This recording was made to satisfy Ashfield council conditions as part of DA
These Habberfield streetscapes were documented as they existed in March of 2016 as part of the Westconnex
project conditions.

This Archival Recording report was prepared by Alexander Mayes of Alexander Mayes Photography Pty Ltd.

Development Consent No.

Photographer	Alexander Mayes
Camera	Canon 5D3
Lens	17mm F4L TSE, 70-200 2.8L IS
Date	March 2016
Address	Habberfield
Category	Residential
Local Govt. Area	Ashfield

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I Alexander Mayes of Alexander Mayes Photography hereby grant Ashfield Council a perpetual non-exclusive
licence to reproduce the photographs contained in this report, including the copyright to make copies of the
photographs to third parties.

Photographer - Alexander Mayes

Applicant

[illegible]

HABBERFIELD STREETSCAPES
ARCHIVAL RECORDING - MAR 2016

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PHOTOGRAPHY

PHOTO DESCRIPTIONS

SAMPLE BELOW

1. View south east along underwood to 2 Short Street
2. View south east to north elevation of 2 Short Street
3. View east along 2 Short Street
4. View east to east elevation of 2 Short Street
5. View east to east elevation of 2 Short Street
6. View south to north elevation of 2 Short Street
7. View south to north elevation of 2 Short Street
8. View south to north elevation of 2 Short Street
9. View south to front door in east elevation
10. View south west through entry hallway
11. Detail of entry foyer ceiling
12. View south into sitting room showing fireplace
13. View south into sitting room showing fireplace
14. View south into sitting room showing fireplace
15. Detail of entry foyer hallway
16. Detail of entry foyer hallway
17. View north through sitting room to doorway to hall
18. View east to east elevation of sitting room and stain glass
19. View west through kitchen
20. View north to sitting room and hallway from kitchen
21. View west through kitchen
22. View north through kitchen to attic stair
23. View south east to hallway door and kitchen
24. Detail of stair to attic
25. View north through hallway
26. View north east to entry foyer
27. View north through hallway
28. Detail of bathroom
29. Detail of bathroom window
30. View north west bedroom 2
31. Detail of bedroom 2 window
32. Detail of bedroom 2 west elevation
33. View south to south elevation of bedroom 2
34. Detail of bedroom 2 ceiling
35. Detail of bedroom 2 ceiling
36. View north into bedroom 1 showing enclosed verandah
37. View east to bedroom 1 verandah
38. View south to bedroom 1 wall
39. View east through enclosed verandah
40. View west through enclosed verandah
41. View south through doorway to bedroom 1
42. Detail of enclosed verandah stain glass window
43. Detail of Bedroom 1 ceiling
44. Detail of Bedroom 1 ceiling
45. View north east through attic
46. View north east through attic
47. View north along east elevation path
48. View west along south elevation of house
49. View south to garage across backyard
50. View north to south elevation of house
51. View south east to garage from backyard
52. Detail of garage interior
53. Detail of laundry access from bathroom
54. Detail of south elevation of laundry
55. Detail of south elevation
56. Detail of typical air vent
57. Detail of sitting room ceiling

MAR 2016

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ARCHIVAL RECORDING - MAR 2016

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7. View south east to gantry from Grand Avenue

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35. View north east to south elevation of gantry

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41. View east along southern train line gantry

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44. View north to south elevation of gantry

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51. View north west to gantry

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87. Detail of northern stair

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88. Detail of northern stair

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113. Detail of fuel lines

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104. View east along southern track

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123. View north east to south elevation of gantry

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Habberfield-7967



Habberfield-7968



Habberfield-7969



Habberfield-7970



Habberfield-7973

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Habberfield-7974



Habberfield-7975



Habberfield-7977



Habberfield-7978



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Habberfield-7982



Habberfield-7983



Habberfield-7984



Habberfield-7985



Habberfield-7986

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Habberfield-7989



Habberfield-7990



Habberfield-7991



Habberfield-7992



Habberfield-7994



Habberfield-7995

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Habberfield-8001



Habberfield-8003



Habberfield-8004

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Habberfield-8009



Habberfield-8010



Habberfield-8012



Habberfield-8014

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Habberfield-8018



Habberfield-8019



Habberfield-8021



Habberfield-8022

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Habberfield-8028



Habberfield-8030



Habberfield-8031



Habberfield-8033



Habberfield-8035

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HABBERFIELD STREETSCAPES
ARCHIVAL RECORDING - MAR 2016



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M&E-AEH-05-00-00-10004		GENERAL NOTES	
M&E-AEH-05-00-00-10005		ALIGNMENT KEY PLAN	
ALIGNMENT CONTROL PLANS			
M&E-AEH-05-00-00-10006		ALIGNMENT CONTROL PLAN	
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M&E-AEH-05-00-00-10002		TYPICAL CROSS SECTIONS - SHEET 2	
M&E-AEH-05-00-00-10003		TYPICAL CROSS SECTIONS - SHEET 3	
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M&E-AEH-05-00-00-10005		PLAN - SHEET 5	
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FOR INFORMATION

DRAFT

SUBSTANTIAL DETAILED DESIGN NOT FOR CONSTRUCTION		WESTCONNEX M4 EAST PARRAMATTA ROAD INTERCHANGE ROAD GEOMETRY DRAWING INDEX	
DATE: 20 Feb 2018	TIME: 12:00 PM	DATE: 20 Feb 2018	TIME: 12:00 PM

2. COORDINATE CONTROL: IS TO MAP GRID OF AUSTRALIA (MGA) ZONE IN REDUCED LEVELS ARE TO AUSTRALIAN HEIGHT DATUM (MHD)



- | DOCUMENT NO. | TITLE |
|---------------|------------|
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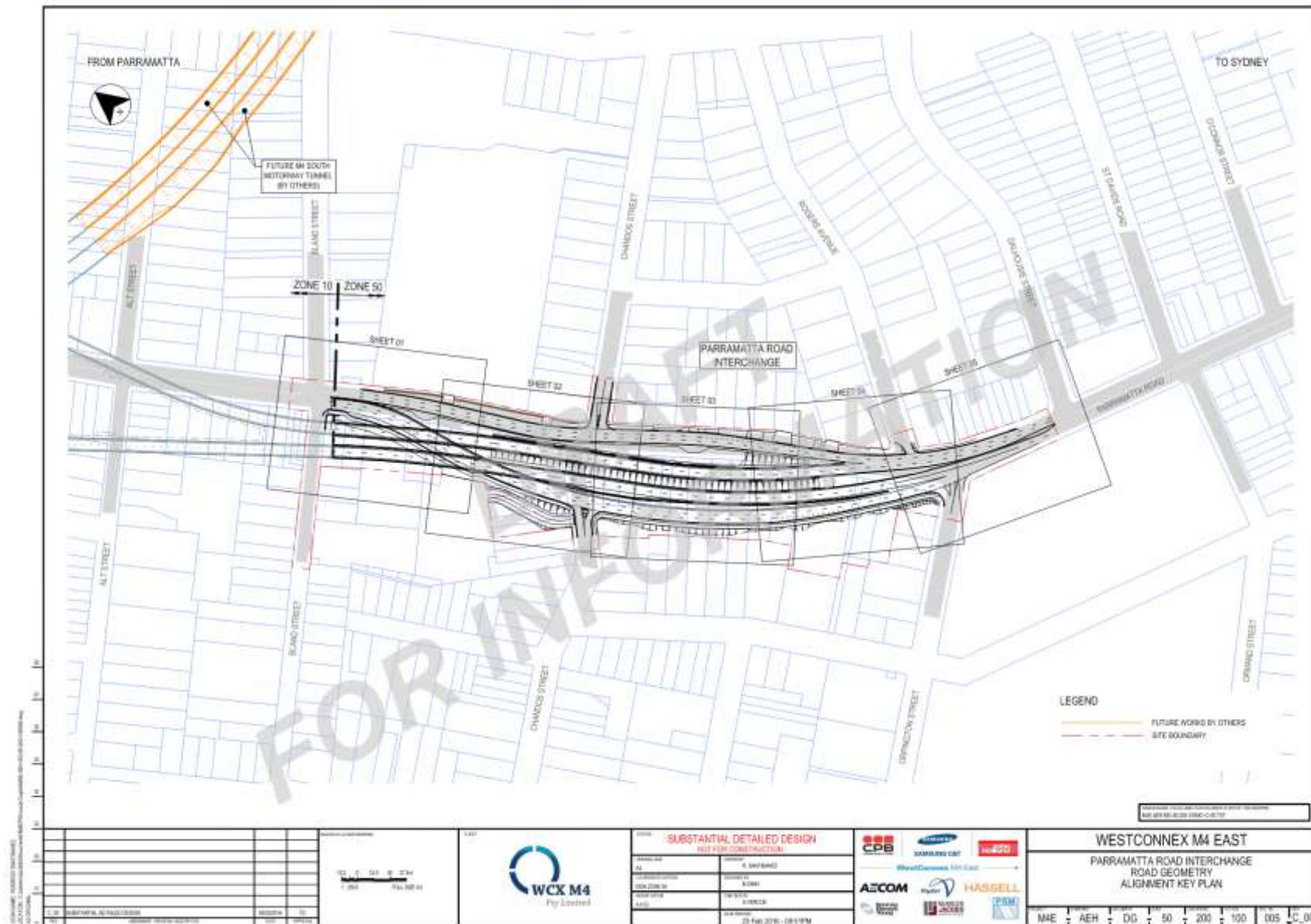
WCX M4
Pty Limited

SUBSTANTIAL DETAILED DESIGN
NOT FOR CONSTRUCTION

WESTCONNEX M4 EAST

PARRAMATTA ROAD INTERCHANGE
ROAD GEOMETRY
GENERAL NOTES

M4E	AEH	DG	50	200	100	004	C.00
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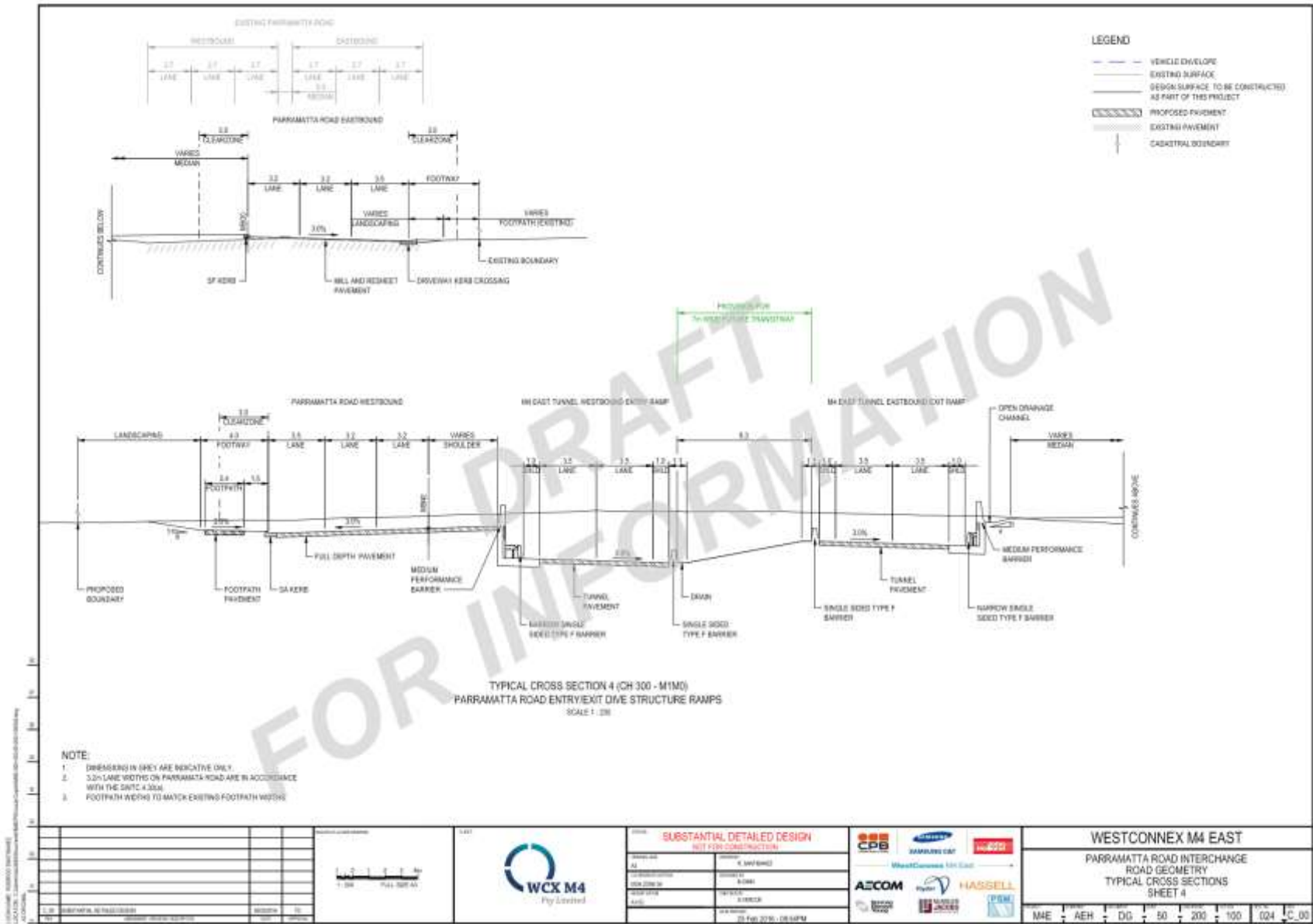




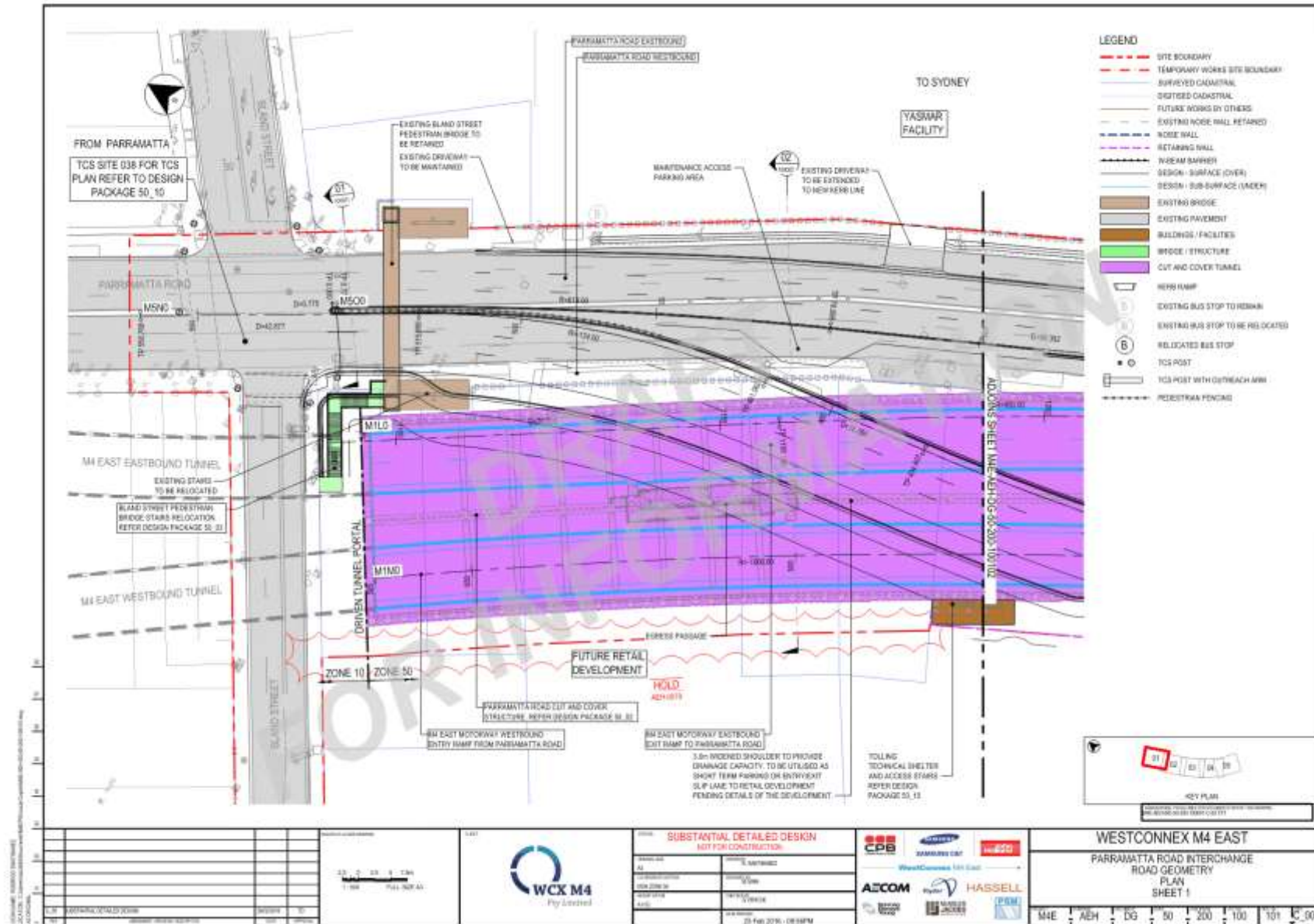




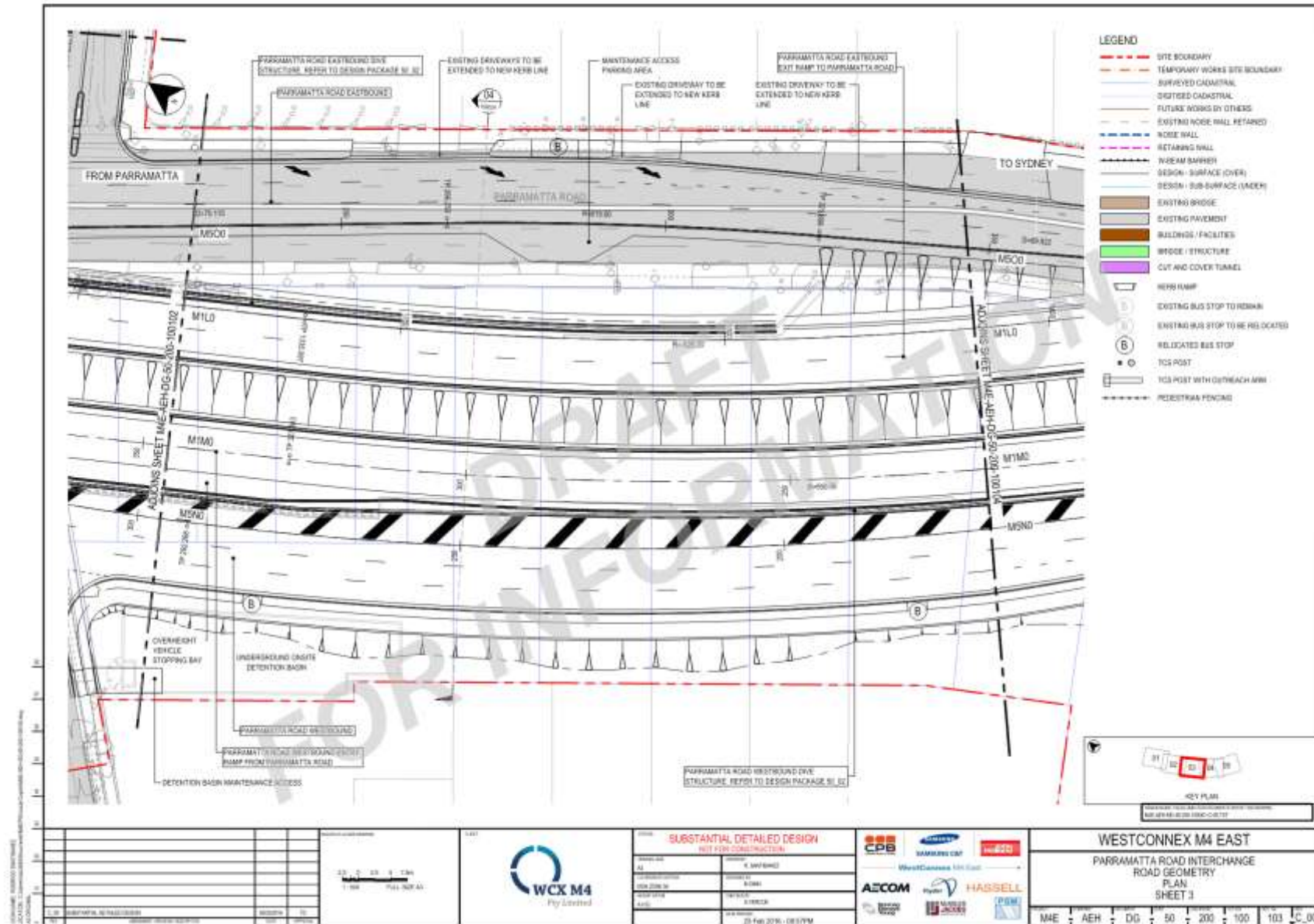


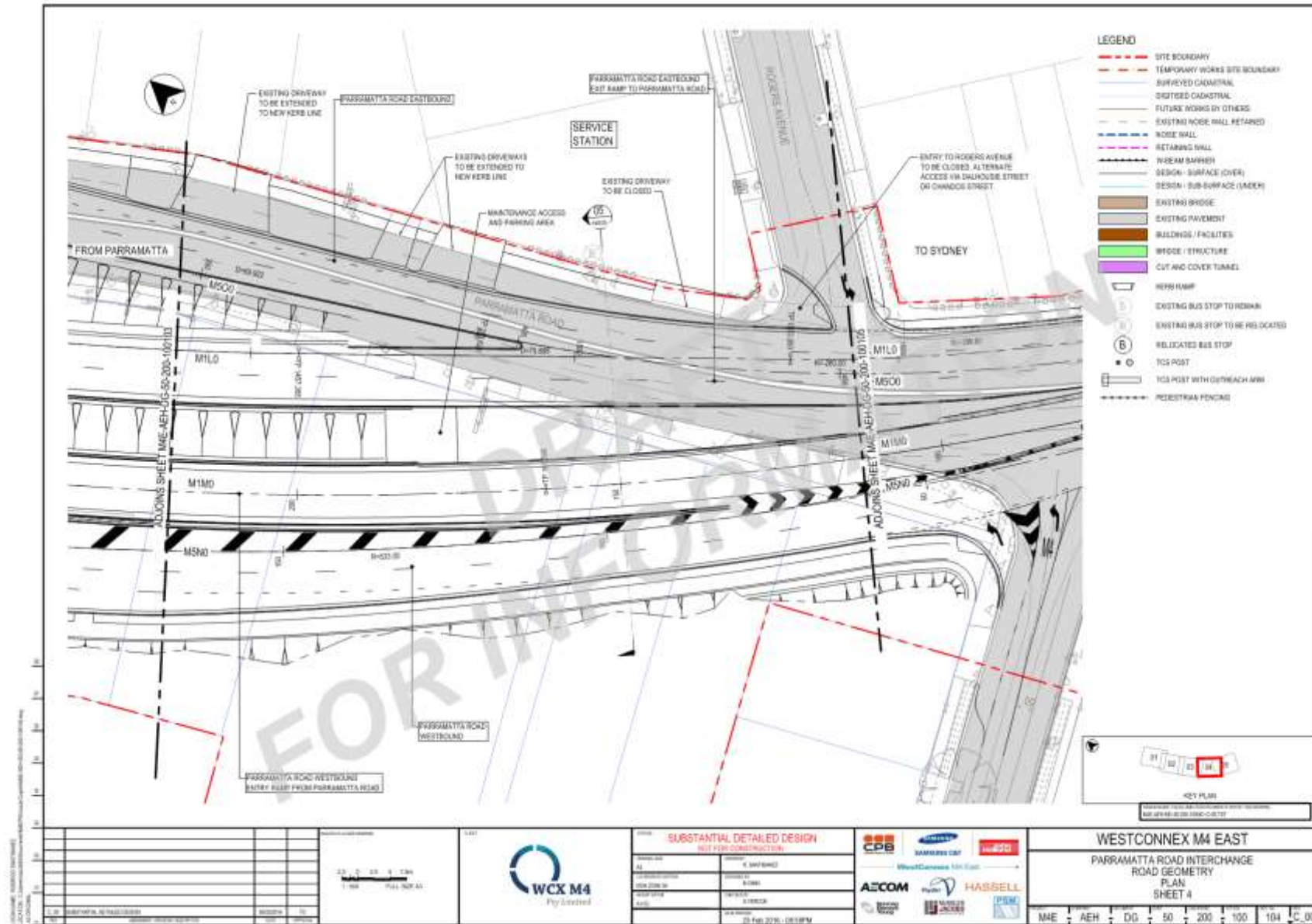










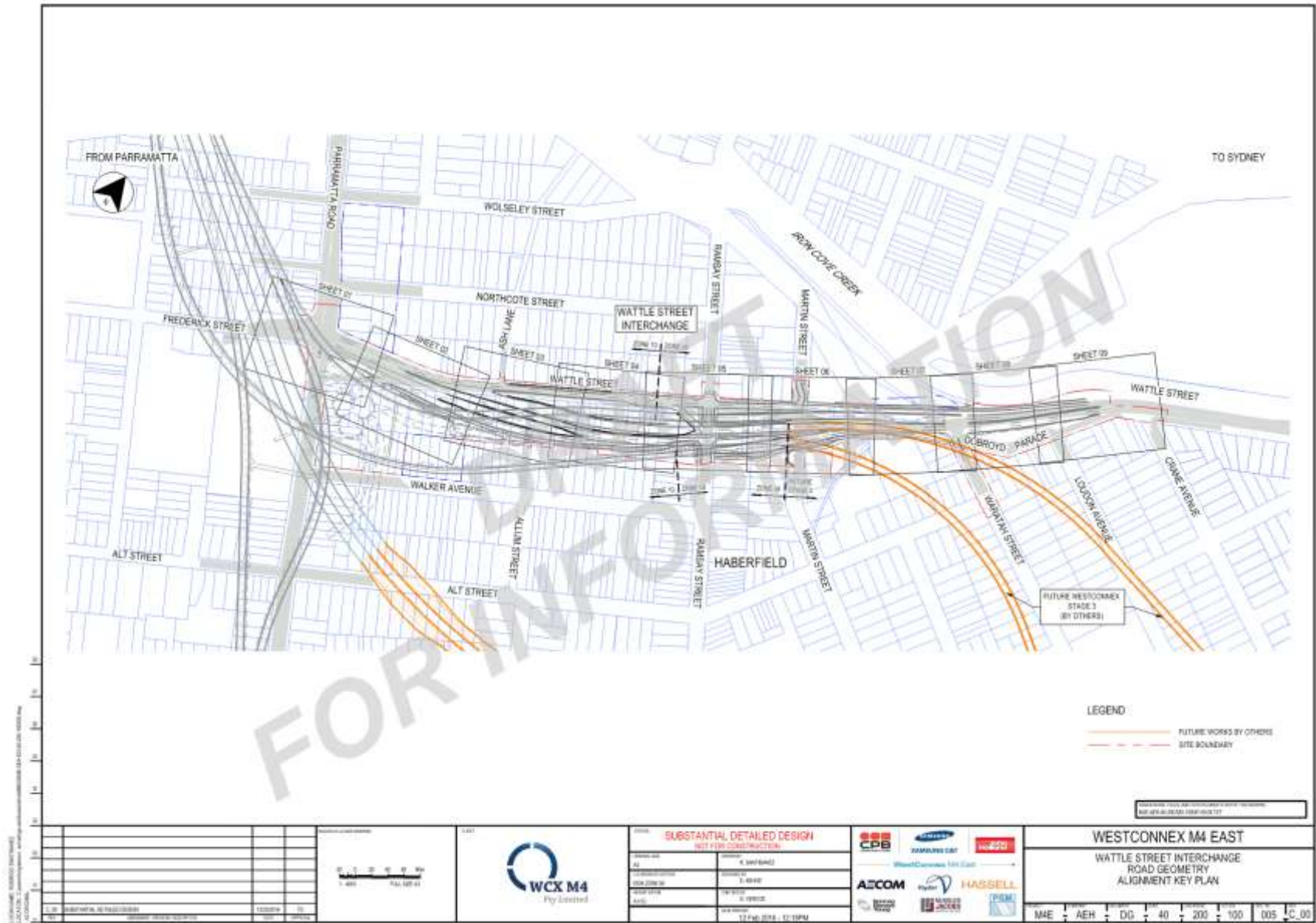


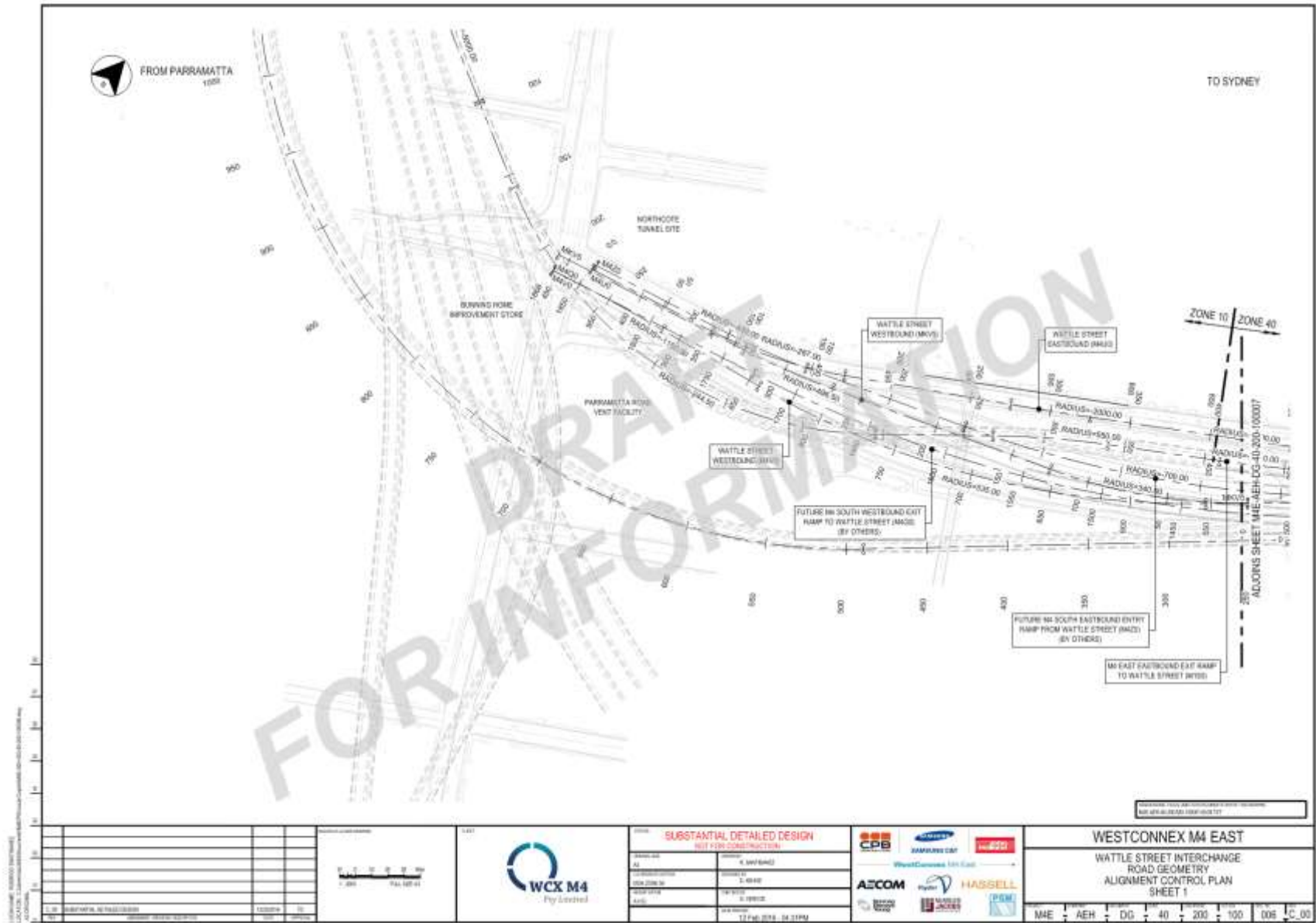


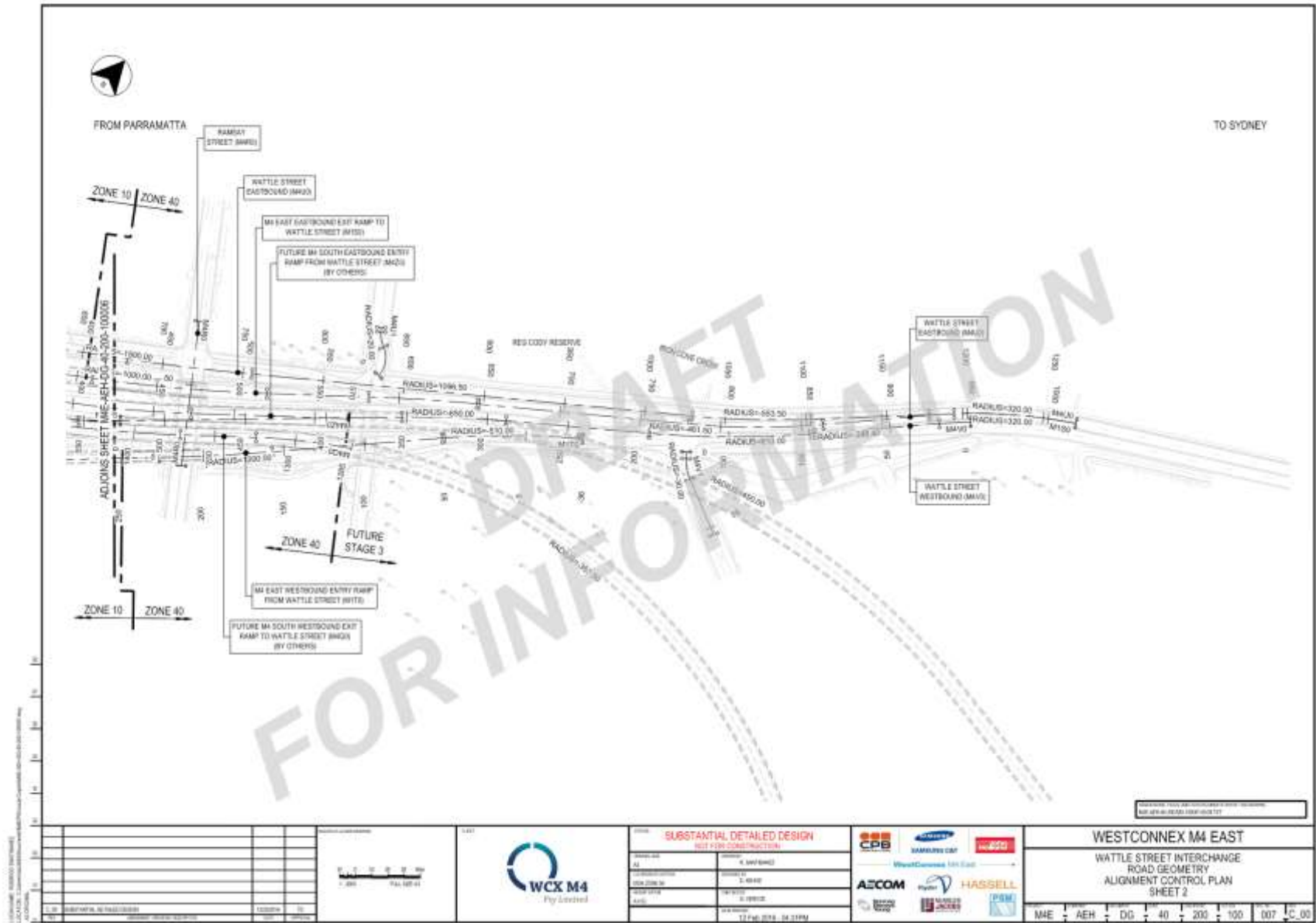


72

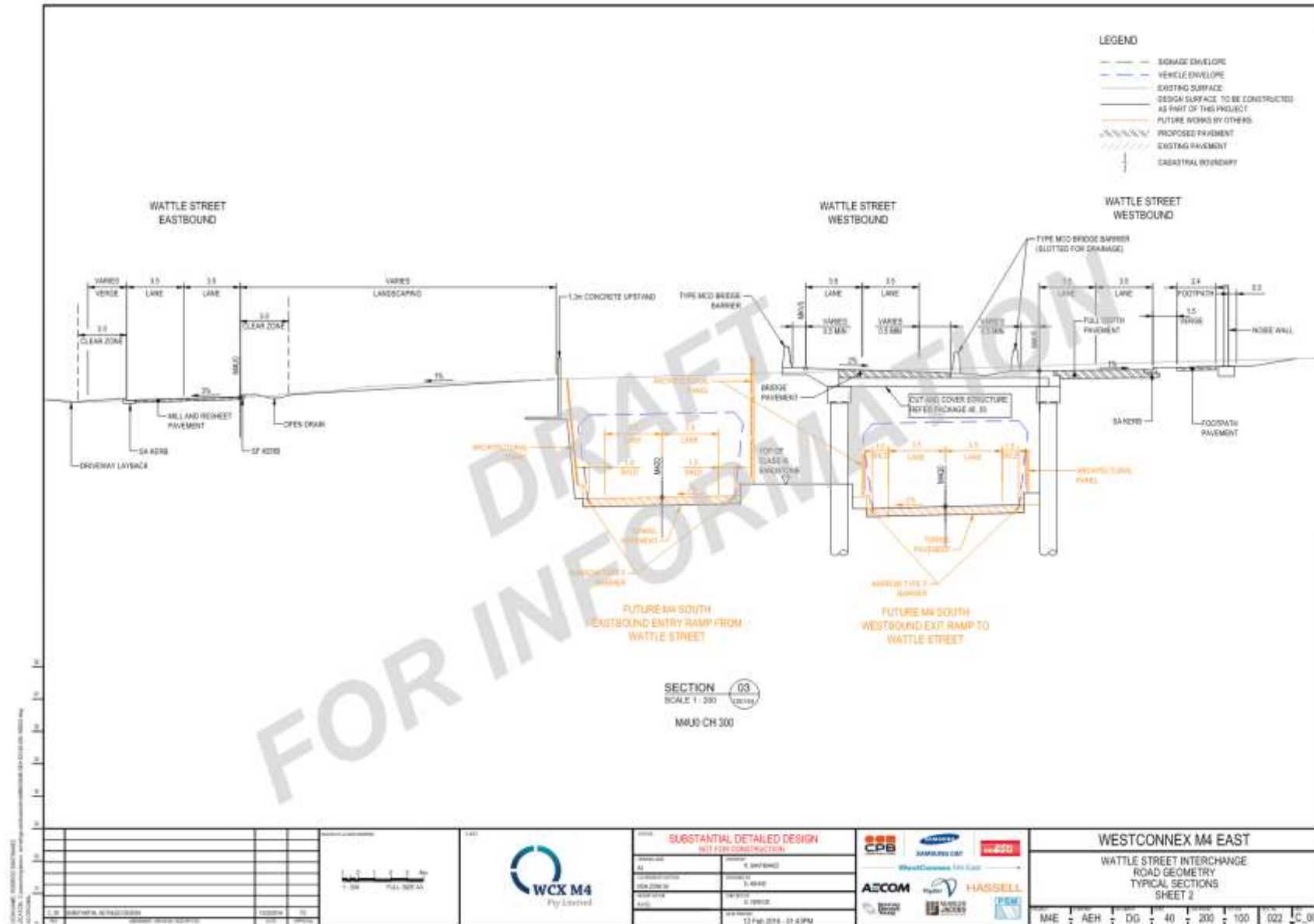
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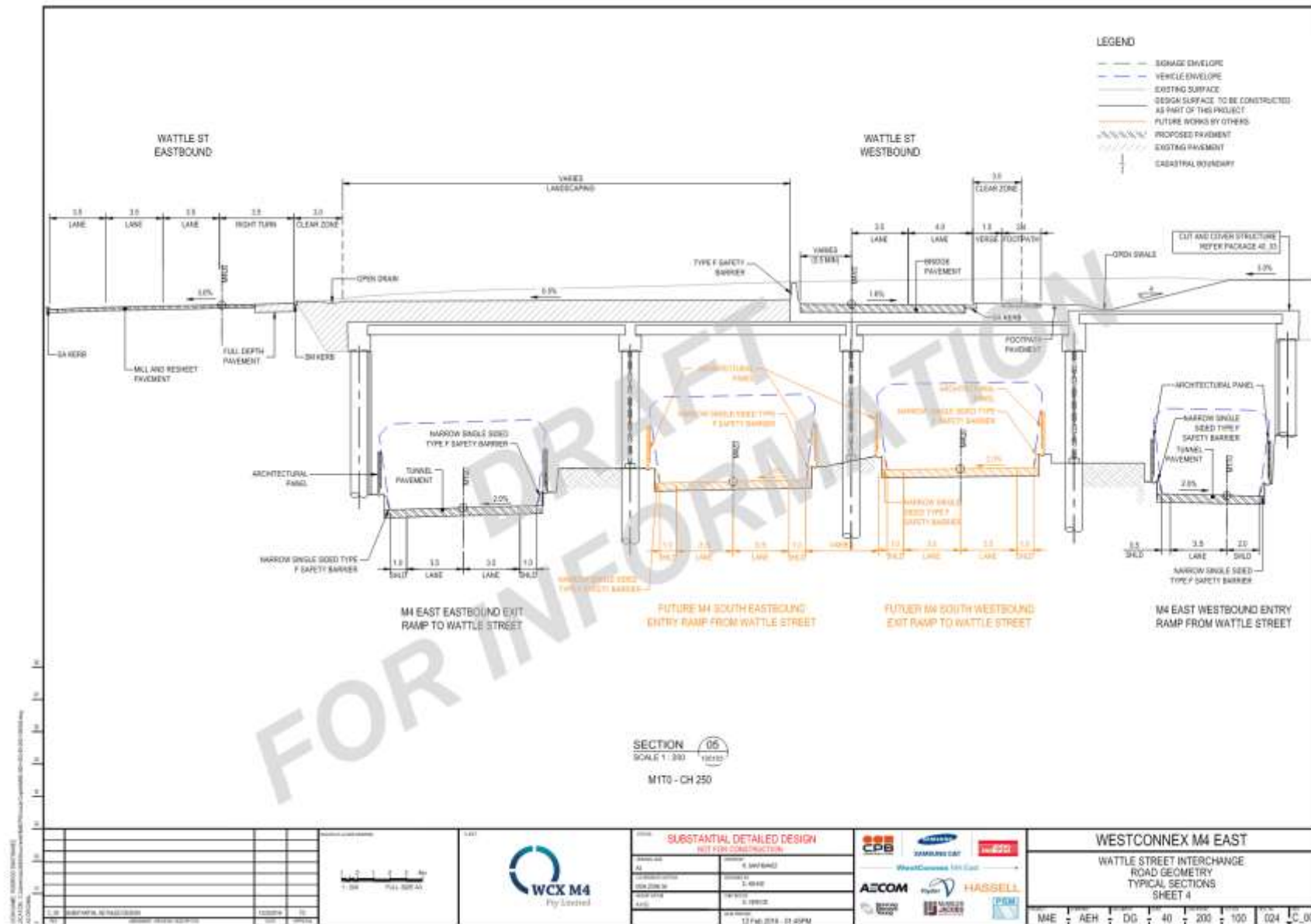




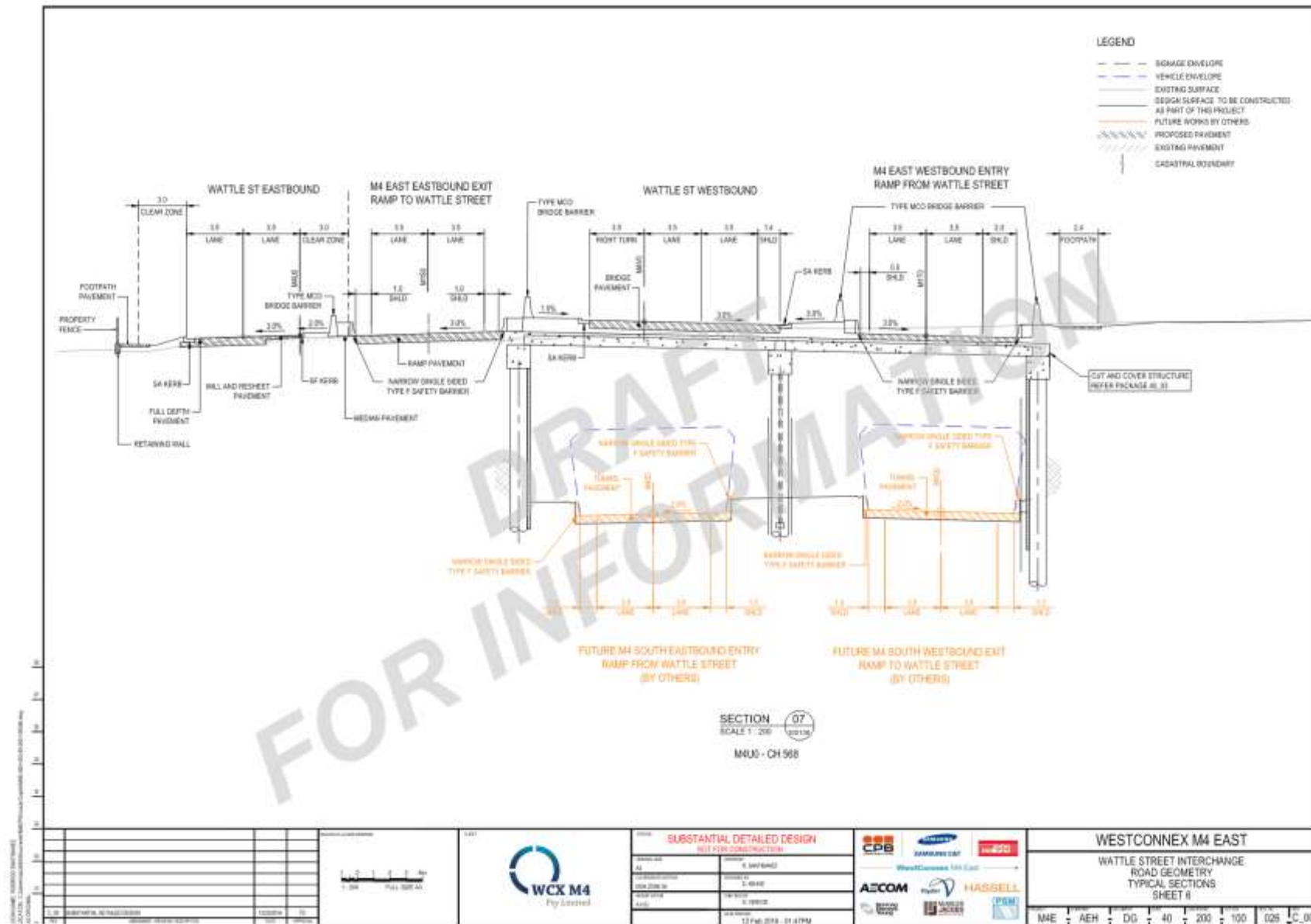


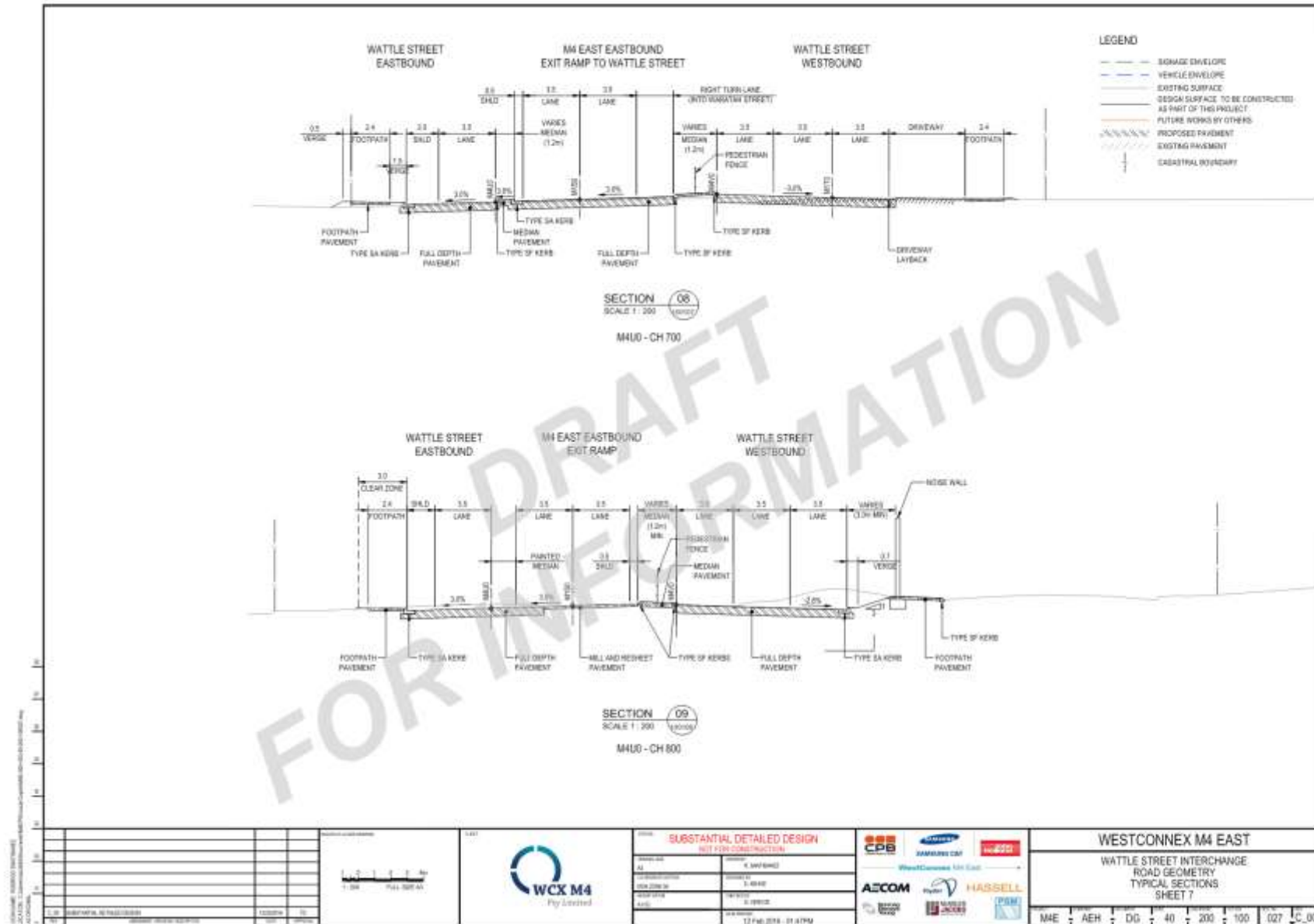


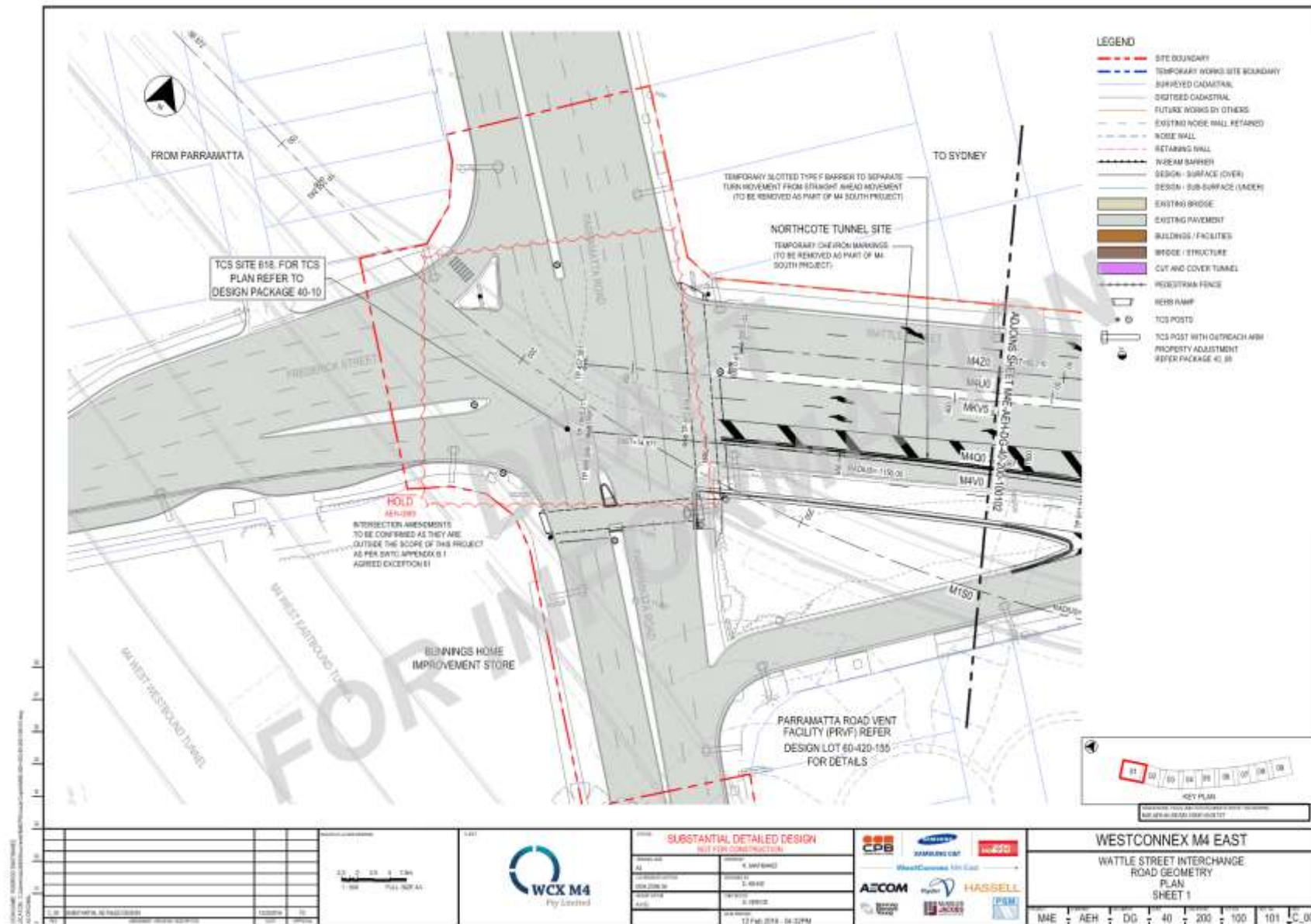




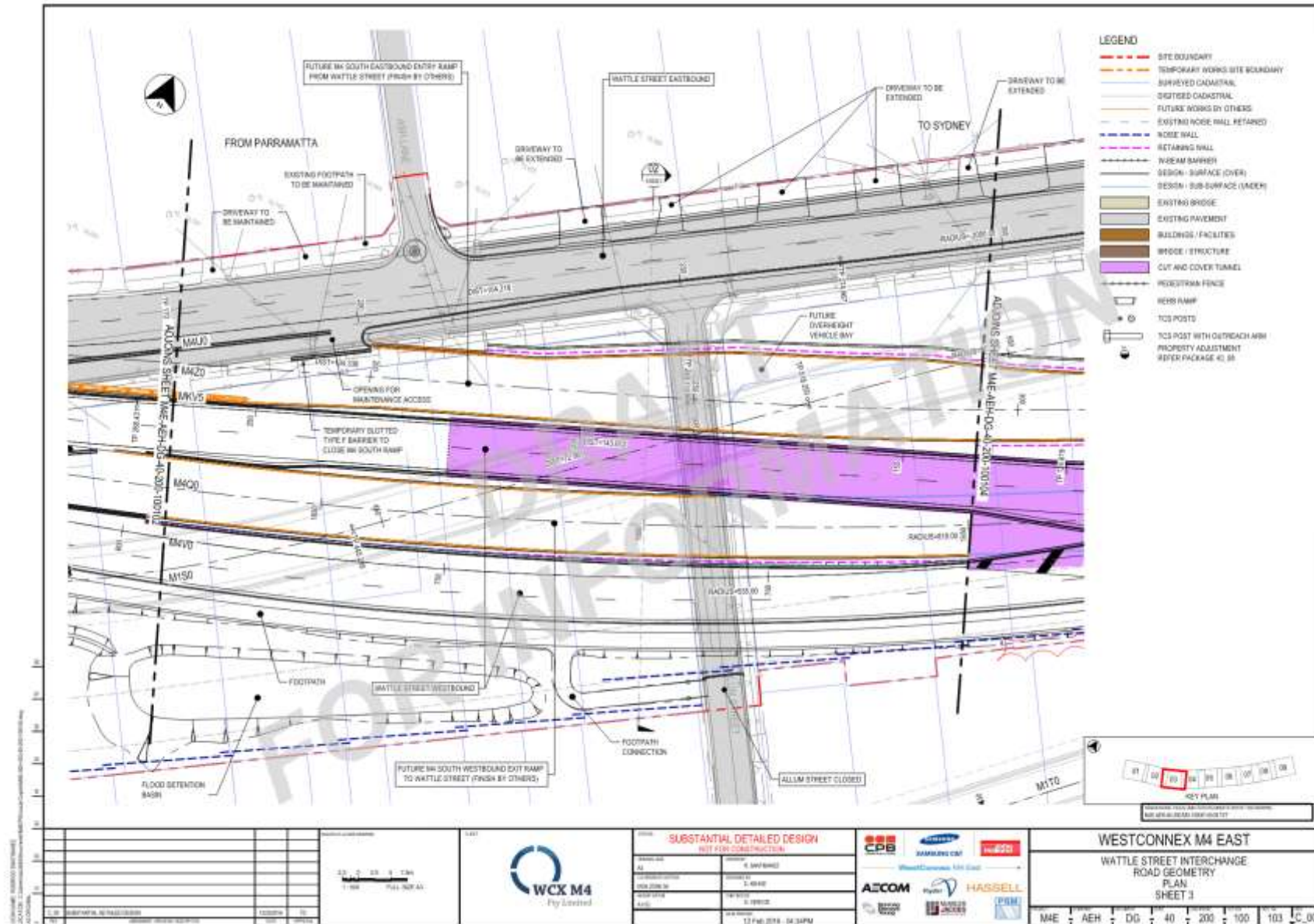






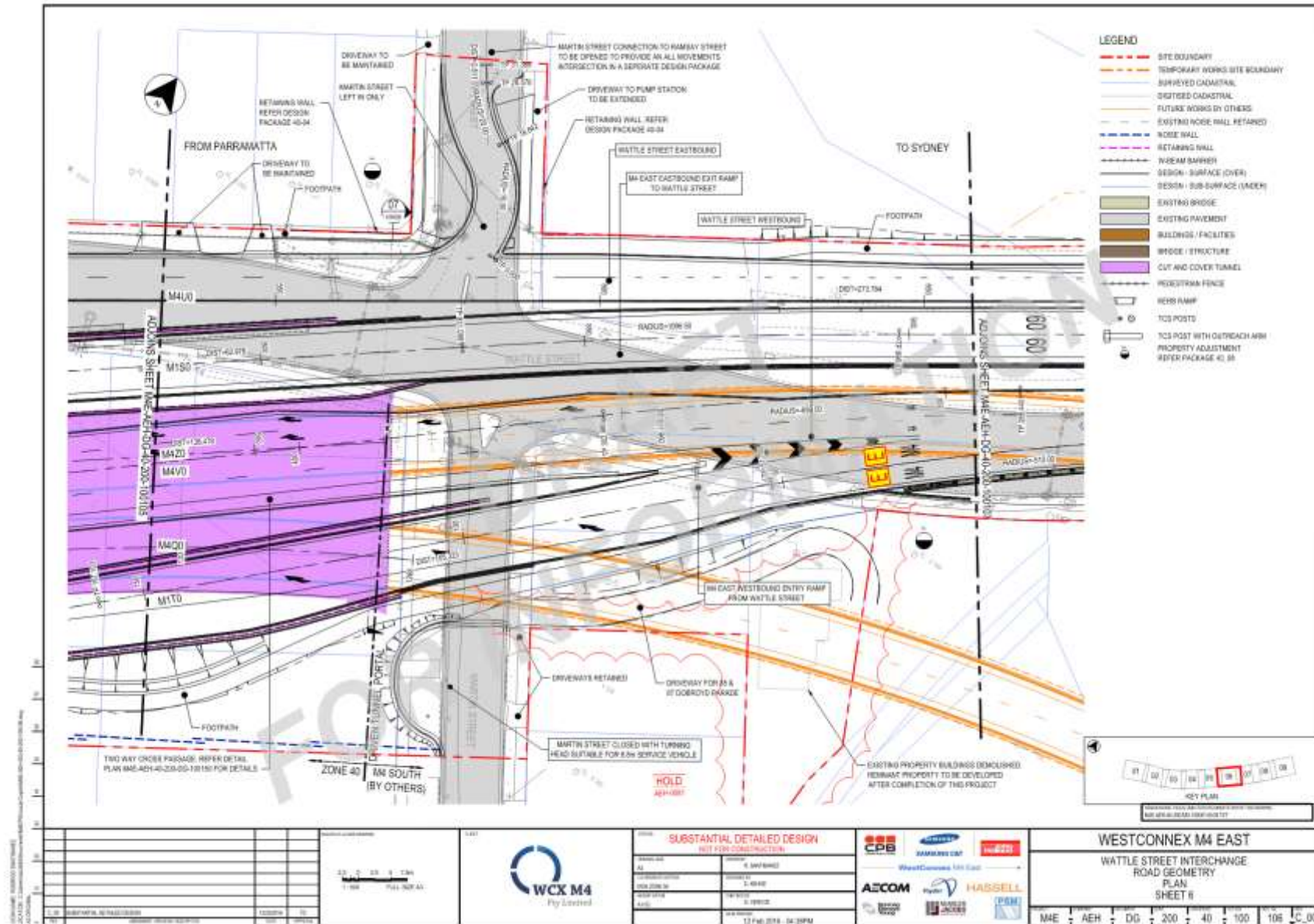


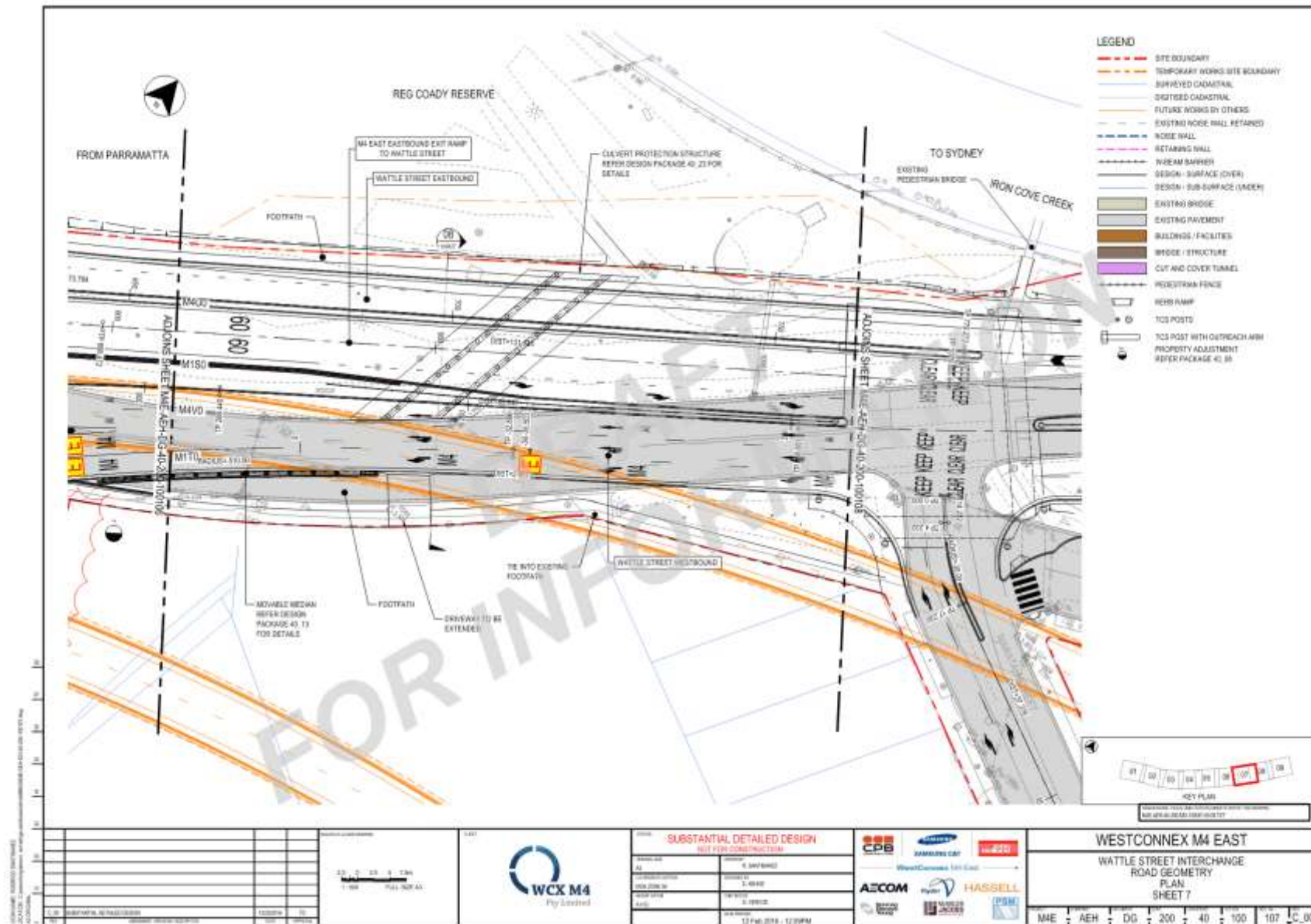


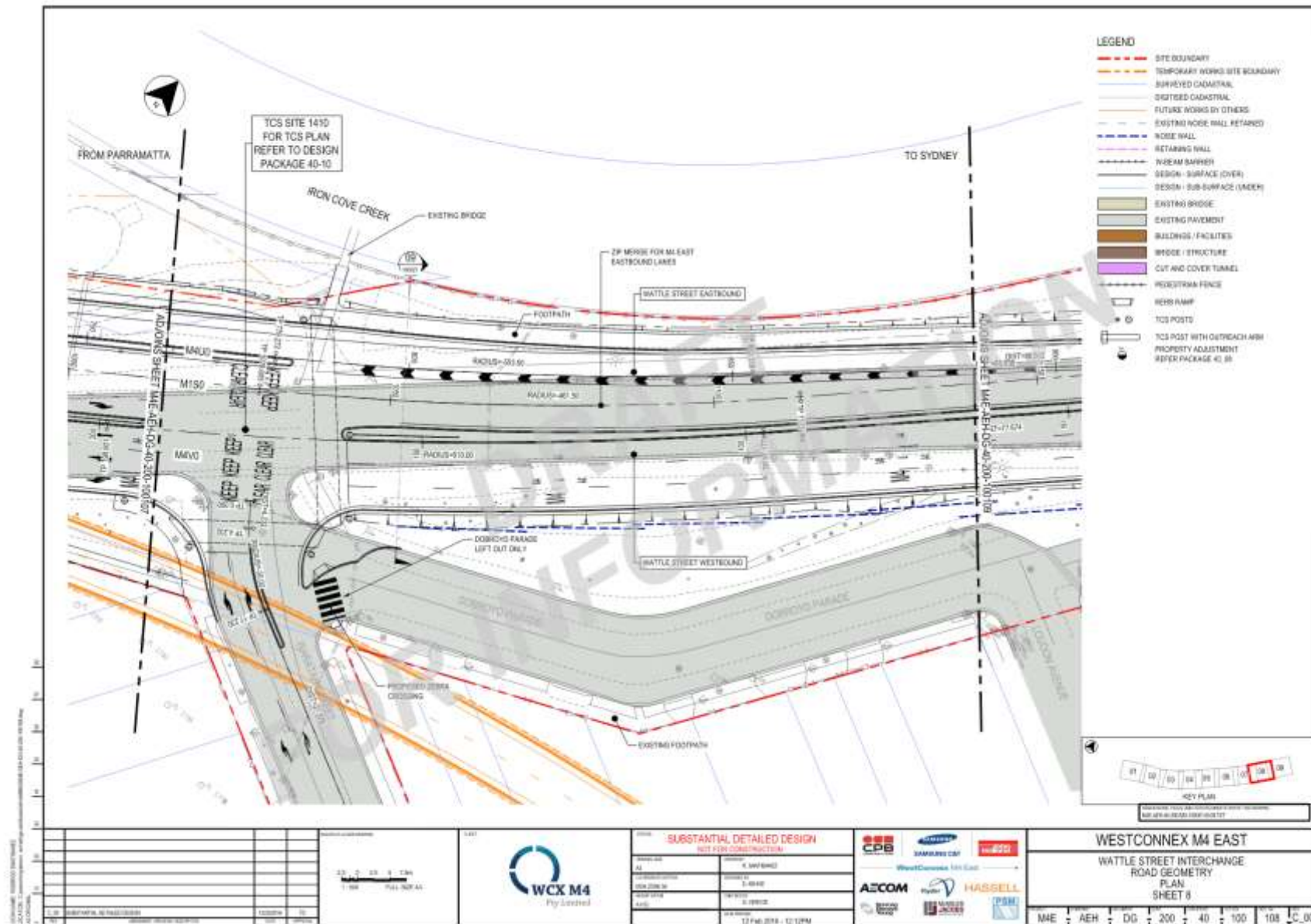


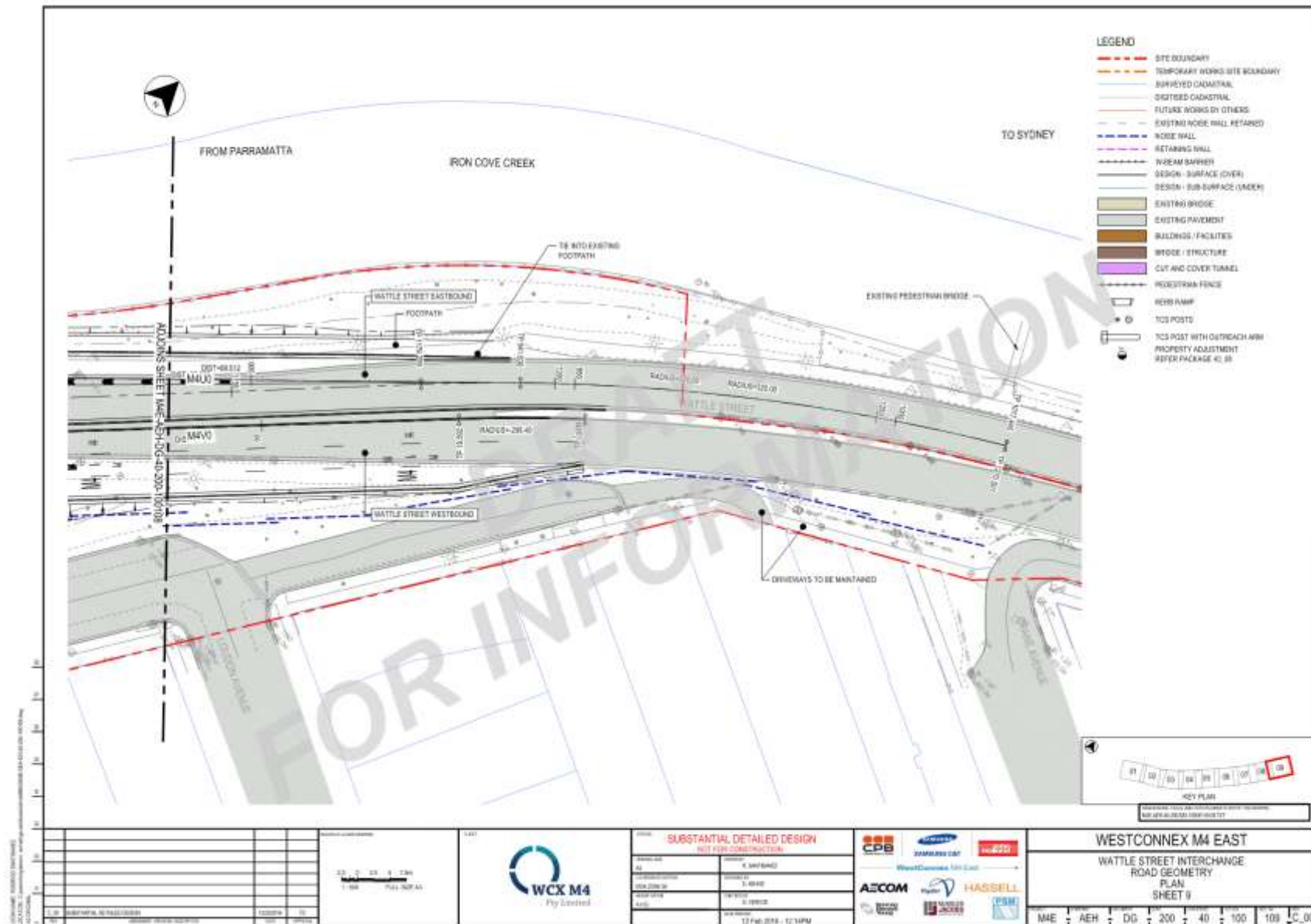
















15 April 2016

Ms Vanessa Chan
General Manager
Ashfield Council
260 Liverpool Rd,
Ashfield NSW 2131

CC: Ms Cathy Edwards-Davis and Mr Phil Sarin

Dear Ms Chan,

Information regarding the water trunk main relocation

The WestConnex M4 East project is required to relocate, protect and install utility services in order to assist with major construction activities along the project alignment. As part of this work, relocation of a 900mm water trunk main is required in order to avoid major works in Wattle Street, Haberfield.

Overview

In order to prepare for the works for the Wattle Street civil site, a new 900mm water main will be installed to service the Haberfield local area. This water main will be relocated from its current position in Wattle Street and Ramsay Street, Haberfield in order to avoid the major construction works at the Wattle Street interchange. This water main will be relocated to Alt Street, Waratah Street and Reg Coady Reserve.

Work will involve open trenching in Alt Street, Waratah Street and Reg Coady Reserve with under-bore methodology used to cross the intersections of Alt and Martin Street and Waratah Street to Reg Coady Reserve. Please refer to the attached map for water main alignment and launch pit locations. It is anticipated that this work will commence on in late-April and take approximately four months to complete.

This correspondence follows a meeting with council representative Davide Torresan and the M4 East project team on 15 March 2016. A walk through of the alignment took place on these occasions and information about the proposed location of the water main.

Service and ground investigations

As part of the water main installation, service location and ground investigations are required along the alignment and connection points. Please see a map of locations attached. These works will commence **Tuesday 26 April 2016** for approximately three weeks and will be carried out prior to the water main installation.



Temporary compound site

A temporary compound site is proposed to be set up in Reg Coady Reserve and will comprise of site sheds and amenities for workers during the works. All disturbed areas will be rehabilitated in consultation with relevant Ashfield Council representatives.

Traffic management

Traffic and pedestrian management will be carried out as per the site approved traffic management plan. Due to RMS road restrictions on Ramsay Street and Wattle Street, some work will need to be completed at night under traffic management. In the event of any impact to property access residents will be contacted in advance. Every effort will be made to ensure access is not affected.

Tree trimming/removal and environmental

On 18 March 2016 the M4 East project team met with Ashfield Council representative Harry Diversi, Overseer Trees to discuss potential environment impacts and tree pruning/removal. It was noted that due to the location of the water main, several trees will need to be removed or pruned, please refer to the photos overleaf of tree removal and pruning locations. All trees will have undergone arborist and ecological assessments before the commencement of works.

Community notifications

As per our community and stakeholder relations protocols, construction activities will be notified no less than five days prior to commencement of works. A notification will be letter boxed dropped with relevant contact information including the enquiry and complaints telephone number (1800 660 248) which is available 24 hours a day.

If you would like further information on these works, please don't hesitate to contact me on 02 9258 2309.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Spencer'.

Rebecca Spencer
Community Relations Manager
CBP Samsung John Holland Joint Venture



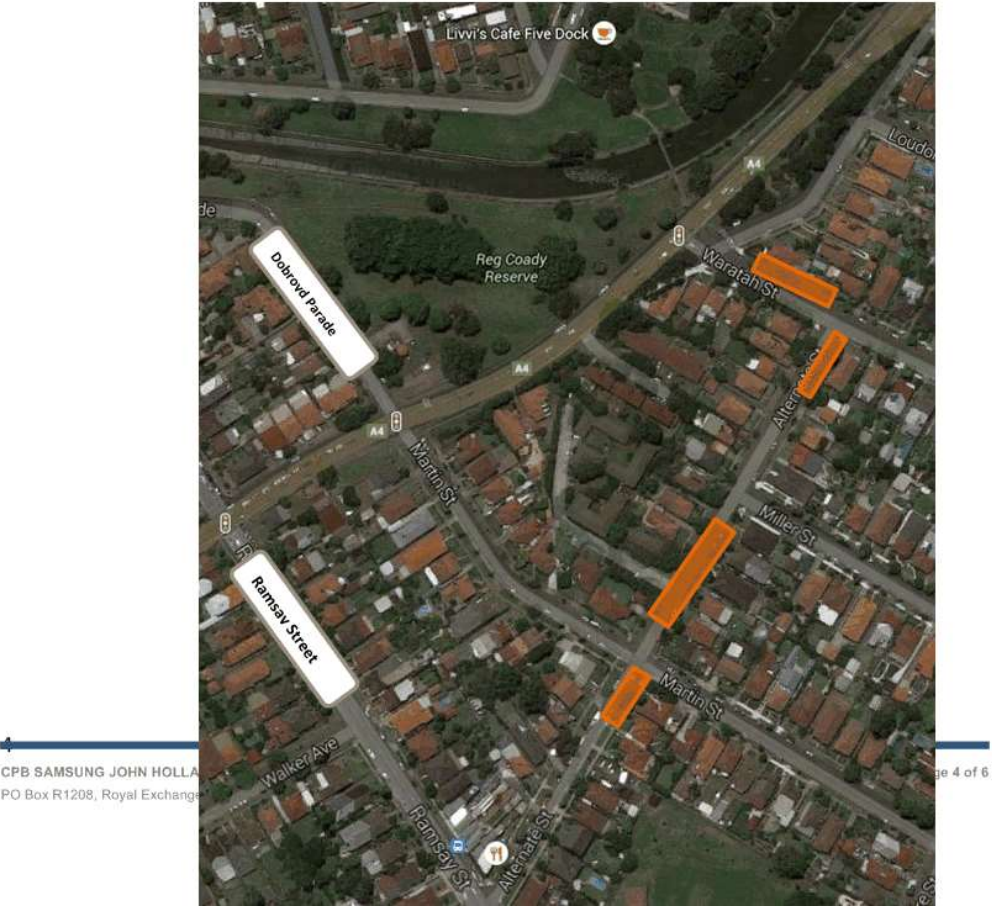
Trunk Main relocation works location



Tree trimming location



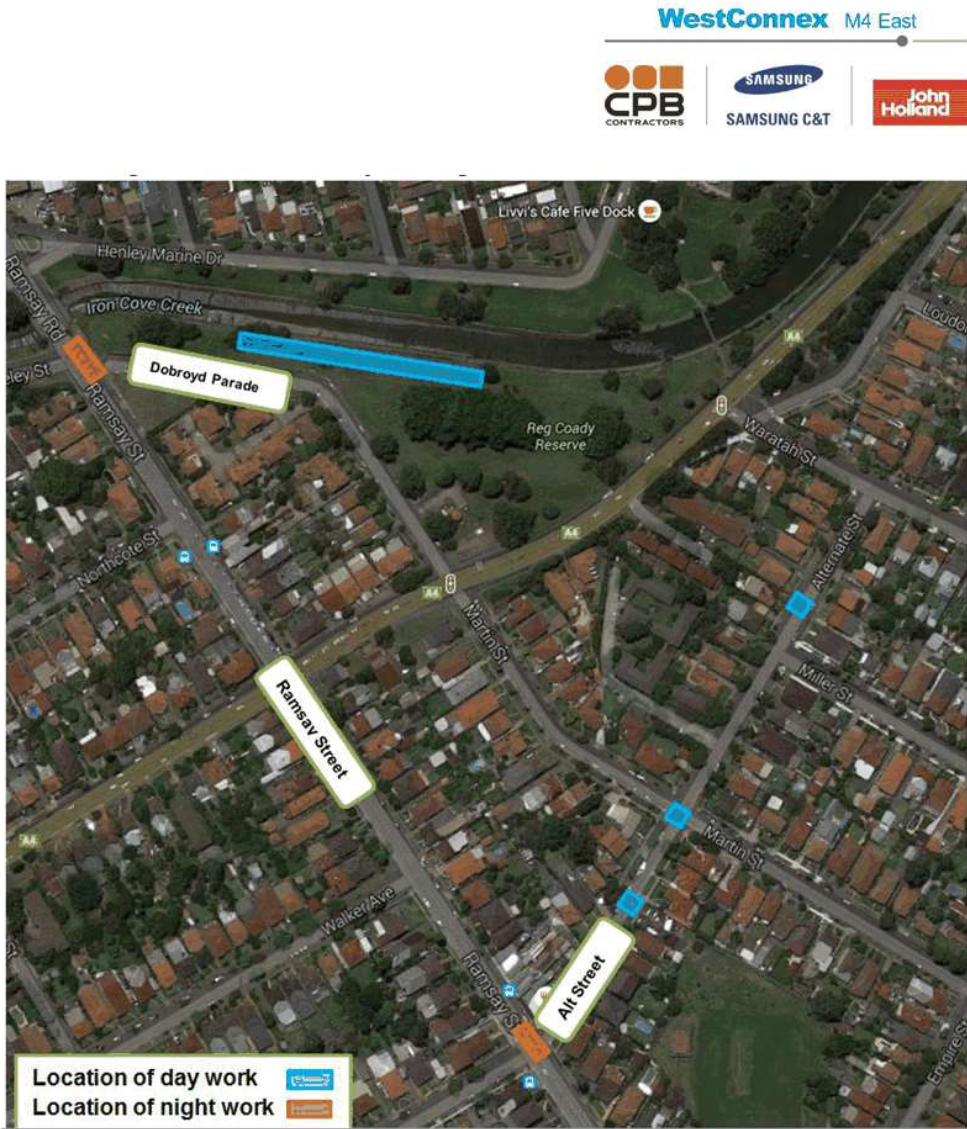
Additional locations of tree trimming



WestConnex M4 East



Borehole and utility investigation location



Subject	GEOTECHNICAL INVESTIGATIONS FOR WESTCONNEX M4-M5 LINK (STAGE 3)
File Ref	SC545
Prepared by	Delilah Marta - Senior Engineer - Infrastructure Design & Traffic Services
Reasons	Applications for Road Opening Permits have been received for geotechnical investigations for the WestConnex M4-M5 Link (stage 3)
Objective	To seek Council's approval for Road Opening Permits for geotechnical investigations for the WestConnex M4-M5 Link (stage 3)

Overview of Report

Road Opening Permit applications have been received for geotechnical investigations at seven (7) sites as part of the development planning for the M4-M5 Link (stage 3) planning process. This report summarises the works, its impacts and provides recommendations for the issuing of the Road Occupancy / Opening Permits for the works

Background

Council at its Ordinary meeting held on 9 February 2016 resolved:

That Council confirm that any future decisions or applications for work related to WestConnex will be brought to the elected Council for decision.

The WestConnex project includes the following stages:

Stage 1 – M4 extension (Parramatta to Haberfield):

Stage 2 – New M5 (Beverly Hills to St Peters):

Stage 3 – M4-M5 Link

Stage 1 was approved by the Department of Planning and Environment in December 2015. Stage 2 is currently being assessed for approval by the Department of Planning and Environment. Stage 3 development planning has just commenced.

In brief, Sydney Motorway Corporation (SMC) is project managing the overall project and has advised that there will be a series of consultations with stakeholders, including Council and Councillors, prior to the release of EIS for M4-M5 Link (stage 3). The advised timetable for the M4-M5 Link (stage 3) is as follows:

- April 2016 - project development commences including planning process to enable construction activities such as geo-technical investigations & some surveys.
- mid 2016 community consultation
- end 2016 Pre-Environmental Impact Statement (Pre-EIS) consultation

GEOTECHNICAL INVESTIGATIONS FOR WESTCONNEX M4-M5 LINK (stage 3)

- early 2017 Environmental Impact Statement (EIS) exhibition
- 2017 determination
- 2018 construction commences
- 2023 construction completed

Road Opening Permits are typically issued by Council officers in accordance with the Roads Act.

Geotechnical investigations

Road Opening Permit applications have been received for geotechnical investigations at seven (7) sites as part of the development planning for the M4-M5 Link (stage 3) planning process. All necessary information has been supplied. Council officers have assessed these applications (like any other application) and have no major concerns with the proposed road opening request.

It is recommended to issue Road Opening Permits. Copies of the proposed Road Opening Permits with conditions are attached.

It should be noted that SMC has also advised “...Should we not receive endorsement from Council to proceed with this work, we will need to consider other approvals available, including authority held by Roads and Maritime Services to carry out these investigations under the Roads Act...”

Financial Implications

Nil.

Other Staff Comments

Nil.

Public Consultation

Nil.

Conclusion

The seven (7) Road Opening Permit applications received for geotechnical investigations as part of the development planning for the M4-M5 Link (stage 3) planning process have been assessed and no major concerns have been identified. It is recommended to issue seven (7) Road Opening Permits for the works. Copies of the recommended Road Opening Permits with conditions are attached.

ATTACHMENTS

Attachment 1	Road Opening Permit RR 30/2016	12 Pages
Attachment 2	Road Opening Permit RR 31/2016	10 Pages
Attachment 3	Road Opening Permit RR 32/2016	10 Pages
Attachment 4	Road Opening Permit RR 34/2016	10 Pages
Attachment 5	Road Opening Permit RR 35/2016	10 Pages
Attachment 6	Road Opening Permit RR 36/2016	10 Pages

GEOTECHNICAL INVESTIGATIONS FOR WESTCONNEX M4-M5 LINK (stage 3)

Attachment 7 Road Opening Permit RR 33/2016

10 Pages

RECOMMENDATION

That Council issue Road Opening Permits as described in the attachments for the following locations and provisional dates:

- 1. 236 Alt Street, Haberfield: 23-30 May**
- 2. Algie Park, opposite 26 Yasmar Ave, Haberfield: 15-20 May**
- 3. Richard Murden Reserve, opposite 260 Hawthorne Pde, Haberfield: 13-20 June**
- 4. Richard Murden Reserve, opposite 234 Hawthorne Pde, Haberfield: 18-26 May**
- 5. Richard Murden Reserve, opposite 220 Hawthorne Pde, Haberfield: 19-25 May**
- 6. Richard Murden Reserve, opposite 220 Hawthorne Pde, Haberfield: 1-6 June**
- 7. Richard Murden Reserve, opposite Barton Ave, Haberfield: 26-31 May**

CATHY EDWARDS-DAVIS
Director Works & Infrastructure



15 April 2016

**Road Opening Permit
Permit No: RR 30/2016**

Permit Location: 236 Alternative Street, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 23 May 2016 to 30 May 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.
4. Council's Standard Code for Backfilling Trenches

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.

2601 Liverpool Road Ashfield NSW 2133
PO Box 1145 Ashfield NSW 1500

DX 21221 Ashfield
ASN 11211068951

Tel (02) 9716 1800
Fax (02) 9716 1911

info@ashfield.nsw.gov.au
www.ashfield.nsw.gov.au



4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).
5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
9. The Applicant or Applicant's contractor shall pay for **any additional restoration charges** to satisfy the conditions specified herein in this permit or to restore adjoining or adjacent road assets as a consequence of the permitted works if Council's Restoration Supervisor determines that a larger opening has been made.
10. Footpath restoration areas are calculated between the control joints. Asphalt restoration areas are calculated as 0.2m additional from the damaged area.
11. The Applicant or Applicant's contractor shall make safe the footpath/roadway after completion of the work, as per Council's "Code for backfilling of Trenches", and **immediately telephone Council's Engineering Department on 9716 1845 or send an e-mail to this effect to info@ashfield.nsw.gov.au**.
12. The Applicant or Applicant's contractor shall ensure that no construction debris is left in Council's Road Reserve during all stages of work.
13. The Applicant or Applicant's contractor shall ensure that pedestrian access shall not be impeded and is maintained at all times. Failure to provide safe pedestrian access around the site may result in an immediate closure of the work area, the work area to be made safe, and infringement notices given.
14. A minimum unobstructed footpath width of 2.0 m shall be maintained at all times during the works for safe pedestrian access. For footpath occupation within a CBD area or high pedestrian activity area the minimum unobstructed footpath width shall be increased to the satisfaction of Council's Engineers, Rangers and/or Police.
15. The applicant is to adhere to any directions from Council, Police and RMS in relation to Traffic Management/Control for the development where and if considered necessary.

260 Liverpool Road Ashfield NSW 2131
PO Box 1145 Ashfield NSW 1600

DX 21221 Ashfield
ABN 11211068961

Tel (02) 9716 1800
Fax (02) 9716 1911

info@ashfield.nsw.gov.au
www.ashfield.nsw.gov.au



16. The applicant is to abide by any directions from Council's Engineers, Rangers and/or Police during the works.
17. A copy of this permit is to be held on site if questioned by any person or other authority.
18. This permit is valid on the condition that payment is received for the full amount listed.
19. **The Applicant or Applicant's contractor shall give a minimum one week notice if an extension for the permit is required.**

Yours faithfully,



Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

Introduction	<p>Approval may be given, in accordance with Section 138 & 139 of The Roads Act 1993, as amended. Please note this application form will not be processed unless all information is completed and payment is provided.</p> <p>This application must be used to apply for a road / footway opening permit when preparing to:</p> <ul style="list-style-type: none"> do any type of intrusive digging into a road or footway for utility service works; stormwater or sewer connection works and repairs; provide a temporary driveway to premises for residential or construction vehicle access; do any works involving approved upgrading of kerb & gutter, footways and roads. <p>**Refer to Ashfield Council's Fees & Charges 2013/14 for Permit Charges and additional conditions.**</p>																																									
Opening Details	<p>Location: <u>236 Alternative Street, Haberfield</u></p> <p>Applicant Name: <u>Erica Cammack</u> Licence No: _____</p> <p>Postal Address: <u>PO BOX Q410, QVB PO, SYDNEY NSW 1230</u></p> <p>Phone/Mobile: <u>02 8934 0195</u> Email: <u>erica.cammack@aecom.com</u></p> <p>Is the work associated with; a Development Application? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Complying Development Certificate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Purpose for Road Opening: <u>Intrusive Geotechnical Investigation via drilling</u></p> <p>Provisional Dates: _____</p> <p>Date From: <u>23/05/2016</u> To: <u>30/05/2016</u> Proposed Times: <u>7am - 6pm</u></p>																																									
Dimensions, Quantity and Location of Opening	<table border="1"> <thead> <tr> <th>Item</th> <th>Unit</th> <th>Qty</th> <th>Item</th> <th>Unit</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>Concrete footpath</td> <td>[_ x _] m2</td> <td></td> <td>Residential driveway</td> <td>[_ x _] m2</td> <td></td> </tr> <tr> <td>Concrete road pavement</td> <td>[_ x _] m2</td> <td></td> <td>Commercial driveway</td> <td>[_ x _] m2</td> <td></td> </tr> <tr> <td>Footpath pavers</td> <td>[_ x _] m2</td> <td></td> <td>Kerb stormwater outlet</td> <td>[_] no.</td> <td></td> </tr> <tr> <td>Kerb & gutter, layback</td> <td>[_ x _] lin.m</td> <td></td> <td>Asphalt road pavement</td> <td>[1 x 1] m2</td> <td>1</td> </tr> <tr> <td>Grass verge</td> <td>[_ x _] m2</td> <td></td> <td>Other</td> <td></td> <td></td> </tr> </tbody> </table>						Item	Unit	Qty	Item	Unit	Qty	Concrete footpath	[_ x _] m2		Residential driveway	[_ x _] m2		Concrete road pavement	[_ x _] m2		Commercial driveway	[_ x _] m2		Footpath pavers	[_ x _] m2		Kerb stormwater outlet	[_] no.		Kerb & gutter, layback	[_ x _] lin.m		Asphalt road pavement	[1 x 1] m2	1	Grass verge	[_ x _] m2		Other		
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Cashier Code 556	<p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>																																									
Submission Requirements	<p>Council's acceptance of the application does not imply that a Permit will necessarily be granted in respect of the activity. A Permit may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason.</p> <p>The Applicant should provide the following information: Please <input checked="" type="checkbox"/> the information provided.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan or a sketch <input type="checkbox"/> A Certificate of Currency as evidence of holding Public Liability insurance valued at a minimum of \$20 million and suitable for the activity <input type="checkbox"/> A Traffic Control Plan is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. <p>** Permit will not be approved without the above information. **</p>																																									

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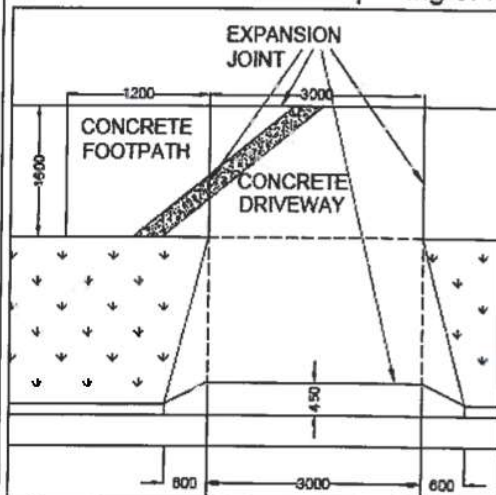
Permit Conditions	<ol style="list-style-type: none"> 1. Council will issue a permit/consent for the work within 10 (ten) working days, subject to Council's Engineer's satisfaction of the proposed works. 2. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information. 3. All fees in accordance with Council's current Fees & Charges must be paid when lodging this application. 4. The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). 5. The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial 1100 Before You Dig Service, Council's Fees & Charges and Permit Conditions, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity. 6. The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.3 – Traffic control devices for works on roads and Roads & Maritime Service's Traffic Control at Work Sites Manual Guidelines. 7. Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening. 8. Ashfield Council does NOT approve Traffic Control Plans. The TCP submitted with the application, is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Occupational Health and Safety. 9. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians. Provision is to be made for service vehicles, resident's vehicles etc to gain access to properties at all times. 10. A copy of the Council endorsed application, plans and permit must be held onsite and be available for inspection whilst the activity is being carried out. 11. The applicant shall contact Council for any extension of time required for the work prior to the original expiry date, or an additional application is required with full payment of applicable application fees. 12. The Applicant making the opening shall maintain it in a safe condition until temporary restoration is accepted by Council. 13. The Applicant must pay additional charges, in accordance with Council's current Fees & Charges, if Council's Officers determine the opening has exceeded the initial estimation or measurement. 14. The Applicant will be held responsible, and must pay additional charges in accordance with Council's current Fees & Charges, for all damage in the vicinity of their work and to restore the road to its original serviceability, unless the Applicant has reported the damage to Council in advance of commencing the work. Where applicable, a dilapidation report is to be submitted to Council showing existing damage or an inspection is to be arranged with Council prior to commencing any work. 15. The Applicant must conform with all the requirements of this agreement together with the conditions issued by Council with the Approved Permit. 16. The Applicant must abide by any other directions by NSW Police or Council. 				
Agreement and Declaration	<p>I/We I (print name) have read, understood and agree to comply with the above conditions and the conditions of permit. I declare that all the information given is true and correct.</p> <p>Signed Applicant: Date:</p>				
OFFICE USE Cashier Code 556	<table border="1"> <tr> <td data-bbox="451 1462 727 1556">Amount Paid</td> <td data-bbox="727 1462 887 1556">Date</td> <td data-bbox="887 1462 1118 1556">Receipt Number</td> <td data-bbox="1118 1462 1351 1556">Approved by</td> </tr> </table>	Amount Paid	Date	Receipt Number	Approved by
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Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9715 1800.

Extract from Ashfield Council Fees & Charges 2013/14.					
TITLE OF FEE/CHARGE	GST Taxable	Fee	TITLE OF FEE/CHARGE	GST Taxable	Fee
Road Opening Permit Fee	N	\$113.00	Kerb & Gutter		
Road Pavement - Concrete			Establishment Fee	Y	\$135.00
Establishment Fee	Y	\$230.00	Standard Kerb & Gutter - per lin.m	Y	\$330.00
Concrete Road (225mm) - per m2	Y	\$603.00	Standard Kerb or Gutter Only - per lin.m	Y	\$210.00
Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
Road Pavement - Asphalt			Sandstone Kerbing & Rellevelling (using existing) - per lin.m	Y	POA
Establishment Fee	Y	\$230.00	Sandstone Kerbing & Rellevelling (new sandstone) - per lin.m	Y	POA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Pram Ramp, Standard Size - each	Y	\$1,320.00
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 10m2	Y	\$222.00	Driveways		
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
Footpath - Concrete			Residential (125mm, SL72) - per m2	Y	\$325.00
Establishment Fee	Y	\$135.00	Commercial (150mm, SL82) - per m2	Y	\$425.00
Concrete Footpath (75mm) - per m2 - up to 10m2	Y	\$280.00	Stormwater		
Concrete Footpath (75mm) - per m2 - greater than 10m2	Y	\$182.00	Establishment Fee	Y	\$135.00
Concrete Footpath (75mm) - per m2 - greater than 50m2	Y	\$165.00	Kerb Outlet (Concrete Kerb) - each	Y	\$210.00
Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	POA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Saw Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities/ their nominated contractor		
Concrete Pavers on Road Base - per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	POA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges:					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
2) Night/Weekend Work: A surcharge of 30% of the scheduled fee is applied for night/weekend work due to the location (CBD/State/Regional Road) or if required by RMS.					
3) Traffic Control Costs: Traffic control costs may be applicable depending on the location and scope of works and are subject to confirmation at time of pricing.					
4) Quantity Based Rates: The above quantity based rates apply to individual openings/restorations. Multiple openings/restorations within the same proximity will be grouped together at the discretion of Council's Restorations Officer.					
5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvagable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

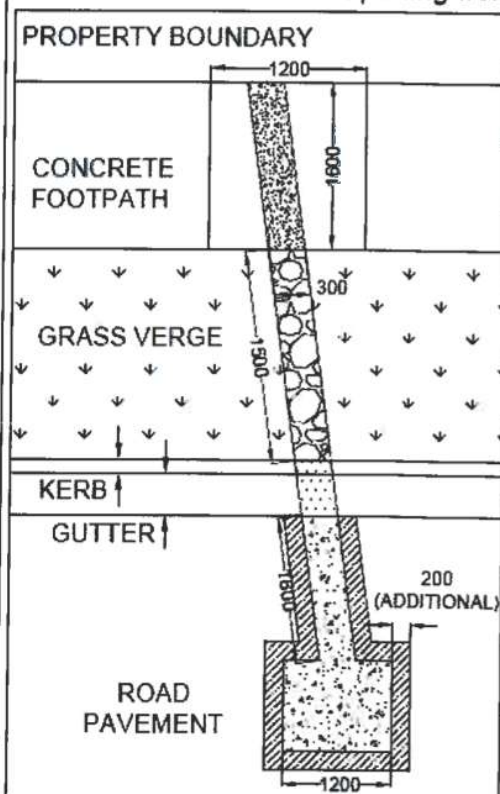
Examples for calculation of Fees & Charges for Road Openings.

EXAMPLE 1: Opening of footpath and concrete driveway.



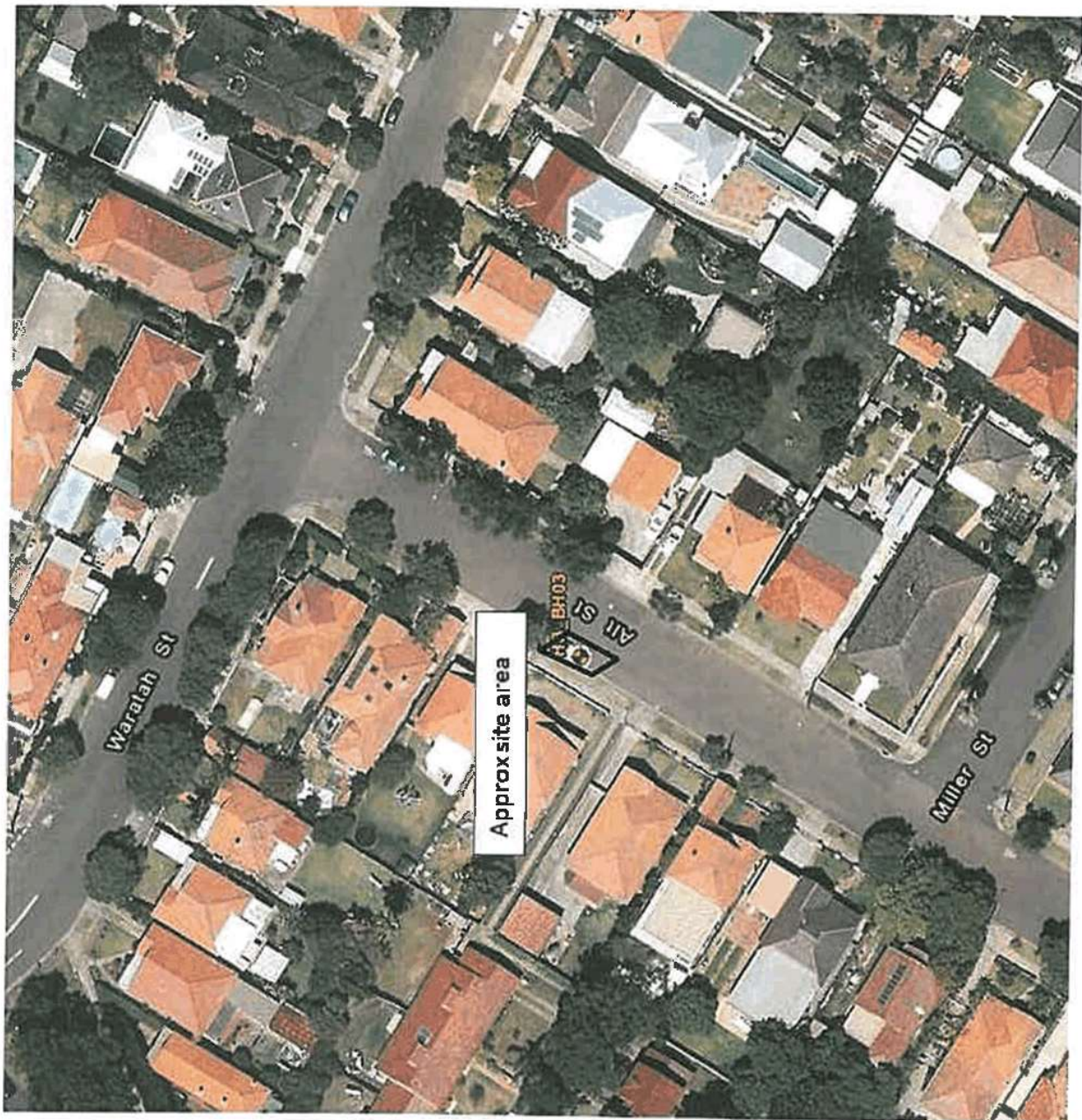
Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
$1.2m \times 1.6m \times \$280 =$	\$537.60
Driveway establishment fee:	\$135.00
Driveway restoration fee:	
Area to nearest joint (sqm) x 325 (\$ per sqm)	
$3m \times 1.6m \times \$325 =$	\$1560.00
Total fees:	\$2,480.60

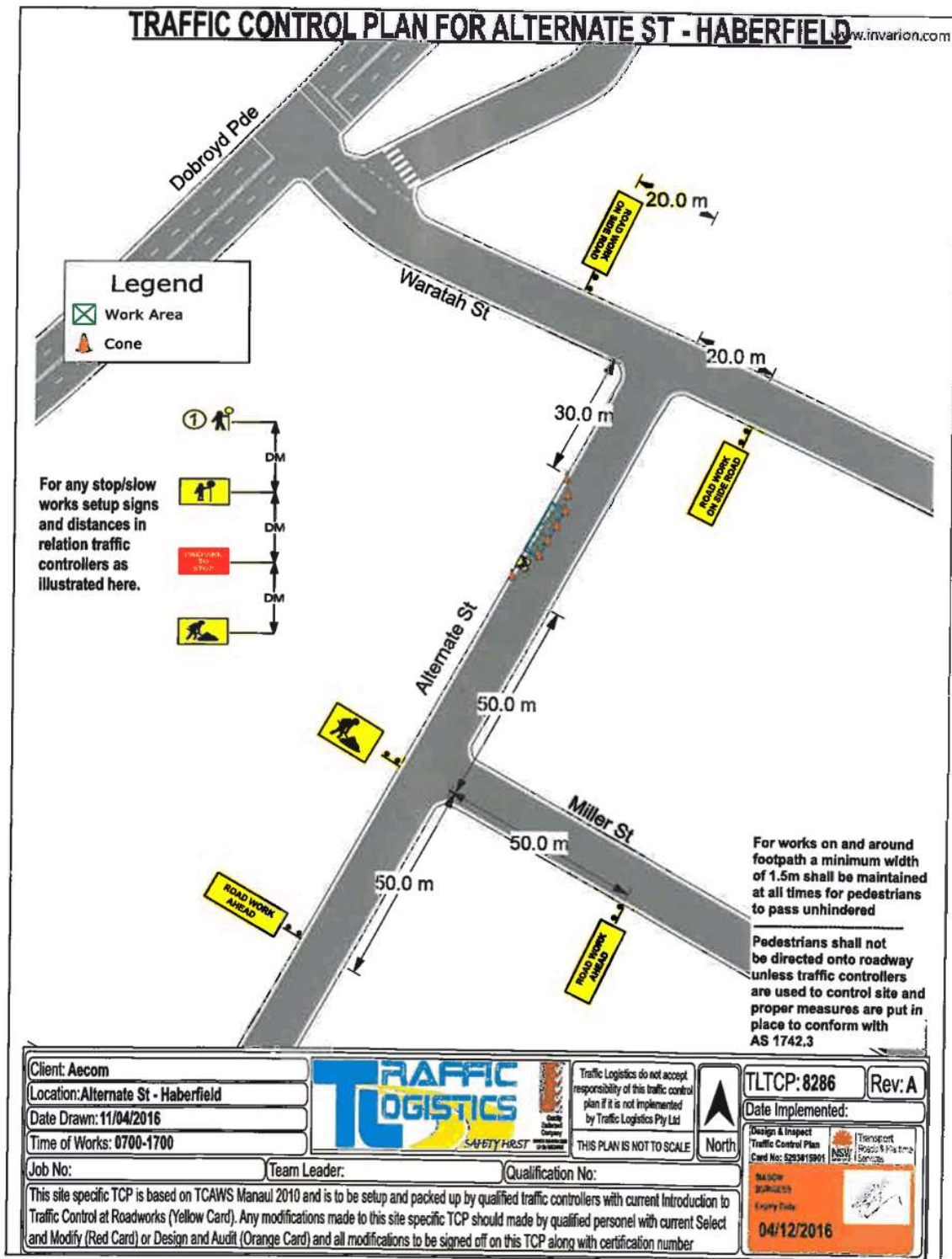
EXAMPLE 2: Opening from footpath through to road.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
$1.2m \times 1.6m \times \$280 =$	\$537.60
Grass establishment fee:	\$135.00
Grass verge restoration fee:	
Area (sqm) x 85 (\$ per sqm)	
$1.5m \times 0.3m \times \$85 =$	\$38.25
Kerb & Gutter establishment fee:	\$00.00
Kerb & Gutter restoration fee:	See cond.1 under Restoration Charges
Length (m) x 330 (\$ per m)	
$1m \text{ (minimum)} \times \$330 =$	\$330.00
Road establishment fee:	\$230.00
Road restoration fee:	
Area (sqm) x 295 (\$ per sqm)	
$(1.4m \times 0.7m) \times \$295 + (1.6m \times 1.6m) \times \$295 =$	\$1044.30
Total fees:	\$2,563.15

APPROVED:	ASHFIELD COUNCIL	SCALE:
DJT	EXAMPLES OF ROAD OPENING RESTORATION FEES CALCULATIONS	NTS
DATE:		DRAWING NO.:
03/01/14	Ashfield Council	







Kirsty Zarifopoulos
Senior Account Executive

Marsh Pty Ltd
ABN 86 004 651 512
727 Collins Street
MELBOURNE VIC 3008
GPO Box 1229
MELBOURNE VIC 3001
03 9603 2163 Fax 03 9670 8581
kirsty.zari@marsh.com
www.marsh.com.au

31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From 4:00pm Local Time on 01/04/2016 To 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

If this communication contains personal information we expect you to treat that information in accordance with the Australian Privacy Act 1988 (Cth) or equivalent. You must advise us if you cannot comply.

LEADERSHIP, KNOWLEDGE, SOLUTIONS...WORLDWIDE.





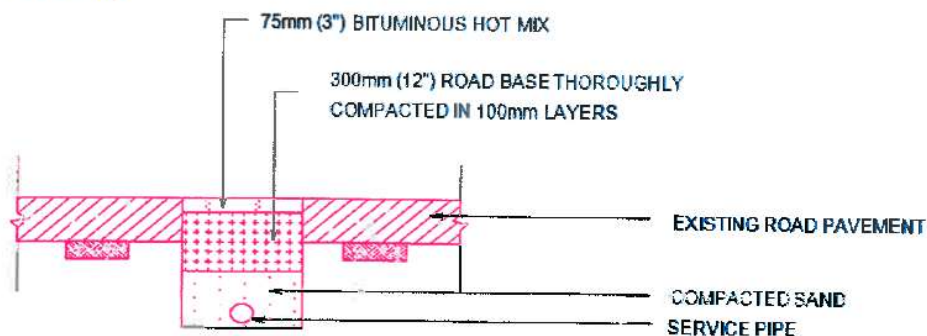


Ashfield Council's Code for Backfilling of Trenches

Footpath



Roadway



Notes:

1. All excavated material shall be removed from the site.
2. Excavated material shall not be used for backfilling the trench unless it is of a granular type which has been approved by Council's Engineer.
3. The sand for backfilling shall be provided by the permit holder and is to be thoroughly damped down to ensure the sand is fully compacted
4. The road base shall be placed and thoroughly compacted in layers of 100mm.
5. All trenches/excavations shall be backfilled or made safe at the end of each day's work to Council's satisfaction.
6. Should the backfilling of the trench not be carried out in accordance with this code, the permit holder will be liable for any extra costs incurred by the Council in rectifying the work.
7. Should the trench subside at a future date due to unsatisfactory backfill, the permit holder will be liable for the cost of the rectification work required.

260 Liverpool Road Ashfield NSW 2133
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www.ashfield.nsw.gov.au



15 April 2016

**Road Opening Permit
Permit No: RR 31/2016**

Permit Location: Algie Park, opposite 26 Yasmar Avenue, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 16 May 2016 to 20 May 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.

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4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).
5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
9. The Applicant or Applicant's contractor shall pay for **any additional restoration charges** to satisfy the conditions specified herein in this permit or to restore adjoining or adjacent road assets as a consequence of the permitted works if Council's Restoration Supervisor determines that a larger opening has been made.
10. Footpath restoration areas are calculated between the control joints. Asphalt restoration areas are calculated as 0.2m additional from the damaged area.
11. The Applicant or Applicant's contractor shall make safe the footpath/roadway after completion of the work, as per Council's "Code for backfilling of Trenches", and **immediately telephone Council's Engineering Department on 9716 1845 or send an e-mail to this effect to info@ashfield.nsw.gov.au**.
12. The Applicant or Applicant's contractor shall ensure that no construction debris is left in Council's Road Reserve during all stages of work.
13. The Applicant or Applicant's contractor shall ensure that pedestrian access shall not be impeded and is maintained at all times. Failure to provide safe pedestrian access around the site may result in an immediate closure of the work area, the work area to be made safe, and infringement notices given.
14. A minimum unobstructed footpath width of 2.0 m shall be maintained at all times during the works for safe pedestrian access. For footpath occupation within a CBD area or high pedestrian activity area the minimum unobstructed footpath width shall be increased to the satisfaction of Council's Engineers, Rangers and/or Police.
15. The applicant is to adhere to any directions from Council, Police and RMS in relation to Traffic Management/Control for the development where and if considered **necessary**.

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16. The applicant is to abide by any directions from Council's Engineers, Rangers and/or Police during the works.
17. A copy of this permit is to be held on site if questioned by any person or other authority.
18. This permit is valid on the condition that payment is received for the full amount listed.
19. **The Applicant or Applicant's contractor shall give a minimum one week notice if an extension for the permit is required.**

Yours faithfully,

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Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

Introduction	<p>Approval may be given, in accordance with Section 138 & 139 of The Roads Act 1993, as amended. Please note this application form will not be processed unless all information is completed and payment is provided.</p> <p>This application must be used to apply for a road / footway opening permit when preparing to:</p> <ul style="list-style-type: none"> do any type of intrusive digging into a road or footway for utility service works; stormwater or sewer connection works and repairs; provide a temporary driveway to premises for residential or construction vehicle access; do any works involving approved upgrading of kerb & gutter, footways and roads. <p>**Refer to Ashfield Council's Fees & Charges 2013/14 for Permit Charges and additional conditions.**</p>																																				
Opening Details	<p>Location: <u>Algie Park, Opposite 26 Yasmar Ave, Haberfield</u></p> <p>Applicant Name: <u>Erica Cammack</u> Licence No: _____</p> <p>Postal Address: <u>PO BOX Q410, QVB PO, SYDNEY NSW 1230</u></p> <p>Phone/Mobile: <u>02 8934 0195</u> Email: <u>erica.cammack@aecom.com</u></p> <p>Is the work associated with; a Development Application? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Complying Development Certificate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Purpose for Road Opening: <u>Intrusive Geotechnical Investigation via drilling</u></p> <p>Provisional Dates: _____</p> <p>Date From: <u>16/05/2016</u> To: <u>20/05/2016</u> Proposed Times: <u>7am - 6pm</u></p>																																				
Dimensions, Quantity and Location of Opening	<table border="1"> <thead> <tr> <th>Item</th><th>Unit</th><th>Qty</th><th>Item</th><th>Unit</th><th>Qty</th></tr> </thead> <tbody> <tr> <td>Concrete footpath</td><td>[_ x _] m2</td><td></td><td>Residential driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Concrete road pavement</td><td>[_ x _] m2</td><td></td><td>Commercial driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Footpath pavers</td><td>[_ x _] m2</td><td></td><td>Kerb stormwater outlet</td><td>[_] no.</td><td></td></tr> <tr> <td>Kerb & gutter, layback</td><td>[_ x _] lin.m</td><td></td><td>Asphalt road pavement</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Grass verge</td><td><u>0.3x0.3</u> m2</td><td></td><td>Other</td><td></td><td></td></tr> </tbody> </table>	Item	Unit	Qty	Item	Unit	Qty	Concrete footpath	[_ x _] m2		Residential driveway	[_ x _] m2		Concrete road pavement	[_ x _] m2		Commercial driveway	[_ x _] m2		Footpath pavers	[_ x _] m2		Kerb stormwater outlet	[_] no.		Kerb & gutter, layback	[_ x _] lin.m		Asphalt road pavement	[_ x _] m2		Grass verge	<u>0.3x0.3</u> m2		Other		
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Grass verge	<u>0.3x0.3</u> m2		Other																																		
Cashier Code 556	<p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>																																				
Submission Requirements	<p>Council's acceptance of the application does not imply that a Permit will necessarily be granted in respect of the activity. A Permit may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason.</p> <p>The Applicant should provide the following information: Please <input checked="" type="checkbox"/> the information provided.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan or a sketch <input type="checkbox"/> A Certificate of Currency as evidence of holding Public Liability insurance valued at a minimum of \$20 million and suitable for the activity <input type="checkbox"/> A Traffic Control Plan is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. <p>** Permit will not be approved without the above information. **</p>																																				

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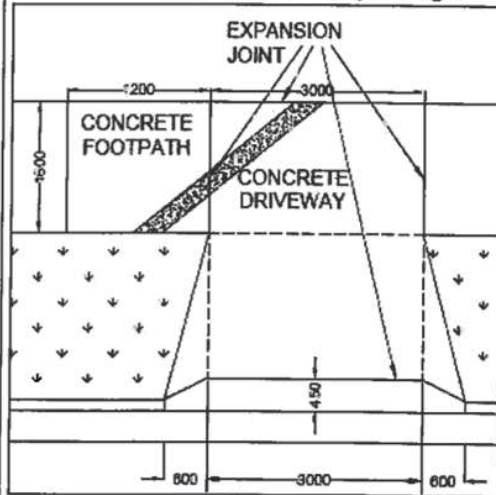
Permit Conditions	<ol style="list-style-type: none"> 1. Council will issue a permit/consent for the work within 10 (ten) working days, subject to Council's Engineer's satisfaction of the proposed works. 2. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information. 3. All fees in accordance with Council's current Fees & Charges must be paid when lodging this application. 4. The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). 5. The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial 1100 Before You Dig Service, Council's Fees & Charges and Permit Conditions, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity. 6. The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.3 – Traffic control devices for works on roads and Roads & Maritime Service's Traffic Control at Work Sites Manual Guidelines. 7. Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening. 8. Ashfield Council does NOT approve Traffic Control Plans. The TCP submitted with the application, is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Occupational Health and Safety. 9. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians. Provision is to be made for service vehicles, resident's vehicles etc to gain access to properties at all times. 10. A copy of the Council endorsed application, plans and permit must be held onsite and be available for inspection whilst the activity is being carried out. 11. The applicant shall contact Council for any extension of time required for the work prior to the original expiry date, or an additional application is required with full payment of applicable application fees. 12. The Applicant making the opening shall maintain it in a safe condition until temporary restoration is accepted by Council. 13. The Applicant must pay additional charges, in accordance with Council's current Fees & Charges, if Council's Officers determine the opening has exceeded the initial estimation or measurement. 14. The Applicant will be held responsible, and must pay additional charges in accordance with Council's current Fees & Charges, for all damage in the vicinity of their work and to restore the road to its original serviceability, unless the Applicant has reported the damage to Council in advance of commencing the work. Where applicable, a dilapidation report is to be submitted to Council showing existing damage or an inspection is to be arranged with Council prior to commencing any work. 15. The Applicant must conform with all the requirements of this agreement together with the conditions issued by Council with the Approved Permit. 16. The Applicant must abide by any other directions by NSW Police or Council. 				
Agreement and Declaration	<p>I/We will I (print name) have read, understood and agree to comply with the above conditions and the conditions of permit. I declare that all the information given is true and correct.</p> <p>Signed Applicant: Date:</p>				
OFFICE USE Cashier Code 556	<table border="1"> <tr> <td data-bbox="443 1464 730 1554">Amount Paid</td> <td data-bbox="730 1464 890 1554">Date</td> <td data-bbox="890 1464 1121 1554">Receipt Number</td> <td data-bbox="1121 1464 1359 1554">Approved by</td> </tr> </table>	Amount Paid	Date	Receipt Number	Approved by
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Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9716 1800.

Extract from Ashfield Council Fees & Charges 2013/14.					
TITLE OF FEE/CHARGE	GST Taxable	Fee	TITLE OF FEE/CHARGE	GST Taxable	Fee
Road Opening Permit Fee	N	\$113.00	Kerb & Gutter		
Road Pavement - Concrete			Establishment Fee	Y	\$135.00
Establishment Fee	Y	\$230.00	Standard Kerb & Gutter - per lin.m	Y	\$330.00
Concrete Road (225mm) - per m2	Y	\$603.00	Standard Kerb or Gutter Only - per lin.m	Y	\$210.00
Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
Road Pavement - Asphalt			Sandstone Kerbing & Rellevelling (using existing) - per lin.m	Y	POA
Establishment Fee	Y	\$230.00	Sandstone Kerbing & Rellevelling (new sandstone) - per lin.m	Y	POA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Fram Ramp, Standard Size - each	Y	\$1,320.00
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 10m2	Y	\$222.00	Driveways		
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
Footpath - Concrete			Residential (125mm, SL72) - per m2	Y	\$325.00
Establishment Fee	Y	\$135.00	Commercial (150mm, SL82) - per m2	Y	\$425.00
Concrete Footpath (75mm) - per m2 - up to 10m2	Y	\$280.00	Stormwater		
Concrete Footpath (75mm) - per m2 - greater than 10m2	Y	\$182.00	Establishment Fee	Y	\$135.00
Concrete Footpath (75mm) - per m2 - greater than 50m2	Y	\$165.00	Kerb Outlet (Concrete Kerb) - each	Y	\$210.00
Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	POA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Saw Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities / their nominated contractor		
Concrete Pavers on Road Base - Per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	POA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
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5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvagable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

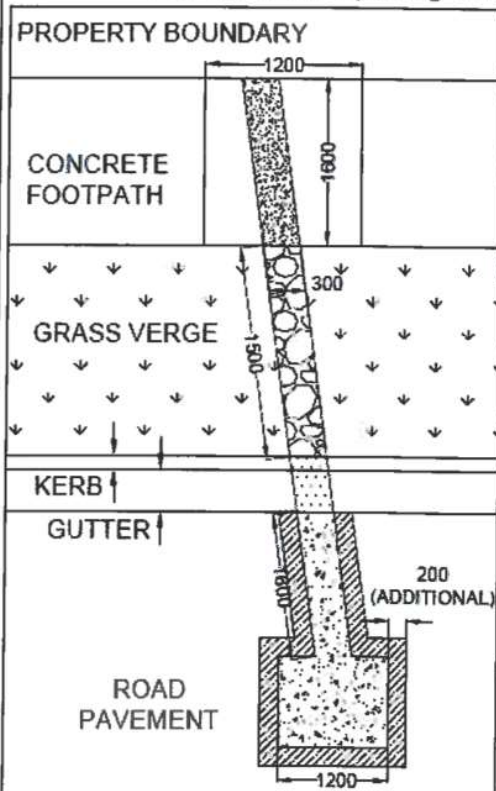
Examples for calculation of Fees & Charges for Road Openings.

EXAMPLE 1: Opening of footpath and concrete driveway.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Driveway establishment fee:	\$135.00
Driveway restoration fee:	
Area to nearest joint (sqm) x 325 (\$ per sqm)	
3m x 1.6m x 325 =	\$1560.00
Total fees:	\$2,480.60

EXAMPLE 2: Opening from footpath through to road.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Grass establishment fee:	\$135.00
Grass verge restoration fee:	
Area (sqm) x 85 (\$ per sqm)	
1.5m x 0.3m x 85 =	\$38.25
Kerb & Gutter establishment fee:	\$00.00
Kerb & Gutter restoration fee:	See cond 1 under Restoration Charges
Length (m) x 330 (\$ per m)	
1 m (minimum) x 330 =	\$330.00
Road establishment fee:	\$230.00
Road restoration fee:	
Area (sqm) x 295 (\$ per sqm)	
(1.4m x 0.7m) x 295 + (1.6m x 1.6m) x 295 =	\$1044.30
Total fees:	\$2,563.15

APPROVED: DJT
DATE: 03/01/14



ASHFIELD COUNCIL
EXAMPLES OF ROAD OPENING
RESTORATION FEES
CALCULATIONS

SCALE:
NTS
DRAWING NO.:





Kirsty Zarifopoulos
Senior Account Executive

Marsh Pty Ltd
ABN 86 004 651 512
727 Collins Street
MELBOURNE VIC 3008
GPO Box 1229
MELBOURNE VIC 3001
03 9603 2163 Fax 03 9670 8581
kirsty.zari@marsh.com
www.marsh.com.au

31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From: 4:00pm Local Time on 01/04/2016 To: 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

If this communication contains personal information we expect you to treat that information in accordance with the Australian Privacy Act 1988 (Cth) or equivalent. You must advise us if you cannot comply.

LEADERSHIP. KNOWLEDGE. SOLUTIONS...WORLDWIDE.







15 April 2016

**Road Opening Permit
Permit No: RR 32/2016**

Permit Location: Richard Murden Reserve, opposite 234 Hawthorne Parade, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 18 May 2016 to 26 May 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.
4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).

260 Liverpool Road Ashfield NSW 2131
PO Box 1145 Ashfield NSW 1500

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ASN 11211085531

Tel (02) 9716 1600
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info@ashfield.nsw.gov.au
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5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
9. The Applicant or Applicant's contractor shall pay for **any additional restoration charges** to satisfy the conditions specified herein in this permit or to restore adjoining or adjacent road assets as a consequence of the permitted works if Council's Restoration Supervisor determines that a larger opening has been made.
10. Footpath restoration areas are calculated between the control joints. Asphalt restoration areas are calculated as 0.2m additional from the damaged area.
11. The Applicant or Applicant's contractor shall make safe the footpath/roadway after completion of the work, as per Council's "Code for backfilling of Trenches", **and immediately telephone Council's Engineering Department on 9716 1845 or send an e-mail to this effect to info@ashfield.nsw.gov.au.**
12. The Applicant or Applicant's contractor shall ensure that no construction debris is left in Council's Road Reserve during all stages of work.
13. The Applicant or Applicant's contractor shall ensure that pedestrian access shall not be impeded and is maintained at all times. Failure to provide safe pedestrian access around the site may result in an immediate closure of the work area, the work area to be made **safe**, and infringement notices given.
14. A minimum unobstructed footpath width of 2.0 m shall be maintained at all times during the works for safe pedestrian access. For footpath occupation within a CBD area or high pedestrian activity area the minimum unobstructed footpath width shall be increased to the satisfaction of Council's Engineers, Rangers and/or Police.
15. The applicant is to adhere to any directions from Council, Police and RMS in relation to Traffic Management/Control for the development where and if considered necessary.
16. The applicant is to abide by any directions from Council's Engineers, Rangers and/or Police during the works.

250 Liverpool Road Ashfield NSW 2131
PO Box 1145 Ashfield NSW 1650

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www.ashfield.nsw.gov.au



17. A copy of this permit is to be held on site if questioned by any person or other authority.
18. This permit is valid on the condition that payment is received for the full amount listed.
19. **The Applicant or Applicant's contractor shall give a minimum one week notice if an extension for the permit is required.**

Yours faithfully,

300 Liverpool Road Ashfield NSW 2131
PO Box 1145 Ashfield NSW 1500

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Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

Introduction	<p>Approval may be given, in accordance with Section 138 & 139 of The Roads Act 1993, as amended. Please note this application form will not be processed unless all information is completed and payment is provided.</p> <p>This application must be used to apply for a road / footway opening permit when preparing to:</p> <ul style="list-style-type: none"> do any type of intrusive digging into a road or footway for utility service works; stormwater or sewer connection works and repairs; provide a temporary driveway to premises for residential or construction vehicle access; do any works involving approved upgrading of kerb & gutter, footways and roads. <p>**Refer to Ashfield Council's Fees & Charges 2013/14 for Permit Charges and additional conditions.**</p>																																				
Opening Details	<p>Location: <u>Richard Murden Reserve, Opp 234 Hawthorne Parade, Haberfield</u></p> <p>Applicant Name: <u>Erica Cammack</u> Licence No: _____</p> <p>Postal Address: <u>PO BOX Q410, QVB PO, SYDNEY NSW 1230</u></p> <p>Phone/Mobile: <u>02 8934 0195</u> Email: <u>erica.cammack@aeocom.com</u></p> <p>Is the work associated with; a Development Application? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Complying Development Certificate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Purpose for Road Opening: <u>Intrusive Geotechnical Investigation via drilling</u></p> <p>Provisional Dates: _____</p> <p>Date From: <u>18/05/2016</u> To: <u>26/05/2016</u> Proposed Times: <u>7am - 6pm</u></p>																																				
Dimensions, Quantity and Location of Opening	<table border="1"> <thead> <tr> <th>Item</th><th>Unit</th><th>Qty</th><th>Item</th><th>Unit</th><th>Qty</th></tr> </thead> <tbody> <tr> <td>Concrete footpath</td><td>[_ x _] m2</td><td></td><td>Residential driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Concrete road pavement</td><td>[_ x _] m2</td><td></td><td>Commercial driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Footpath pavers</td><td>[_ x _] m2</td><td></td><td>Kerb stormwater outlet</td><td>[_] no.</td><td></td></tr> <tr> <td>Kerb & gutter, layback</td><td>[_ x _] lin.m</td><td></td><td>Asphalt road pavement</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Grass verge</td><td><u>0.3</u> x <u>0.3</u> m2</td><td></td><td>Other</td><td></td><td></td></tr> </tbody> </table>	Item	Unit	Qty	Item	Unit	Qty	Concrete footpath	[_ x _] m2		Residential driveway	[_ x _] m2		Concrete road pavement	[_ x _] m2		Commercial driveway	[_ x _] m2		Footpath pavers	[_ x _] m2		Kerb stormwater outlet	[_] no.		Kerb & gutter, layback	[_ x _] lin.m		Asphalt road pavement	[_ x _] m2		Grass verge	<u>0.3</u> x <u>0.3</u> m2		Other		
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Cashier Code 556	<p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>																																				
Submission Requirements	<p>Council's acceptance of the application does not imply that a Permit will necessarily be granted in respect of the activity. A Permit may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason.</p> <p>The Applicant should provide the following information: Please <input checked="" type="checkbox"/> the information provided.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan or a sketch <input type="checkbox"/> A Certificate of Currency as evidence of holding Public Liability insurance valued at a minimum of \$20 million and suitable for the activity <input type="checkbox"/> A Traffic Control Plan is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. <p>** Permit will not be approved without the above information. **</p>																																				

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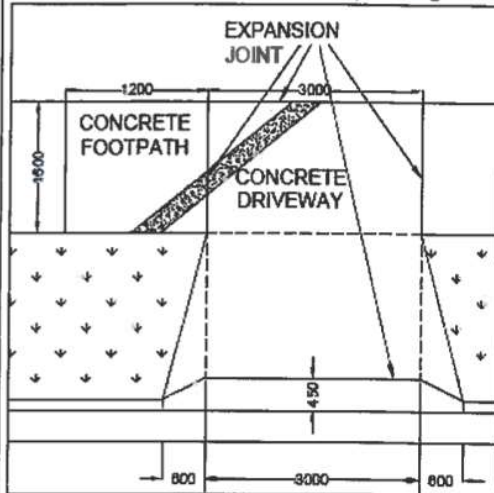
Permit Conditions	<ol style="list-style-type: none"> 1. Council will issue a permit/consent for the work within 10 (ten) working days, subject to Council's Engineer's satisfaction of the proposed works. 2. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information. 3. All fees in accordance with Council's current Fees & Charges must be paid when lodging this application. 4. The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). 5. The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial 1100 Before You Dig Service, Council's Fees & Charges and Permit Conditions, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity. 6. The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.3 – Traffic control devices for works on roads and Roads & Maritime Service's Traffic Control at Work Sites Manual Guidelines. 7. Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening. 8. Ashfield Council does NOT approve Traffic Control Plans. The TCP submitted with the application, is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Occupational Health and Safety. 9. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians. Provision is to be made for service vehicles, resident's vehicles etc to gain access to properties at all times. 10. A copy of the Council endorsed application, plans and permit must be held onsite and be available for inspection whilst the activity is being carried out. 11. The applicant shall contact Council for any extension of time required for the work prior to the original expiry date, or an additional application is required with full payment of applicable application fees. 12. The Applicant making the opening shall maintain it in a safe condition until temporary restoration is accepted by Council. 13. The Applicant must pay additional charges, in accordance with Council's current Fees & Charges, if Council's Officers determine the opening has exceeded the initial estimation or measurement. 14. The Applicant will be held responsible, and must pay additional charges in accordance with Council's current Fees & Charges, for all damage in the vicinity of their work and to restore the road to its original serviceability, unless the Applicant has reported the damage to Council in advance of commencing the work. Where applicable, a dilapidation report is to be submitted to Council showing existing damage or an inspection is to be arranged with Council prior to commencing any work. 15. The Applicant must conform with all the requirements of this agreement together with the conditions issued by Council with the Approved Permit. 16. The Applicant must abide by any other directions by NSW Police or Council. 				
Agreement and Declaration	<p>I/We will (print name) have read, understood and agree to comply with the above conditions and the conditions of permit. I declare that all the information given is true and correct.</p> <p>Signed Applicant: Date:</p>				
OFFICE USE Cashier Code 556	<table border="1"> <tr> <td data-bbox="451 1473 730 1559">Amount Paid</td> <td data-bbox="730 1473 890 1559">Date</td> <td data-bbox="890 1473 1121 1559">Receipt Number</td> <td data-bbox="1121 1473 1351 1559">Approved by</td> </tr> </table>	Amount Paid	Date	Receipt Number	Approved by
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Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9716 1800.

Extract from Ashfield Council Fees & Charges 2013/14.					
TITLE OF FEE/CHARGE	GST Taxable	Fee	TITLE OF FEE/CHARGE	GST Taxable	Fee
Road Opening Permit Fee	N	\$113.00	Kerb & Gutter		
Road Pavement - Concrete			Establishment Fee	Y	\$135.00
Establishment Fee	Y	\$230.00	Standard Kerb & Gutter - per lin.m	Y	\$330.00
Concrete Road (225mm) - per m2	Y	\$603.00	Standard Kerb or Gutter Only - per lin.m	Y	\$210.00
Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
Road Pavement - Asphalt			Sandstone Kerbing & Rellevelling (using existing) - per lin.m	Y	POA
Establishment Fee	Y	\$230.00	Sandstone Kerbing & Rellevelling (new sandstone) - per lin.m	Y	POA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Pram Ramp, Standard Size - each	Y	\$1,320.00
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 10m2	Y	\$222.00	Driveways		
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
Footpath - Concrete			Residential (125mm, SL72) - per m2	Y	\$325.00
Establishment Fee	Y	\$135.00	Commercial (150mm, SL82) - per m2	Y	\$425.00
Concrete Footpath (75mm) - per m2 - up to 10m2	Y	\$280.00	Stormwater		
Concrete Footpath (75mm) - per m2 - greater than 10m2	Y	\$182.00	Establishment Fee	Y	\$135.00
Concrete Footpath (75mm) - per m2 - greater than 50m2	Y	\$165.00	Kerb Outlet (Concrete Kerb) - each	Y	\$210.00
Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	POA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Saw Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities / their nominated contractor		
Concrete Pavers on Road Base - Per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	POA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges:					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
2) Night/Weekend Work: A surcharge of 30% of the scheduled fee is applied for night/weekend work due to the location (CBD/State/Regional Road) or if required by RMS.					
3) Traffic Control Costs: Traffic control costs may be applicable depending on the location and scope of works and are subject to confirmation at time of pricing.					
4) Quantity Based Rates: The above quantity based rates apply to individual openings/restorations. Multiple openings/restorations within the same proximity will be grouped together at the discretion of Council's Restorations Officer.					
5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvagable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

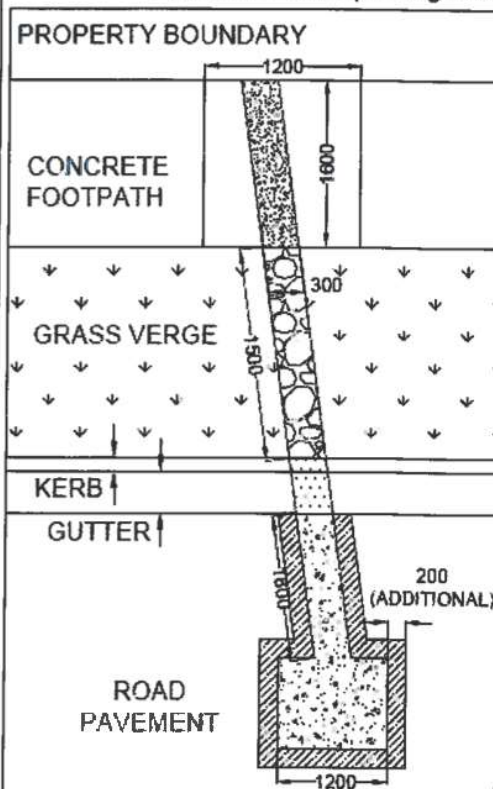
Examples for calculation of Fees & Charges for Road Openings.

EXAMPLE 1: Opening of footpath and concrete driveway.




Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Driveway establishment fee:	\$135.00
Driveway restoration fee:	
Area to nearest joint (sqm) x 325 (\$ per sqm)	
3m x 1.6m x 325 =	\$1560.00
Total fees:	\$2,480.60

EXAMPLE 2: Opening from footpath through to road.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Grass establishment fee:	\$135.00
Grass verge restoration fee:	
Area (sqm) x 85 (\$ per sqm)	
1.5m x 0.3m x 85 =	\$38.25
Kerb & Gutter establishment fee:	\$00.00
Kerb & Gutter restoration fee:	See cond.1 under Restoration Charges
Length (m) x 330 (\$ per m)	
1 m (minimum) x 330 =	\$330.00
Road establishment fee:	\$230.00
Road restoration fee:	
Area (sqm) x 295 (\$ per sqm)	
(1.4m x 0.7m) x 295 + (1.6m x 1.6m) x 295 =	\$1044.30
Total fees:	\$2,563.15

APPROVED: DJT	 ASHFIELD COUNCIL EXAMPLES OF ROAD OPENING RESTORATION FEES CALCULATIONS	SCALE: NTS
DATE: 03/01/14		DRAWING NO.:





Kirsty Zarifopoulos
Senior Account Executive

Marsh Pty Ltd
ABN 86 004 651 512
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GPO Box 1229
MELBOURNE VIC 3001
03 9603 2163 Fax 03 9670 8581
kirsty.zari@marsh.com
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31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From 4:00pm Local Time on 01/04/2016 To 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

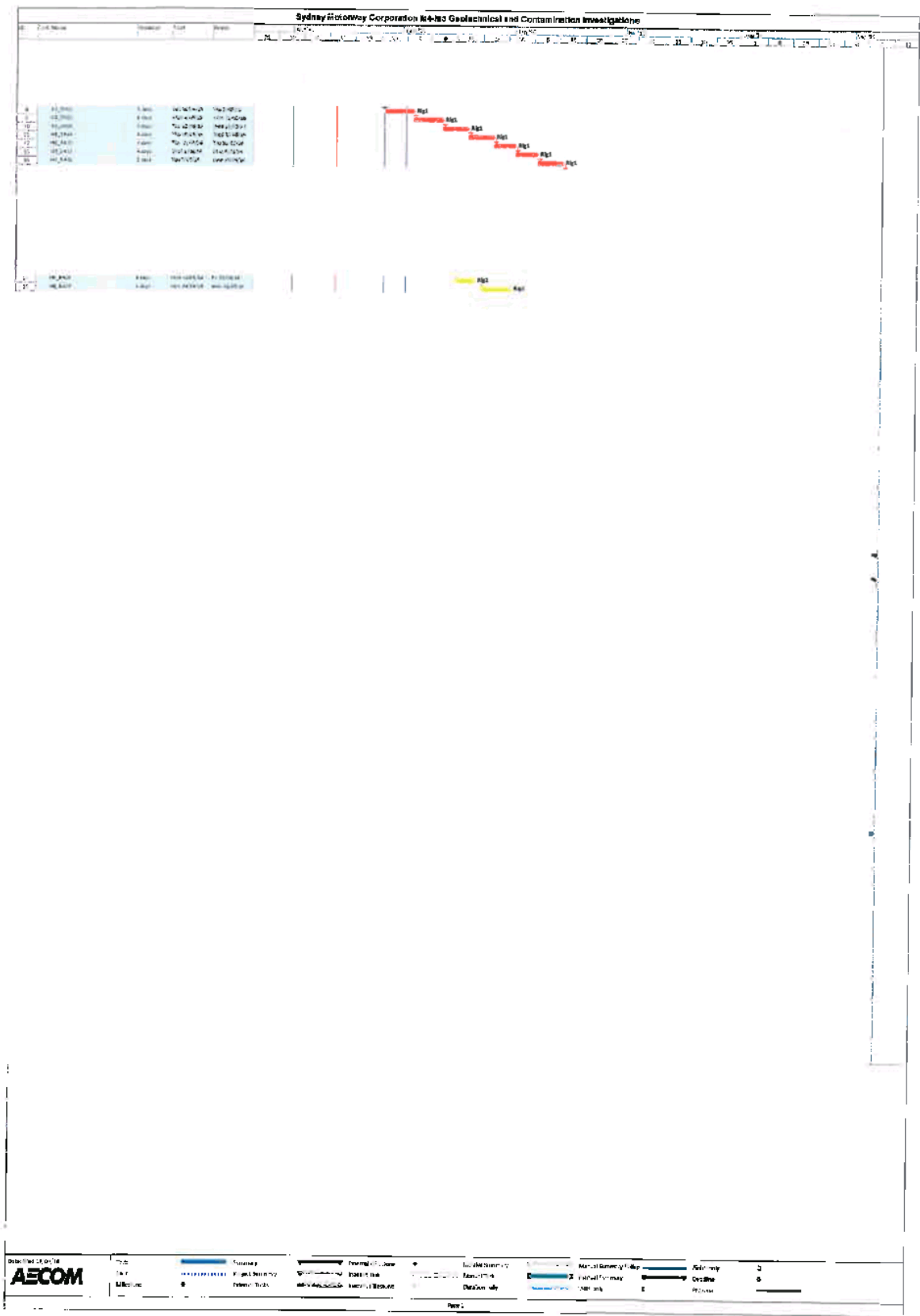
Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

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LEADERSHIP. KNOWLEDGE. SOLUTIONS...WORLDWIDE.







15 April 2016

**Road Opening Permit
Permit No: RR 34/2016**

Permit Location: Richard Murden Reserve, opposite Barton Ave, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 26 May 2016 to 31 May 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.
4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).

269 Liverpool Road Ashfield NSW 2131
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ARN 1121 1058561

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5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
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17. A copy of this permit is to be held on site if questioned by any person or other authority.
18. This permit is valid on the condition that payment is received for the full amount listed.
19. **The Applicant or Applicant's contractor shall give a minimum one week notice if an extension for the permit is required.**

Yours faithfully,



Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

Introduction	<p>Approval may be given, in accordance with Section 138 & 139 of The Roads Act 1993, as amended. Please note this application form will not be processed unless all information is completed and payment is provided.</p> <p>This application must be used to apply for a road / footway opening permit when preparing to:</p> <ul style="list-style-type: none"> do any type of intrusive digging into a road or footway for utility service works; stormwater or sewer connection works and repairs; provide a temporary driveway to premises for residential or construction vehicle access; do any works involving approved upgrading of kerb & gutter, footways and roads. <p>**Refer to Ashfield Council's Fees & Charges 2013/14 for Permit Charges and additional conditions.**</p>																																				
Opening Details	<p>Location: <u>Richard Murden Reserve, Opp Barton Ave, Haberfield</u></p> <p>Applicant Name: <u>Erica Cammack</u> Licence No: _____</p> <p>Postal Address: <u>PO BOX Q410, QVB PO, SYDNEY NSW 1230</u></p> <p>Phone/Mobile: <u>02 8934 0195</u> Email: <u>erica.cammack@aecom.com</u></p> <p>Is the work associated with; a Development Application? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Complying Development Certificate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Purpose for Road Opening: <u>Intrusive Geotechnical Investigation via drilling</u></p> <p>Provisional Dates: Date From: <u>26/05/2016</u> To: <u>31/05/2016</u> Proposed Times: <u>7am - 6pm</u></p>																																				
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Cashier Code 556	<p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>																																				
Submission Requirements	<p>Council's acceptance of the application does not imply that a Permit will necessarily be granted in respect of the activity. A Permit may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason.</p> <p>The Applicant should provide the following information: Please <input checked="" type="checkbox"/> the information provided.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan or a sketch <input type="checkbox"/> A Certificate of Currency as evidence of holding Public Liability insurance valued at a minimum of \$20 million and suitable for the activity <input type="checkbox"/> A Traffic Control Plan is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. <p>** Permit will not be approved without the above information. **</p>																																				

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Permit Conditions	<ol style="list-style-type: none"> 1. Council will issue a permit/consent for the work within 10 (ten) working days, subject to Council's Engineer's satisfaction of the proposed works. 2. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information. 3. All fees in accordance with Council's current Fees & Charges must be paid when lodging this application. 4. The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). 5. The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial 1100 Before You Dig Service, Council's Fees & Charges and Permit Conditions, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity. 6. The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.3 – Traffic control devices for works on roads and Roads & Maritime Service's Traffic Control at Work Sites Manual Guidelines. 7. Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening. 8. Ashfield Council does NOT approve Traffic Control Plans. The TCP submitted with the application, is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Occupational Health and Safety. 9. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians. Provision is to be made for service vehicles, resident's vehicles etc to gain access to properties at all times. 10. A copy of the Council endorsed application, plans and permit must be held onsite and be available for inspection whilst the activity is being carried out. 11. The applicant shall contact Council for any extension of time required for the work prior to the original expiry date, or an additional application is required with full payment of applicable application fees. 12. The Applicant making the opening shall maintain it in a safe condition until temporary restoration is accepted by Council. 13. The Applicant must pay additional charges, in accordance with Council's current Fees & Charges, if Council's Officers determine the opening has exceeded the initial estimation or measurement. 14. The Applicant will be held responsible, and must pay additional charges in accordance with Council's current Fees & Charges, for all damage in the vicinity of their work and to restore the road to its original serviceability, unless the Applicant has reported the damage to Council in advance of commencing the work. Where applicable, a dilapidation report is to be submitted to Council showing existing damage or an inspection is to be arranged with Council prior to commencing any work. 15. The Applicant must conform with all the requirements of this agreement together with the conditions issued by Council with the Approved Permit. 16. The Applicant must abide by any other directions by NSW Police or Council. 				
Agreement and Declaration	<p>I/We will I (print name) have read, understood and agree to comply with the above conditions and the conditions of permit . I declare that all the information given is true and correct.</p> <p>Signed Applicant: Date:</p>				
OFFICE USE Cashier Code 556	<table border="1"> <tr> <td data-bbox="451 1469 730 1556">Amount Paid</td> <td data-bbox="730 1469 890 1556">Date</td> <td data-bbox="890 1469 1121 1556">Receipt Number</td> <td data-bbox="1121 1469 1353 1556">Approved by</td> </tr> </table>	Amount Paid	Date	Receipt Number	Approved by
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Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9716 1600.

Extract from Ashfield Council Fees & Charges 2013/14.					
TITLE OF FEE/CHARGE	GST Taxable	Fee	TITLE OF FEE/CHARGE	GST Taxable	Fee
Road Opening Permit Fee	N	\$113.00	Kerb & Gutter		
Road Pavement - Concrete			Establishment Fee	Y	\$135.00
Establishment Fee	Y	\$230.00	Standard Kerb & Gutter - per lin.m	Y	\$330.00
Concrete Road (225mm) - per m2	Y	\$603.00	Standard Kerb or Gutter Only - per lin.m	Y	\$210.00
Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
Road Pavement - Asphalt			Sandstone Kerbing & Releveling (using existing) - per lin.m	Y	POA
Establishment Fee	Y	\$230.00	Sandstone Kerbing & Releveling (new sandstone) - per lin.m	Y	POA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Pram Ramp, Standard Size - each	Y	\$1,320.00
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 10m2	Y	\$222.00	Driveways		
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
Footpath - Concrete			Residential (125mm, SL72) - per m2	Y	\$325.00
Establishment Fee	Y	\$135.00	Commercial (150mm, SL82) - per m2	Y	\$425.00
Concrete Footpath (75mm) - per m2 - up to 10m2	Y	\$280.00	Stormwater		
Concrete Footpath (75mm) - per m2 - greater than 10m2	Y	\$182.00	Establishment Fee	Y	\$135.00
Concrete Footpath (75mm) - per m2 - greater than 50m2	Y	\$165.00	Kerb Outlet (Concrete Kerb) - each	Y	\$210.00
Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	POA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Saw Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities / their nominated contractor		
Concrete Pavers on Road Base - per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	POA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges:					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
2) Night/Weekend Work: A surcharge of 30% of the scheduled fee is applied for night/weekend work due to the location (CBD/State/Regional Road) or if required by RMS.					
3) Traffic Control Costs: Traffic control costs may be applicable depending on the location and scope of works and are subject to confirmation at time of pricing.					
4) Quantity Based Rates: The above quantity based rates apply to individual openings/restorations. Multiple openings/restorations within the same proximity will be grouped together at the discretion of Council's Restorations Officer.					
5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvagable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

EXAMPLE 1: Opening of footpath and concrete driveway.



<u>Road opening permit fee:</u>	\$113.00
<u>Concrete establishment fee:</u>	\$135.00
<u>Concrete footpath restoration fee:</u>	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x \$280 =	\$537.60
<u>Grass establishment fee:</u>	\$135.00
<u>Grass verge restoration fee:</u>	
Area (sqm) x 85 (\$ per sqm)	
1.5m x 0.3m x \$85 =	\$38.25
<u>Kerb & Gutter establishment fee:</u>	\$00.00
<u>Kerb & Gutter restoration fee:</u>	See cond.1 under Restoration Charges
Length (m) x 330 (\$ per m)	
1 m (minimum) x \$330 =	\$330.00
<u>Road establishment fee:</u>	\$230.00
<u>Road restoration fee:</u>	
Area (sqm) x 295 (\$ per sqm)	
(1.4m x 0.7m) x \$295 + (1.6m x 1.6m) x \$295 =	\$1044.30
<u>Total fees:</u>	\$2,563.15

SCALE:
NTS

DRAWING NO.:





Kirsty Zarifopoulos
Senior Account Executive

Marsh Pty Ltd
ABN 86 004 651 512
727 Collins Street
MELBOURNE VIC 3008
GPO Box 1229
MELBOURNE VIC 3001
03 9603 2163 Fax 03 9670 8581
kirsty.zari@marsh.com
www.marsh.com.au

31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From 4:00pm Local Time on 01/04/2016 To 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

If this communication contains personal information we expect you to treat that information in accordance with the Australian Privacy Act 1988 (Cth) or equivalent. You must advise us if you cannot comply.

LEADERSHIP, KNOWLEDGE, SOLUTIONS...WORLDWIDE.







15 April 2016

**Road Opening Permit
Permit No: RR 35/2016**

Permit Location: Richard Murden Reserve, opposite 220 Hawthorne Parade, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 01 June 2016 to 06 June 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.
4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).

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5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
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Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

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Cashier Code 556	<p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>																																									
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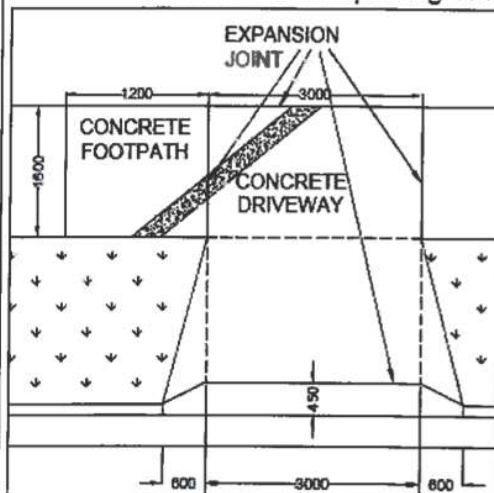
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Agreement and Declaration	<p>I/We will I (print name) have read, understood and agree to comply with the above conditions and the conditions of permit. I declare that all the information given is true and correct.</p> <p>Signed Applicant: Date:</p>				
OFFICE USE Cashier Code 556	<table border="1"> <tr> <td data-bbox="451 1462 730 1556">Amount Paid</td> <td data-bbox="730 1462 890 1556">Date</td> <td data-bbox="890 1462 1121 1556">Receipt Number</td> <td data-bbox="1121 1462 1351 1556">Approved by</td> </tr> </table>	Amount Paid	Date	Receipt Number	Approved by
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Privacy Notification: The personal information you have supplied on this form assists Council Officers in determining your application. The supply of information is voluntary. If you do not provide all details requested, Council may be unable to process your application. The details you provide are stored at Council Offices and are not made publicly available. For more information about your privacy please contact Ashfield Council on 9716 1800.

Extract from Ashfield Council Fees & Charges 2013/14.					
TITLE OF FEE/CHARGE	GST Taxable	Fee	TITLE OF FEE/CHARGE	GST Taxable	Fee
Road Opening Permit Fee	N	\$113.00	Kerb & Gutter		
Road Pavement - Concrete			Establishment Fee	Y	\$135.00
Establishment Fee	Y	\$230.00	Standard Kerb & Gutter - per lin.m	Y	\$330.00
Concrete Road (225mm) - per m2	Y	\$603.00	Standard Kerb or Gutter Only - per lin.m	Y	\$210.00
Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
Road Pavement - Asphalt			Sandstone Kerbing & Releveling (using existing) - per lin.m	Y	POA
Establishment Fee	Y	\$230.00	Sandstone Kerbing & Releveling (new sandstone) - per lin.m	Y	POA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Fram Ramp, Standard Size - each	Y	\$1,320.00
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 10m2	Y	\$222.00	Driveways		
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
Footpath - Concrete			Residential (125mm, SL72) - per m2	Y	\$325.00
Establishment Fee	Y	\$135.00	Commercial (150mm, SL82) - per m2	Y	\$425.00
Concrete Footpath (75mm) - per m2 - up to 10m2	Y	\$280.00	Stormwater		
Concrete Footpath (75mm) - per m2 - greater than 10m2	Y	\$182.00	Establishment Fee	Y	\$135.00
Concrete Footpath (75mm) - per m2 - greater than 50m2	Y	\$165.00	Kerb Outlet (Concrete Kerb) - each	Y	\$210.00
Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	POA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Saw Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities / their nominated contractor		
Concrete Pavers on Road Base - per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	POA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges:					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
2) Night/Weekend Work: A surcharge of 30% of the scheduled fee is applied for night/weekend work due to the location (CBD/State/Regional Road) or if required by RMS.					
3) Traffic Control Costs: Traffic control costs may be applicable depending on the location and scope of works and are subject to confirmation at time of pricing.					
4) Quantity Based Rates: The above quantity based rates apply to individual openings/restorations. Multiple openings/restorations within the same proximity will be grouped together at the discretion of Council's Restorations Officer.					
5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvageable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

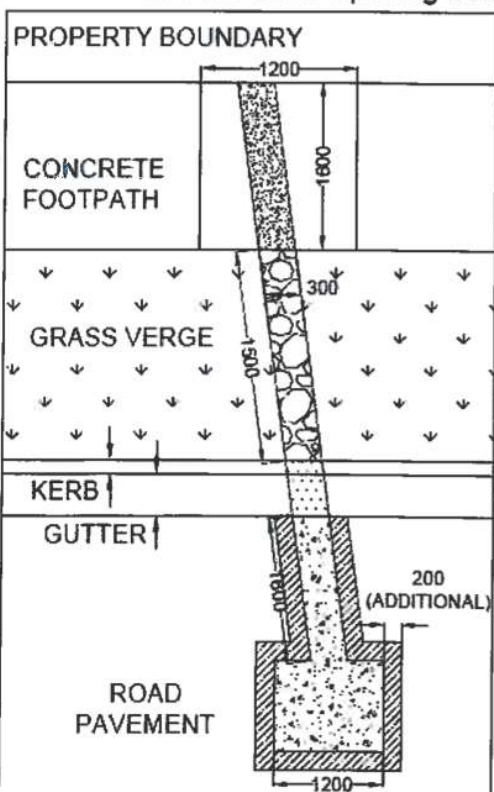
Examples for calculation of Fees & Charges for Road Openings.

EXAMPLE 1: Opening of footpath and concrete driveway.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Driveway establishment fee:	\$135.00
Driveway restoration fee:	
Area to nearest joint (sqm) x 325 (\$ per sqm)	
3m x 1.6m x 325 =	\$1560.00
Total fees:	\$2,480.60

EXAMPLE 2: Opening from footpath through to road.



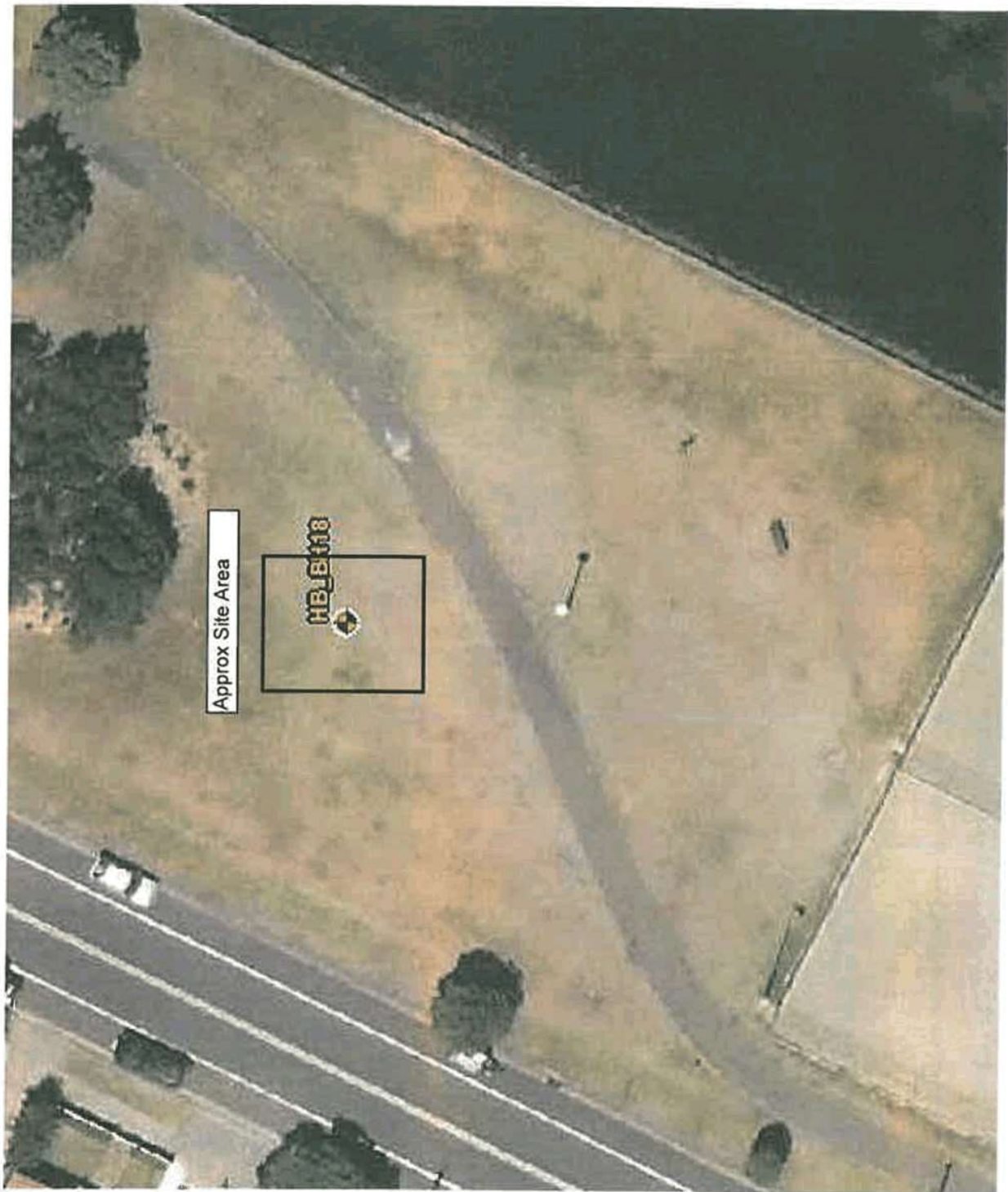
Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Grass establishment fee:	\$135.00
Grass verge restoration fee:	
Area (sqm) x 85 (\$ per sqm)	
1.5m x 0.3m x 85 =	\$38.25
Kerb & Gutter establishment fee:	\$00.00
Kerb & Gutter restoration fee:	See cond.1 under Restoration Charges
Length (m) x 330 (\$ per m)	
1 m (minimum) x 330 =	\$330.00
Road establishment fee:	\$230.00
Road restoration fee:	
Area (sqm) x 295 (\$ per sqm)	
(1.4m x 0.7m) x 295 + (1.6m x 1.6m) x 295 =	\$1044.30
Total fees:	\$2,563.15

APPROVED: DJT
DATE: 03/01/14



ASHFIELD COUNCIL
EXAMPLES OF ROAD OPENING
RESTORATION FEES
CALCULATIONS

SCALE:
NTS
DRAWING NO.:





Kirsty Zarifopoulos
Senior Account Executive

Marsh Pty Ltd
ABN 86 004 651 512
727 Collins Street
MELBOURNE VIC 3008
GPO Box 1229
MELBOURNE VIC 3001
03 9603 2163 Fax 03 9670 8581
kirsty.zari@marsh.com
www.marsh.com.au

31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From 4:00pm Local Time on 01/04/2016 To 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

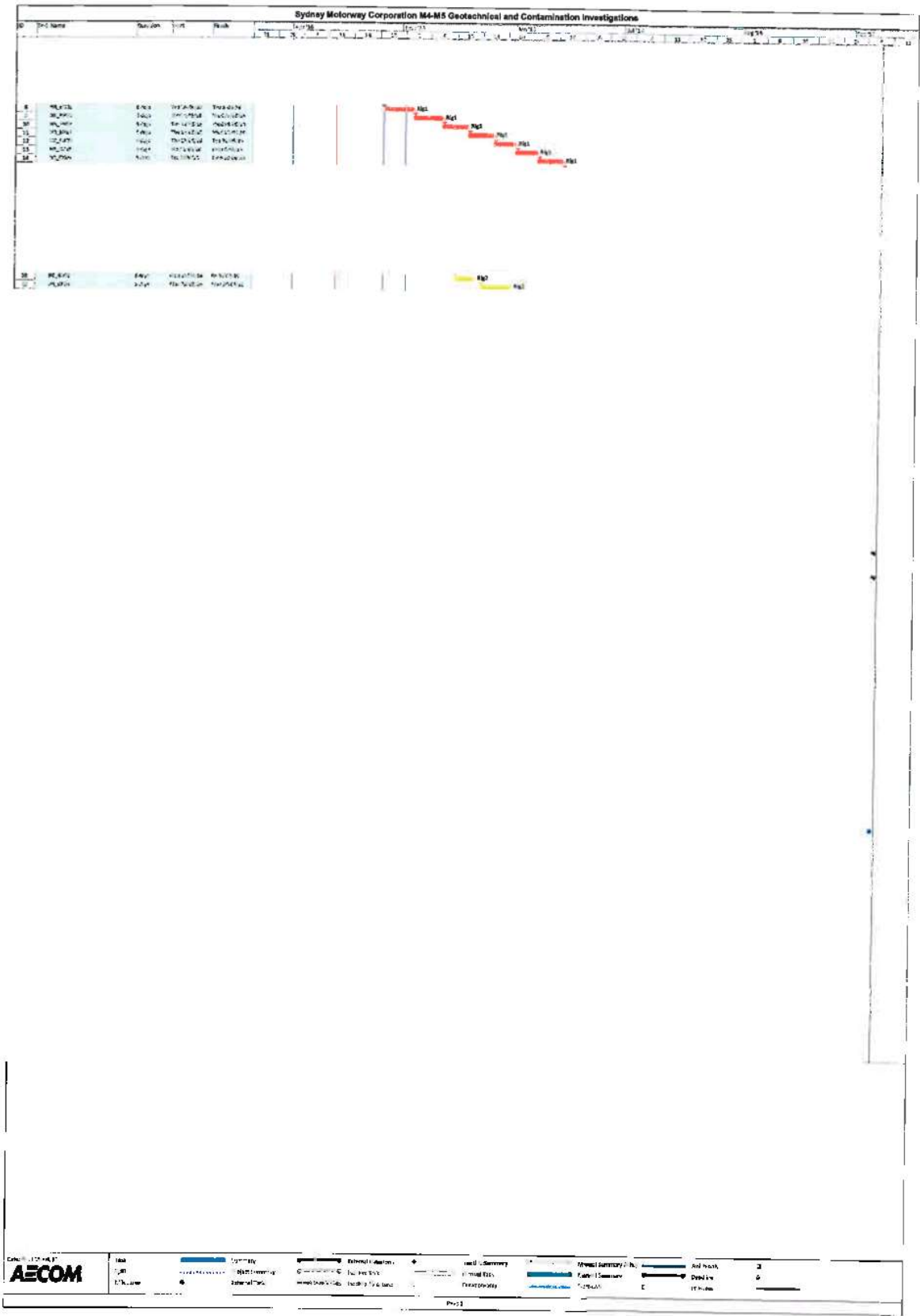
Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

If this communication contains personal information we expect you to treat that information in accordance with the Australian Privacy Act 1988 (Cth) or equivalent. You must advise us if you cannot comply.

LEADERSHIP, KNOWLEDGE, SOLUTIONS...WORLDWIDE.







15 April 2016

**Road Opening Permit
Permit No: RR 36/2016**

Permit Location: Richard Murden Reserve, opposite 260 Hawthorne Parade, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 13 June 2016 to 20 June 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.
4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).

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5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
9. The Applicant or Applicant's contractor shall pay for **any additional restoration charges** to satisfy the conditions specified herein in this permit or to restore adjoining or adjacent road assets as a consequence of the permitted works if Council's Restoration Supervisor determines that a larger opening has been made.
10. Footpath restoration areas are calculated between the control joints. Asphalt restoration areas are calculated as 0.2m additional from the damaged area.
11. The Applicant or Applicant's contractor shall make safe the footpath/roadway after completion of the work, as per Council's "Code for backfilling of Trenches", and **immediately telephone Council's Engineering Department on 9716 1845 or send an e-mail to this effect to info@ashfield.nsw.gov.au**.
12. The Applicant or Applicant's contractor shall ensure that no construction debris is left in Council's Road Reserve during all stages of work.
13. The Applicant or Applicant's contractor shall ensure that pedestrian access shall not be impeded and is maintained at all times. Failure to provide safe pedestrian access around the site may result in an immediate closure of the work area, the work area to be made safe, and infringement notices given.
14. A minimum unobstructed footpath width of 2.0 m shall be maintained at all times during the works for safe pedestrian access. For footpath occupation within a CBD area or high pedestrian activity area the minimum unobstructed footpath width shall be increased to the satisfaction of Council's Engineers, Rangers and/or Police.
15. The applicant is to adhere to any directions from Council, Police and RMS in relation to Traffic Management/Control for the development where and if considered necessary.
16. The applicant is to abide by any directions from Council's Engineers, Rangers and/or Police during the works.

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17. A copy of this permit is to be held on site if questioned by any person or other authority.
18. This permit is valid on the condition that payment is received for the full amount listed.
19. **The Applicant or Applicant's contractor shall give a minimum one week notice if an extension for the permit is required.**

Yours faithfully,

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Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

Introduction	<p>Approval may be given, in accordance with Section 138 & 139 of The Roads Act 1993, as amended. Please note this application form will not be processed unless all information is completed and payment is provided.</p> <p>This application must be used to apply for a road / footway opening permit when preparing to:</p> <ul style="list-style-type: none"> do any type of intrusive digging into a road or footway for utility service works; stormwater or sewer connection works and repairs; provide a temporary driveway to premises for residential or construction vehicle access; do any works involving approved upgrading of kerb & gutter, footways and roads. <p>**Refer to Ashfield Council's Fees & Charges 2013/14 for Permit Charges and additional conditions.**</p>																																				
Opening Details	<p>Location: <u>Richard Murden Reserve, Opp 260 Hawthorne Parade, Haberfield</u></p> <p>Applicant Name: <u>Erica Cammack</u> Licence No: _____</p> <p>Postal Address: <u>PO BOX Q410, QVB PO, SYDNEY NSW 1230</u></p> <p>Phone/Mobile: <u>02 8934 0195</u> Email: <u>erica.cammack@aecom.com</u></p> <p>Is the work associated with; a Development Application? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Complying Development Certificate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Purpose for Road Opening: <u>Intrusive Geotechnical Investigation via drilling</u></p> <p>Provisional Dates: _____</p> <p>Date From: <u>13/06/2016</u> To: <u>20/06/2016</u> Proposed Times: <u>7am - 6pm</u></p>																																				
Dimensions, Quantity and Location of Opening	<table border="1"> <thead> <tr> <th>Item</th><th>Unit</th><th>Qty</th><th>Item</th><th>Unit</th><th>Qty</th></tr> </thead> <tbody> <tr> <td>Concrete footpath</td><td>[_ x _] m2</td><td></td><td>Residential driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Concrete road pavement</td><td>[_ x _] m2</td><td></td><td>Commercial driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Footpath pavers</td><td>[_ x _] m2</td><td></td><td>Kerb stormwater outlet</td><td>[_] no.</td><td></td></tr> <tr> <td>Kerb & gutter, layback</td><td>[_ x _] lin.m</td><td></td><td>Asphalt road pavement</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Grass verge</td><td><u>0.3</u> x <u>0.3</u> m2</td><td></td><td>Other</td><td></td><td></td></tr> </tbody> </table> <p>Cashier Code 556</p> <p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>	Item	Unit	Qty	Item	Unit	Qty	Concrete footpath	[_ x _] m2		Residential driveway	[_ x _] m2		Concrete road pavement	[_ x _] m2		Commercial driveway	[_ x _] m2		Footpath pavers	[_ x _] m2		Kerb stormwater outlet	[_] no.		Kerb & gutter, layback	[_ x _] lin.m		Asphalt road pavement	[_ x _] m2		Grass verge	<u>0.3</u> x <u>0.3</u> m2		Other		
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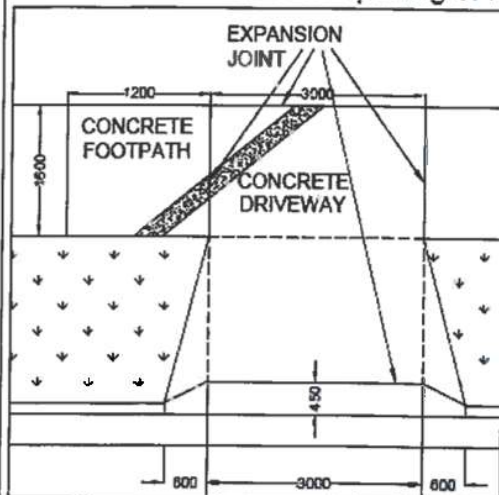
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Agreement and Declaration	<p>I/We will I (print name) have read, understood and agree to comply with the above conditions and the conditions of permit. I declare that all the information given is true and correct.</p> <p>Signed Applicant: Date:</p>				
OFFICE USE Cashier Code 556	<table border="1"> <tr> <td data-bbox="448 1464 730 1554">Amount Paid</td> <td data-bbox="730 1464 890 1554">Date</td> <td data-bbox="890 1464 1118 1554">Receipt Number</td> <td data-bbox="1118 1464 1359 1554">Approved by</td> </tr> </table>	Amount Paid	Date	Receipt Number	Approved by
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Extract from Ashfield Council Fees & Charges 2013/14.					
TITLE OF FEE/CHARGE	GST Taxable	Fee	TITLE OF FEE/CHARGE	GST Taxable	Fee
Road Opening Permit Fee	N	\$113.00	Kerb & Gutter		
Road Pavement - Concrete			Establishment Fee	Y	\$135.00
Establishment Fee	Y	\$230.00	Standard Kerb & Gutter - per lin.m	Y	\$330.00
Concrete Road (225mm) - per m2	Y	\$603.00	Standard Kerb or Gutter Only - per lin.m	Y	\$210.00
Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
Road Pavement - Asphalt			Sandstone Kerbing & Releveling (using existing) - per lin.m	Y	FOA
Establishment Fee	Y	\$230.00	Sandstone Kerbing & Releveling (new sandstone) - per lin.m	Y	FOA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Fram Ramp, Standard Size - each	Y	\$1,320.00
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 10m2	Y	\$222.00	Driveways		
Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
Footpath - Concrete			Residential (125mm, SL72) - per m2	Y	\$325.00
Establishment Fee	Y	\$135.00	Commercial (160mm, SL82) - per m2	Y	\$425.00
Concrete Footpath (75mm) - per m2 - up to 10m2	Y	\$280.00	Stormwater		
Concrete Footpath (75mm) - per m2 - greater than 10m2	Y	\$182.00	Establishment Fee	Y	\$135.00
Concrete Footpath (75mm) - per m2 - greater than 50m2	Y	\$165.00	Kerb Outlet (Concrete Kerb) - each	Y	\$210.00
Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	FOA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Saw Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities / their nominated contractor		
Concrete Pavers on Road Base - per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	FOA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges:					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
2) Night/Weekend Work: A surcharge of 30% of the scheduled fee is applied for night/weekend work due to the location (CBD/State/Regional Road) or if required by RMS.					
3) Traffic Control Costs: Traffic control costs may be applicable depending on the location and scope of works and are subject to confirmation at time of pricing.					
4) Quantity Based Rates: The above quantity based rates apply to individual openings/restorations. Multiple openings/restorations within the same proximity will be grouped together at the discretion of Council's Restorations Officer.					
5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvagable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

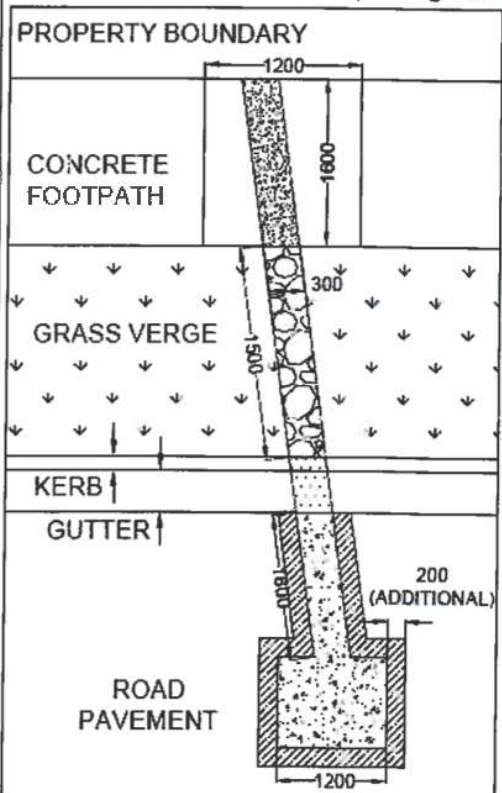
Examples for calculation of Fees & Charges for Road Openings.

EXAMPLE 1: Opening of footpath and concrete driveway.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Driveway establishment fee:	\$135.00
Driveway restoration fee:	
Area to nearest joint (sqm) x 325 (\$ per sqm)	
3m x 1.6m x 325 =	\$1560.00
Total fees:	\$2,480.60

EXAMPLE 2: Opening from footpath through to road.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Grass establishment fee:	\$135.00
Grass verge restoration fee:	
Area (sqm) x 85 (\$ per sqm)	
1.5m x 0.3m x 85 =	\$38.25
Kerb & Gutter establishment fee:	\$00.00
Kerb & Gutter restoration fee:	See cond. 1 under Restoration Charges
Length (m) x 330 (\$ per m)	
1 m (minimum) x 330 =	\$330.00
Road establishment fee:	\$230.00
Road restoration fee:	
Area (sqm) x 295 (\$ per sqm)	
(1.4m x 0.7m) x 295 + (1.6m x 1.6m) x 295 =	\$1044.30
Total fees:	\$2,563.15

APPROVED: DJT
DATE: 03/01/14



ASHFIELD COUNCIL
EXAMPLES OF ROAD OPENING
RESTORATION FEES
CALCULATIONS

SCALE:
NTS
DRAWING NO.:





Kirsty Zarifopoulos
Senior Account Executive

Marsh Pty Ltd
ABN 86 004 651 512
727 Collins Street
MELBOURNE VIC 3008
GPO Box 1229
MELBOURNE VIC 3001
03 9603 2163 Fax 03 9670 8581
kirsty.zari@marsh.com
www.marsh.com.au

31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From 4:00pm Local Time on 01/04/2016 To 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

If this communication contains personal information we expect you to treat that information in accordance with the Australian Privacy Act 1988 (Cth) or equivalent. You must advise us if you cannot comply.

LEADERSHIP, KNOWLEDGE, SOLUTIONS...WORLDWIDE.







15 April 2016

**Road Opening Permit
Permit No: RR 33/2016**

Permit Location: Richard Murden Reserve, opposite 220 Hawthorne Parade, Haberfield
Purpose: Intrusive Geotechnical Investigation via drilling
Contact details: Erica Cammack – 02 8934 0195
Approved dates: 19 May 2016 to 25 May 2016
Approved times: 7:00 am – 6:00 pm

List of approved plans, attachments & specifications:

1. Application.
2. Certificate of currency – Public Liability.
3. Site plan/sketch.

Summary of Council fees and charges:

Description	Quantity	Total	GST Taxable	Code
Road opening permit fee		\$00.00		
Total fees required		\$00.00		

Permit issued under Section 138 & 139 of the Roads Act 1993 subject to the following conditions:

1. Prior to placement (if applicable) of any crane/heavy plant on Council's nature strip, footpath or kerb, the Applicant shall notify Council in writing with photographic record of any existing damages to Council's assets fronting the property and the immediate adjoining properties. Failure to do so will result in the Applicant being liable for any construction related damages to these areas.
2. The Applicant or Applicant's contractor shall provide adequate traffic control measures during all stages of the work in accordance with the requirements of the Australian Standard AS 1742.3 – Traffic control devices for works on roads.
3. The applicant shall be responsible to notify affected residents in the street (within 50-100m of the site) at least two days prior to undertaking the works, and arrange for any vehicles to be removed in the course of the works, prior to advising Council.
4. The Applicant or Applicant's contractor shall ensure that all works carried out comply with the submitted Traffic Control Plan (TCP).

260 Liverpool Road Ashfield NSW 2131
PO Box 1145 Ashfield NSW 1800

DX 21221 Ashfield
ABN 11211068961

Tel (02) 9716 1800
Fax (02) 9716 1911

info@ashfield.nsw.gov.au
www.ashfield.nsw.gov.au



5. For works occurring on the roadway with consequent interruptions to traffic, the applicant is to advise the local Police Traffic Sergeant at Ashfield Police Station, (phone: 9797 4150), and obtain an acknowledgment for the traffic control, once the permit has been received. A copy must be forwarded to Council prior to implementing the traffic control.
6. All conditions of this Permit and the requirements of Work Cover Authority NSW, and NSW Dial 1100 Before You Dig Service applicable to this application are also to be complied with.
7. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA Environmental Noise Control Manual Chapter 171.
8. The Applicant or Applicant's contractor shall indemnify Council against all loss of or damage to the property of others and injury or death to any persons which may arise out of or in consequence of the carrying out of the work and against all claims, demands, proceedings, cost charges and expenses whatsoever in respect thereof or in relation thereto. In this regard, the Applicant shall take out a public liability policy at the Applicant's own expense during the currency of the works in the sum of not less than twenty million dollars (\$20,000,000).
9. The Applicant or Applicant's contractor shall pay for **any additional restoration charges** to satisfy the conditions specified herein in this permit or to restore adjoining or adjacent road assets as a consequence of the permitted works if Council's Restoration Supervisor determines that a larger opening has been made.
10. Footpath restoration areas are calculated between the control joints. Asphalt restoration areas are calculated as 0.2m additional from the damaged area.
11. The Applicant or Applicant's contractor shall make safe the footpath/roadway after completion of the work, as per Council's "Code for backfilling of Trenches", **and immediately telephone Council's Engineering Department on 9716 1845 or send an e-mail to this effect to info@ashfield.nsw.gov.au.**
12. The Applicant or Applicant's contractor shall ensure that no construction debris is left in Council's Road Reserve during all stages of work.
13. The Applicant or Applicant's contractor shall ensure that pedestrian access shall not be impeded and is maintained at all times. Failure to provide safe pedestrian access around the site may result in an immediate closure of the work area, the work area to be made safe, and infringement notices given.
14. A minimum unobstructed footpath width of 2.0 m shall be maintained at all times during the works for safe pedestrian access. For footpath occupation within a CBD area or high pedestrian activity area the minimum unobstructed footpath width shall be increased to the satisfaction of Council's Engineers, Rangers and/or Police.
15. The applicant is to adhere to any directions from Council, Police and RMS in relation to Traffic Management/Control for the development where and if considered necessary.
16. The applicant is to abide by any directions from Council's Engineers, Rangers and/or Police during the works.

260 Liverpool Road Ashfield NSW 2131
PO Box 1145 Ashfield NSW 1500

DX 21221 Ashfield
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17. A copy of this permit is to be held on site if questioned by any person or other authority.
18. This permit is valid on the condition that payment is received for the full amount listed.
19. **The Applicant or Applicant's contractor shall give a minimum one week notice if an extension for the permit is required.**

Yours faithfully,



Ashfield Council

Road Opening Permit Application

CASHIER CLOSSES AT 4.00PM MONDAY - FRIDAY

Introduction	<p>Approval may be given, in accordance with Section 138 & 139 of The Roads Act 1993, as amended. Please note this application form will not be processed unless all information is completed and payment is provided.</p> <p>This application must be used to apply for a road / footway opening permit when preparing to:</p> <ul style="list-style-type: none"> do any type of intrusive digging into a road or footway for utility service works; stormwater or sewer connection works and repairs; provide a temporary driveway to premises for residential or construction vehicle access; do any works involving approved upgrading of kerb & gutter, footways and roads. <p>**Refer to Ashfield Council's Fees & Charges 2013/14 for Permit Charges and additional conditions.**</p>																																				
Opening Details	<p>Location: <u>Richard Murden Reserve, Opp 220 Hawthorne Parade, Haberfield</u></p> <p>Applicant Name: <u>Erica Cammack</u> Licence No: _____</p> <p>Postal Address: <u>PO BOX Q410, QVB PO, SYDNEY NSW 1230</u></p> <p>Phone/Mobile: <u>02 8934 0195</u> Email: <u>erica.cammack@aecom.com</u></p> <p>Is the work associated with; a Development Application? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Complying Development Certificate? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Number: _____</p> <p>Purpose for Road Opening: <u>Intrusive Geotechnical Investigation via drilling</u></p> <p>Provisional Dates: _____</p> <p>Date From: <u>19/05/2016</u> To: <u>25/05/2016</u> Proposed Times: <u>7am - 6pm</u></p>																																				
Dimensions, Quantity and Location of Opening	<table border="1"> <thead> <tr> <th>Item</th><th>Unit</th><th>Qty</th><th>Item</th><th>Unit</th><th>Qty</th></tr> </thead> <tbody> <tr> <td>Concrete footpath</td><td>[_ x _] m2</td><td></td><td>Residential driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Concrete road pavement</td><td>[_ x _] m2</td><td></td><td>Commercial driveway</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Footpath pavers</td><td>[_ x _] m2</td><td></td><td>Kerb stormwater outlet</td><td>[_] no.</td><td></td></tr> <tr> <td>Kerb & gutter, layback</td><td>[_ x _] lin.m</td><td></td><td>Asphalt road pavement</td><td>[_ x _] m2</td><td></td></tr> <tr> <td>Grass verge</td><td>[0.3 x 0.3] m2</td><td></td><td>Other</td><td></td><td></td></tr> </tbody> </table> <p>Cashier Code 556</p> <p>**Minimum quantity is 1m2 or 1 lineal metre.** See attached for summary of Fees & Charges.</p>	Item	Unit	Qty	Item	Unit	Qty	Concrete footpath	[_ x _] m2		Residential driveway	[_ x _] m2		Concrete road pavement	[_ x _] m2		Commercial driveway	[_ x _] m2		Footpath pavers	[_ x _] m2		Kerb stormwater outlet	[_] no.		Kerb & gutter, layback	[_ x _] lin.m		Asphalt road pavement	[_ x _] m2		Grass verge	[0.3 x 0.3] m2		Other		
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Submission Requirements	<p>Council's acceptance of the application does not imply that a Permit will necessarily be granted in respect of the activity. A Permit may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason.</p> <p>The Applicant should provide the following information: Please <input checked="" type="checkbox"/> the information provided.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan or a sketch <input type="checkbox"/> A Certificate of Currency as evidence of holding Public Liability insurance valued at a minimum of \$20 million and suitable for the activity <input type="checkbox"/> A Traffic Control Plan is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. <p>** Permit will not be approved without the above information. **</p>																																				

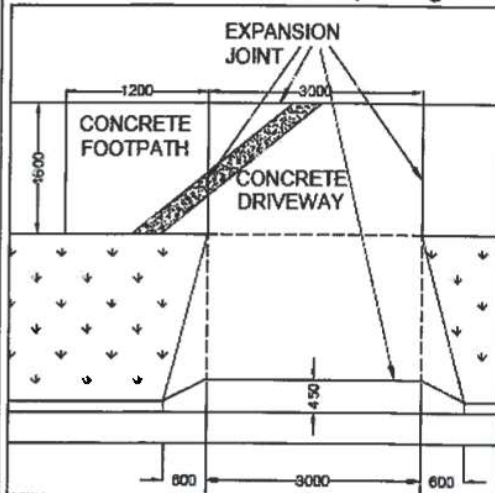
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Concrete Road (225mm) with 50mm AC Overlay - per m2	Y	\$867.00	Dish Crossing (up to 900mm wide) - per lin.m	Y	\$375.00
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Establishment Fee	Y	\$230.00	Sandstone Kerbing & Releveling (new sandstone) - per lin.m	Y	POA
Asphalt Pavement (AC10, 75mm) - per m2 - up to 10m2	Y	\$295.00	Pram Ramp, Standard Size - each	Y	\$1,320.00
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Asphalt Pavement (AC10, 75mm) - per m2 - greater than 50m2	Y	\$195.00	Establishment Fee	Y	\$135.00
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Establishment Fee	Y	\$135.00	Commercial (150mm, SL82) - per m2	Y	\$425.00
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Footpath - Asphalt			Stormwater Piping (90mm pipe) - per lin.m	Y	\$35.00
Establishment Fee	Y	\$230.00	Core Drill Sandstone Kerb for Outlet - each	Y	\$195.00
Asphalt Pavement (AC5, 50mm) - per m2 - up to 10m2	Y	\$295.00	Lintel Only to Gully Pit - per lin.m	Y	\$850.00
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 10m2	Y	\$222.00	Gully Pit - each	Y	POA
Asphalt Pavement (AC5, 50mm) - per m2 - greater than 50m2	Y	\$195.00	Sew Cutting		
Footpath - Pavers			Establishment Fee	Y	\$250.00
Establishment Fee	Y	\$135.00	Up to 75mm thickness	Y	\$45.00
Brick Pavers on Road Base - per m2	Y	\$330.00	Each additional 25mm thickness over and above 75mm	Y	\$15.00
Brick Pavers on Concrete Slab - per m2	Y	\$380.00	Restoration Works - carried out by Utilities / their nominated contractor		
Concrete Pavers on Road Base - Per m2	Y	\$386.00	Administration Fee (includes two inspections)	Y	\$200.00
Concrete Pavers on Concrete Slab - per m2	Y	\$436.00	Each additional inspection	Y	\$125.00
Patching (Remove & Replace) Damaged Pavers - per m2	Y	\$386.00	Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Grass Verge			Restoration Works - carried out by other than public authorities/utilities		
Establishment Fee	Y	\$135.00	Administration Fee (includes two inspections)	Y	\$200.00
Formed or Grassed Area - per m2	Y	\$85.00	Each additional inspection	Y	\$125.00
Traffic Facilities			Asset Integrity Charge - 25% of calculated restoration cost based on Council's fees and charges	Y	
Special traffic facilities (e.g. Pedestrian Refuges, Wombat Crossing, etc)	Y	POA	Security Deposit - 30% of calculated restoration cost based on Council's fees and charges. Refundable on satisfactory completion of works.	N	
The following conditions apply to all fees & charges listed under the Restorations Charges:					
1) Establishment Fee: An establishment fee will be applied to each job site unless multiple restorations of the same material type are located in the same proximity in which case one establishment fee will be applied at the discretion of Council's Restorations Officer.					
2) Night/Weekend Work: A surcharge of 30% of the scheduled fee is applied for night/weekend work due to the location (CBD/State/Regional Road) or if required by RMS.					
3) Traffic Control Costs: Traffic control costs may be applicable depending on the location and scope of works and are subject to confirmation at time of pricing.					
4) Quantity Based Rates: The above quantity based rates apply to individual openings/restorations. Multiple openings/restorations within the same proximity will be grouped together at the discretion of Council's Restorations Officer.					
5) Measurement of Restored Areas: Will be taken to the nearest full slab panel or concrete kerb sections defined by control joints. Note that restorations for pavers can result in greater area of paver restoration than the area of base disturbed.					
6) Unsatisfactory Temporary Restoration: Council reserves the right to rectify any unsatisfactory road pavement/temporary restoration works if not rectified within 48hrs of Council's notification. Such works will be charged at cost recovery basis.					
7) Reusing Existing Pavers - Sustainability Incentive: Where pavers are salvagable and are in a good and reusable condition, a deduction of \$80/m2 will apply to the paving restoration rate for the salvaged quantity, subject to prior arrangement with Council's Restorations Officer.					
8) Asset Integrity Charge: An assets integrity charge is applicable to all restoration works (other than those associated with a vehicle crossover permit) carried out by persons or public utilities to cover the cost of damage to and accelerated failure of Council's adjoining infrastructure due to the impact of the road opening and contribute towards the ongoing maintenance of the asset.					

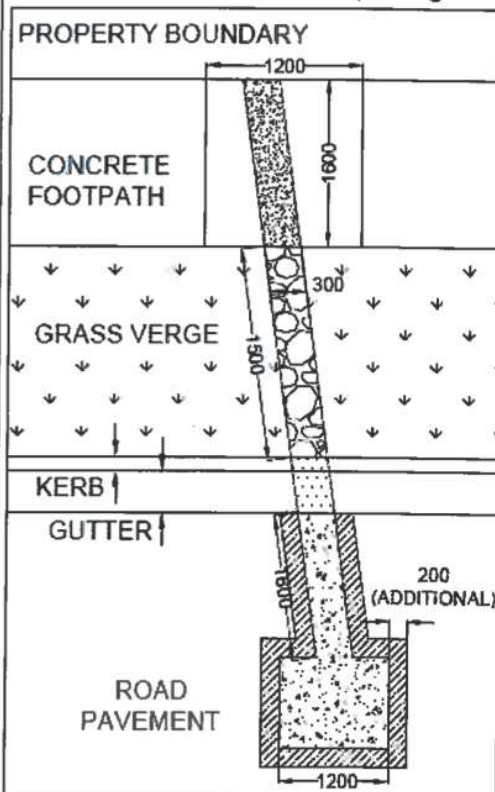
Examples for calculation of Fees & Charges for Road Openings.

EXAMPLE 1: Opening of footpath and concrete driveway.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Driveway establishment fee:	\$135.00
Driveway restoration fee:	
Area to nearest joint (sqm) x 325 (\$ per sqm)	
3m x 1.6m x 325 =	\$1560.00
Total fees:	\$2,480.60

EXAMPLE 2: Opening from footpath through to road.



Road opening permit fee:	\$113.00
Concrete establishment fee:	\$135.00
Concrete footpath restoration fee:	
Area to nearest joint (sqm) x 280 (\$ per sqm)	
1.2m x 1.6m x 280 =	\$537.60
Grass establishment fee:	\$135.00
Grass verge restoration fee:	
Area (sqm) x 85 (\$ per sqm)	
1.5m x 0.3m x 85 =	\$38.25
Kerb & Gutter establishment fee:	\$00.00
Kerb & Gutter restoration fee:	See cond. 1 under Restoration Charges
Length (m) x 330 (\$ per m)	
1 m (minimum) x 330 =	\$330.00
Road establishment fee:	\$230.00
Road restoration fee:	
Area (sqm) x 295 (\$ per sqm)	
(1.4m x 0.7m) x 295 + (1.6m x 1.6m) x 295 =	\$1044.30
Total fees:	\$2,563.15

APPROVED:
DJT
DATE:
03/01/14



ASHFIELD COUNCIL
EXAMPLES OF ROAD OPENING
RESTORATION FEES
CALCULATIONS

SCALE:
NTS
DRAWING NO.:





Kirsty Zarifopoulos
Senior Account Executive

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31 March 2016

Certificate of Currency Public & Products Liability Insurance

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

Insurer(s):	General Liability: ACE Insurance Limited Umbrella Liability: National Union Fire Insurance Co. of Pittsburgh, PA
Policy Number(s):	General Liability: 02CL441328 Umbrella Liability: BE 7528547
Insured:	Aecom Australia Pty Ltd and Aecom Holdings Pty Ltd and its/their subsidiary and related bodies corporate, as defined in the Corporations Act 2001, controlled entities and other entities for which the Insured has assumed an obligation to arrange insurance (including those acquired or incorporated during the Period of Insurance) for their respective rights, titles and interests.
Period of Insurance:	From 4:00pm Local Time on 01/04/2016 To 4:00pm Local Time on 01/04/2017
Limit(s) of Liability:	General Liability: AUD\$20,000,000 Any one occurrence Product Liability: AUD\$20,000,000 in the annual aggregate

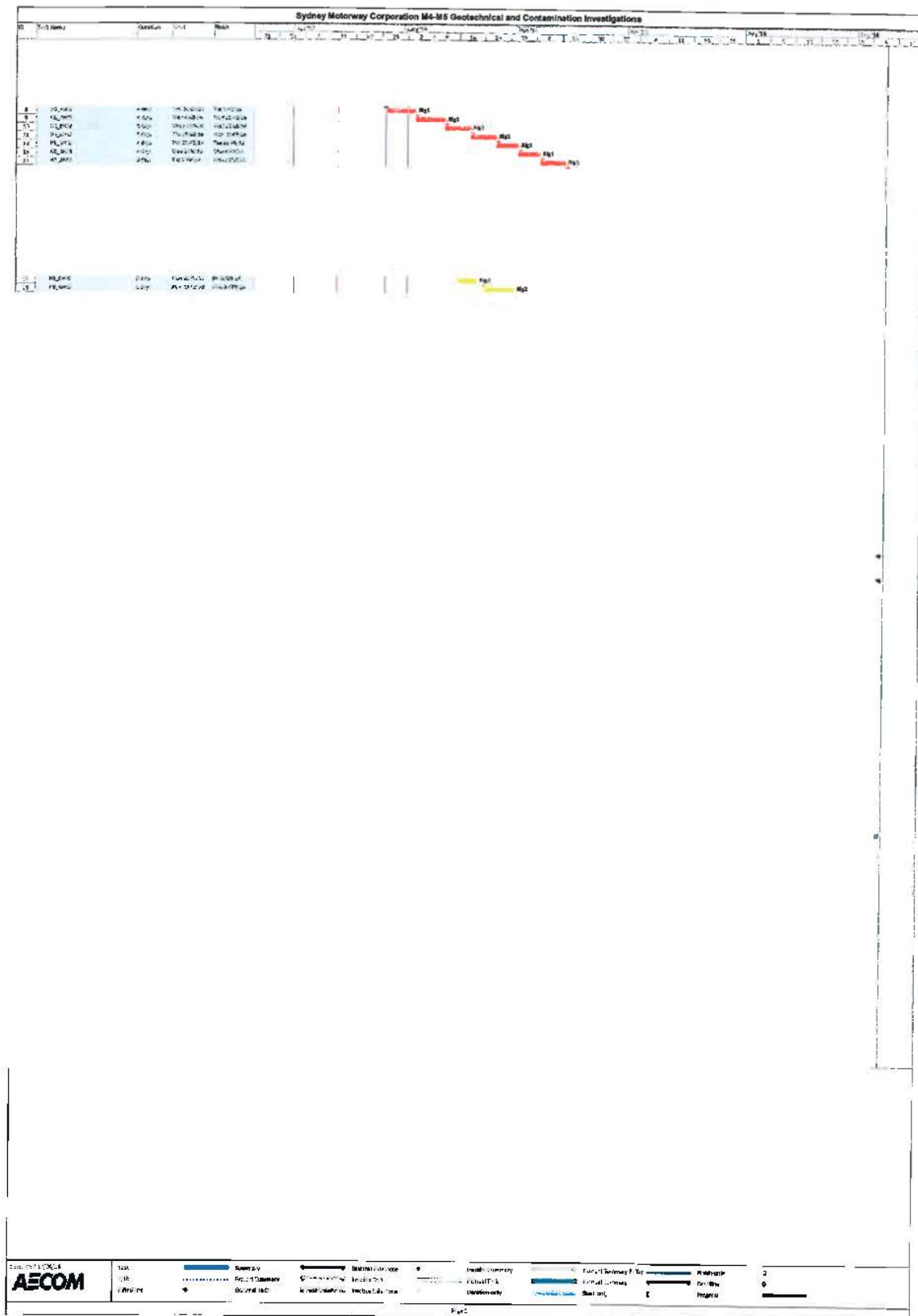
Yours faithfully

Kirsty Zarifopoulos
Senior Account Executive

If this communication contains personal information we expect you to treat that information in accordance with the Australian Privacy Act 1988 (Cth) or equivalent. You must advise us if you cannot comply.

LEADERSHIP, KNOWLEDGE, SOLUTIONS...WORLDWIDE.





Subject	DRAFT ART COLLECTION POLICY
File Ref	SC155
Prepared by	Jane Pollard - Arts, Culture and Community , Team Leader
Reasons	Seeking endorsement from Council to place the updated <i>Art Collection Policy</i> , on public exhibition
Objective	To have a robust Art Collection Policy to support the preservation and growth of Council's Art Collection

Overview of Report

This report provides an overview of the *Art Collection Policy* and seeks Council's adoption of the policy for public exhibition.

1. Background

The Ashfield Council *Art Collection Policy* 2010 has been reviewed and updated to maintain currency, and to ensure maintenance and growth of Council's expanding Art Collection.

The Art Collection is an important community asset that requires a professional approach with regards to acquisition, commission, maintenance, de-accession, storage and installation.

This policy supports the recently adopted *Public Art Policy* as all public art commissioned, by Council forms part of the Art Collection and it is also supported by a detailed Art Collection Register.

2. Overview of updates

To produce this updated Art Collection Policy, version 1 of the Policy (Dated 2010) was reviewed and updated to ensure a contemporary and good practice Policy was developed. Refer attached for a copy of version 1.

The following provides a summary of any significant changes/updates:

- Included a Guidelines and Procedures section which encompasses acquisition criteria therefore have replacing Point 1 'Acquisition'
- Enhanced sections relating to administration therefore replacing 'Administration' section, particularly with regards to de-accessioning, storage and maintenance
- New sections include
 - Resources (6 page 4)
 - Acquisition formats (7.3 page 5)
 - Documentation (7.4 page 6)
 - Title, Intellectual Property and Copyright (8 page 8)

DRAFT ART COLLECTION POLICY

3. Financial Implications

Nil. However the following is included in the updated policy:

Resources (section 6 page 4)

Ashfield Council will commit necessary resources to the long-term care, security, insurance, maintenance, display and/or storage, of the Art Collection.

At this stage existing budgets can support managing the collection, however consideration should be given in the near future to enhanced and dedicated resources to ensure continued growth, ongoing maintenance and the provision of suitable storage.

3. Other Staff Comments

The responsibility of maintaining and implementing the Art Collection Policy sits with Council's Arts, Culture & Community team. Research and review was undertaken within the team, and research support and comment was sought more broadly from across the Community Programs and Service area.

The following staff were engaged in review and research:

Group Manager, Community Programs and Service

Arts and Cultural Development Worker

Team Leader Arts Culture and Community

Team Leader Library Services

The Property Maintenance Team was also consulted with regards to installation, and on-going maintenance and care of the collection.

4. Public Consultation

Council has developed the policy in collaboration with review and assessment of approaches taken by other Councils across Australia, and the Gallery sector.

Community Feedback is sought via the public exhibition period of the policy.

5. Conclusion

The Art Collection Policy will provide Council with a solid framework, and guidelines to assist with the maintenance, preservation and growth of an important community cultural asset.

ATTACHMENTS

Attachment 1 DRAFT Art Collection Policy

8 Pages

Attachment 2 Art Collection Policy V1 2010

6 Pages

RECOMMENDATION

That Council adopt the updated Art Collection Policy for the purposes of public exhibition.

NELLETT KETTLE

Director Corporate & Community Services



Ashfield Council

DRAFT Art Collection Policy

April 2016

This policy will be reviewed by: Arts, Culture & Community
Next review date: March 2018

Title:	Art Collection Policy
Summary:	This policy outlines the objectives and guidelines for Ashfield Council's permanent Art Collection
TRIM Record Number:	
Date of Issue:	April 2016
Approval:	
Version Control:	Version 1 - 2010 Version 2 - 2016
Contact Officer:	Team Leader, Arts, Culture & Community
Relevant References:	<p><i>Ashfield Council's:</i></p> <ul style="list-style-type: none"> • Public Policy • Public Art Strategy • Artist in Residence (AIR) Expression of Interest process • Arts and Culture Advisory Network – Public Art Sub-Committee • Reconciliation Action Plan (RAP) • Public Domain Strategies – Ashfield Town Centre Renewal (TCR) strategy • Ashfield 2023 – Our Place, Our Future Council Community Plan 2013-2017 • Social Snapshot 2013
Main Legislative or Regulatory References:	Local Government Act 1993 Section 94A Development Contributions Plan Section 94 Development Contributions Plan
Applicable Delegation of Authority:	As per Corporate and Community Services delegate As per Planning & Environment delegate
Related Ashfield Council Policy:	<ul style="list-style-type: none"> • Strategic Community Plan 2023 • Procurement Policy • Graffiti Control/ Bill Poster Removal Policy • Ashfield Civic Centre User Policy • Statement of Business Ethics • Reconciliation Action Plan • Asset Audit Policy
Related Ashfield Council Procedure:	<ul style="list-style-type: none"> • Cultural Gift Program • Art Collection audit process • Public Art Implementation Guidelines • Public Art in Private Developments Guidelines

1. BACKGROUND

Ashfield Council's permanent Art Collection has been acquired by purchase, donation, commission or bequest over many years, and continues to grow.

The collection requires clear purpose; ensuring works can be commissioned or acquired with a specific focus and within agreed guidelines.

2. STATEMENT

The Art Collection of Ashfield Council will be unique, relevant and demonstrate excellence. It will be well maintained and developed to enhance, enrich, educate, document and stimulate awareness and appreciation of the Arts.

The underlying aim of the permanent Art Collection is to:

- Represent traditional & contemporary arts practice across all platforms and media
- Include works of both local, rural and remote Australian and international Artists
- Support and promote artistic excellence, quality and skill
- Celebrate and acknowledge Aboriginal past and present traditional owners, and Ashfield's current and emerging multicultural communities
- Provide a community resource for viewing, education and enjoyment

3. PURPOSE

The purpose of this policy is to provide guidelines for the acquisition, maintenance, display, de-accession, disposal and administration of works of art acquired for the permanent Art Collection of Ashfield Council.

4. SCOPE

This policy covers all current and future artwork acquired or commissioned by Ashfield Council, and includes Public Art.

5. DEFINITIONS

In this policy unless the context otherwise requires:-

Acquisition means the permanent receipt of any piece of art for the Art Collection by purchase, commission, barter, donation, receiving as a gift, or on the basis of permanent loan, and shall include rental of works for display in Ashfield Council buildings and properties.

Art is a work that broadly embraces visual, oral and performing arts, and broadens challenges or questions traditional cultural views. It is any original human creation, which contains an idea and culminates in a set of processes with the outcome considered to be art.

Art Collection means the works of art deemed by Ashfield Council to be appropriate for inclusion in the permanent collection, including Public Art - refer Council's Public Art Policy for a definition of Public Art.

Disposal means the permanent removal of a piece of the Art Collection and includes the sale, barter, donation or presentation as a gift, and also includes the removal where damaged beyond repair or for any reason deemed appropriate by Ashfield Council.

De-accession is the formal process used to remove an artwork legally and permanently from the collection.

6. RESOURCES

Ashfield Council will commit the necessary resources to the long-term care, security, insurance, maintenance, display and/or storage, of the Art Collection.

7. GUIDELINES and PROCEDURES

7.1 Acquisition Criteria

The criteria for the acquisition or commission of artworks includes the following:

Quality

- High artistic quality, integrity and originality
- Significant Artist/s - has been created by an artist who is generally considered by the arts industry to be of state, national or international standing

Relevance

- Where appropriate responds to local identity, and character of the community, including the Aboriginal past and present traditional owners
- Meets the criteria outlined in Council's Public Art Policy

Well-balanced collection

- Does not duplicate existing artwork, or artists that are already represented
- Adds to the diversity of art form and approach within the Art Collection
- Contributes to a well-balanced representation of the work of local and visiting artists to the Ashfield Council Artist in Residence (AIR) program
- Fills a gap and builds upon strengths within the existing Art Collection

Logistics

- Can be stored and or displayed adequately within the confines of Council's Art Collection storage facility, and/or identified exhibition spaces
- Has manageable maintenance and conservation requirements

7.2 Donations and Bequests and Cultural Gift Program

Works that meet the Art Collection acquisition criteria, and are accompanied by all relevant documentation as detailed at 7.4 below can be accepted into the collection in the form of donations and bequests.

Donations can only be accepted as unconditional gifts. A deed of gift or formal acknowledgement of donation will provide proof of ownership and protect Ashfield Library from future claims. Refer point 8 for further details regarding Title.

Ashfield Council Library has been endorsed by the Australian Tax Office (ATO) as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997*. To qualify the gift as tax deductible for the donor artist, the work must be consistent with the Art Collection Policy of the institution that will receive the gift.

For further details about the Cultural Gift Program visit:

- [Culture Gifts Program – Department of Communications and the Arts](#)
- [Cultural Gifts Program – ATO](#)

7.3 Acquisition Formats

All artworks accepted into the Art Collection are to be of a high standard and received in a relevant format. Work is to be presented in a professional manner, and the artist is required to provide documentation as detailed at 7.4 below.

Format considerations and guidelines include:

- **2D Artwork** (painting, photography, collage etc.) – Framed or mounted to an appropriate archival standard.
- **Sculpture/ 3D Artwork** - Consider size, weight, transportability, materials, construction methods, life span, installation requirements, and where relevant suitability to site. Work to be preferably crated on arrival.
- **Textiles** – Presented in an appropriate archival standard, and where relevant delivered in a storage container that eliminates damage by insects or mould.
- **Video** – Presented on the most contemporary digital storage format with the content to be saved directly from the source file at the highest possible resolution and Bit rate.
At 2015 the following is recommended as storage devices:
 - Master version on a solid-state hard drive with USB3 compatibility
 - Player/Display version on a USB3 stick/flash drivePlease note it is a requirement of acquisition that both a Master and Player/Display version is received.
- **Documentation of Performance**
 - Video – refer above requirements
 - Still Images – Hi Res digital image files saved as TIFF or high quality Jpegs
 - Audio – saved at CD quality or higher i.e. wav file at 16-bit / 44.1kHz.All of the above to be presented on a solid-state hard drive with USB3 compatibility or on a USB3 stick/flash drive.
- **Commissioned Public Art** – format and expectations will be detailed in a formal Artist Agreement, and meet guidelines in Council's Public Art Policy and Public Art in Private Developments – Developer Guidelines.

7.4 Documentation

All existing, and new artwork entering the Art Collection will be entered into the collection database and all information registered into the Ashfield Council Electronic Data Management System.

Required information for each artwork includes:

- Artist Name
- Artist resume, including contact details
- Art work details – name/title of work, medium, dimensions, year made, number of prints/editions where relevant. For video work to also include – resolution, duration and number of channels
- Artist Statement
- Any relevant press available
- Instructions for care, maintenance and display
- Donation or purchase forms including transfer of Title
- Provenance of the artwork that details the ownership & history (including exhibition) of the work since it's creation
- Any appraisal as to the value of the work
- Any work that requires 240V mains power will require a certificate of safety

The Art Collection database is to be kept current and up to date.

7.5 Maintenance

The Art Collection will be well maintained and cared for with an audit, and condition report completed every three years, or in accordance with Council's Asset Audit policy.

This process will identify specific artworks that need maintenance or repair. A maintenance plan will be developed and implemented which includes the dedication of adequate Council funds and resources.

The collection will also be valued every five years, or in accordance with Council 's Asset Audit Policy and Insurance requirements.

Artworks entering the collection will require details of maintenance and display requirements. Artist Agreements for all future commissioned works will include a clause requiring artists to provide a detailed maintenance and display manual.

7.6 Display

All artwork should be professionally hung and/or installed in an appropriate manner in order to assure preservation. The Arts, Culture & Community team will work in collaboration with the Property Maintenance team to ensure artwork is professionally hung and protected, and that any wear and tear is monitored.

The selection of artworks and locations will be managed and overseen by the Arts, Culture and Community team ensuring reasonable rotation of artworks, and a manageable selection process covering artwork choice and location.

The collection is currently displayed in the following locations:

- Haberfield Library
- Ashfield Council Library
- Ashfield Council Civic Centre
- Thirning Villa

7.7 Storage

The Art Collection will be stored in an appropriate manner in order to ensure ongoing accession and preservation. Ideally the work will be stored in a secure purpose built facility that both protects the work, and allows easy access. The facility should have stable temperature and low humidity conditions, be protected from natural light, have minimal staff traffic and minimal risk of water and vermin damage.

All Art works will be labelled using archival standard labels, and include the following details:

- Artist Name
- Title of work and Year Made
- Medium and dimensions
- Number of prints/editions where relevant. For video work to also include – clearly mark Master and Display copy, resolution, duration and number of channels
- Database reference number
- Value and Date last valued

Works are currently stored in the Ashfield Council Civic Centre, Council Archives and Thirning Villa.

7.8 De-accessioning & Disposal

De-accessioning is the formal process used to remove an artwork legally and permanently from the collection. Council's preference is to preserve Artworks pending condition.

An artwork will be considered for de-accession under the following conditions:

- The artwork has been damaged or deteriorated beyond repair, deteriorated to the extent that it no longer represents the artist's intent, damaged/deteriorated to the extent that the cost of care outweighs the value of the artwork, or its conservation and maintenance causes an unreasonable strain on the assets of the collection.
- The site for which a site-integrated artwork was specifically created is structurally or otherwise unstable, can no longer accommodate the work, is made publicly inaccessible as a result of sale of site, new construction or demolition, or the surrounding environment altered in a way which significantly impacts the art.
- The artwork represents a threat to public safety.
- The artwork has dated, or lost local significance in some way.
- No alternative suitable site can be found for an artwork.

An artwork will not be disposed of on the basis of content. Artists will be notified by mail if their work is being considered for de-accession. In the case of site-specific work, the artist will be consulted regarding the best course of action. Where relevant the community will be consulted and/or informed prior to removal.

Disposal methods:

- Trade through artist, gallery or museum for one or more of artwork that is of comparable value by the same artist.
- Sale through art auction, art gallery or art dealer.
- Long term loan to other institution or government agency.
- Gift back to the original artist.
- Destruction or recycling of materials comprising the artworks so that no piece is recognisable.
- In the case of a community engagement process, consideration will be given to gifting the work to relevant community groups/organisations.

When a Public Art work is to be de-accessioned and removed consideration is to be given to professional documentation of the work in situ to honour the history, artist and any significant community contribution.

7.9 Borrowing Agreements

Ashfield Council may by Council resolution allow all, or part of the Art Collection to be borrowed for display at a location other than within Ashfield Council owned properties. There shall be included in this resolution specific information regarding the location and duration of the display, and acknowledgement of adhering to internal processes to manage a secure and safe loan system.

Where all or part of the Art Collection is borrowed for display at a location other than within Ashfield Library or Council owned premises or properties, the borrower will be required to:

- Have a safe, secure and relevant exhibition space
- Cover all cost associated with transport to and from Ashfield Council's Art Collection storage facility
- Have adequate insurance coverage for the art. This insurance coverage shall be in force prior to the relocation of the artwork.
- Monitor artworks and report any damage and or wear and tear to Council as soon as possible
- Acknowledge Council where appropriate
- Agree to the Council's Art Collection Loan agreement

Ashfield Council will implement a monitoring process for all works on loan; ensuring artwork is protected and well preserved.

8. Title, Intellectual Property and Copyright

Artwork acquired, including Public Art commissioned and gifts under this Policy will form part of Council's Art Collection,

Objects entering the permanent collection will be accompanied by a legal document transferring 'Title', that is full rights of ownership to Ashfield Council. In the case of a commission Council will have to accept the artwork as completed, and have paid the agreed commission fee as detailed in the Artist Agreement prior to Title being transferred.

Council will have exclusive copyright licence of the works, however full copyright will remain with the artist/author of the work/object.

9. Insurance

All works in the Art Collection are covered under Ashfield Council's insurance policy. Artworks on loan for exhibition will be registered with Ashfield Council's Insurance Officer.



Ashfield Council

Art Collection Policy

20 April 2010

This policy will be reviewed annually by: Community Services

Next review date: June 2011



Ashfield Council

Art Collection Policy

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Art Collection Policy

PURPOSE

To provide guidelines for the acquisition, maintenance, display, disposal and administration of works of art acquired for the permanent collection of Ashfield Council.

STATEMENT

The Art Collection of the Ashfield Council will be maintained and developed to enhance, enrich, educate, document and stimulate awareness and appreciation of visual arts practice.

BACKGROUND

The Ashfield Council art collection has been acquired by purchase, donation or bequest over many years, and is continually growing.

The collection now requires clear purpose so that works can be commissioned or acquired with a specific focus and within agreed guidelines.

In July 2007 the Australian Taxation Office endorsed the Ashfield Council Library as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997*. To qualify the gift as tax deductible for the donor artist, the work must be consistent with the collection policy of the institution.

DEFINITIONS

In this policy unless the context otherwise requires:-

Acquisition means the permanent receipt of any piece of art for the art collection by purchase, barter, donation, receiving as a gift, or on the basis of permanent loan, and shall include rental of works for display in Ashfield Council buildings and properties.

Art means traditional and contemporary paintings, drawings, prints, sculptures, photographs, pottery, mixed materials and other materials pertaining to the visual arts.

Art collection means the works of art deemed by Ashfield Council to be appropriate for inclusion in the collection.

Disposal means the permanent removal of a piece of the art collection and includes the sale, barter, donation or presentation as a gift, and also includes the removal where damaged beyond repair or for any reason deemed appropriate by Ashfield Council.

PROCEDURES

Ashfield Council must be able to commit the necessary resources to the long-term care, security, insurance, maintenance, display and/or storage, of the artwork collection.



Ashfield Council

Art Collection Policy

1. Acquisition

All works will aim towards the development of a unique collection. The collection itself will aim to fulfil the following criteria:

- Be representative of traditional & contemporary arts practice
- Be representative of works of rural and remote Australian artists
- Contain artistic excellence, quality and skill
- Be for the viewing, education and enjoyment of the whole community.

Criteria for the acquisition of artworks will be:

- The work of art must be of high artistic quality
- The work of art will fill in gaps and build upon strengths within the existing collection
- The work of art will contribute to a well-balanced representation of the work of local and visiting artists to the Artist in Residence program

2. Maintenance

The Collection will be audited and condition reported every 3 years or in accordance with Council's asset audit policy.

This process will identify specific artworks that need maintenance or repair, and a suggested plan for this to be undertaken.

3. Display

The collection is currently displayed at:

- Haberfield Library
- Ashfield Council Library
- Ashfield Council Civic Centre
- Thirning Villa

4. Storage

Works are currently stored in the Ashfield Council Civic Centre, Council Archives and Thirning Villa.

5. De-accessioning & Disposal

De-accessioning is the formal process used to remove an artwork legally and permanently from the collection.

An artwork may be considered for de-accession under these conditions:

- The artwork has been damaged or deteriorated beyond repair, deteriorated to the extent that it no longer represents the artist's intent, damaged/deteriorated to the extent that the cost of care outweighs the value of the artwork, or its conservation and maintenance causes an unreasonable strain on the assets of the collection.
- The site for which a site- integrated artwork was specifically created is structurally or otherwise altered and can no longer accommodate the work, is made publicly inaccessible as a result of new construction or demolition, or has the surrounding environment altered in a way which significantly impacts the art.
- The artwork represents a threat to public safety.
- No suitable site can be found for an artwork.



Ashfield Council

Art Collection Policy

An artwork will not be disposed of on the basis of content. Artists will be notified by mail if their work is being considered for de-accession. In the case of site-specific work, the artist will be consulted regarding the best course of action.

Disposal methods:

- Trade through artist, gallery or museum for one or more of artwork that is of comparable value by the same artist.
- Sale through art auction, art gallery or art dealer.
- Long term loan to other institution or government agency.
- Gift back to the original artist.
- Destruction or recycling of materials comprising the artworks so that no piece is recognisable.

6. Administration

When an artwork enters the Ashfield Council collection, it will be entered in the collection database and all information registered into the Ashfield Council Electronic Data Management System. Information that should be included in the file includes:

- Artist resume, statements, articles if available
- Instructions for care and maintenance
- Donation or purchase forms
- Provenance of the artwork that details the ownership & history of the work since it's creation
- Any appraisal as to the value of the work

7. Insurance

All works in the collection are covered under Ashfield Council's insurance policy. Artworks on loan for exhibition will be registered with Ashfield Council's Insurance Officer.

8. Borrowing Agreements

Where all or part of the art collection is borrowed for display at a location other than within Ashfield Library or Council owned premises or properties, the borrower shall have adequate insurance coverage for the art. This insurance coverage shall be in force prior to the relocation of the artwork.

9. Donations & Bequests

Certain works can be accepted into the collection in the form of donations and bequests.

Initially only works that fit the above categories and only works that can be stored at no additional cost nor create curatorial difficulty, can be accepted.

Donations can only be accepted as unconditional gifts. A deed of gift or formal acknowledgement of donation will provide proof of ownership and protect Ashfield Library from future claims.



Art Collection Policy

GENERAL

Objects shall be stored and displayed in an appropriate manner in order to ensure ongoing accession and preservation.

Ashfield Council will monitor all works of art acquired or lent. Any evidence or damage or deterioration of loaned works will be immediately reported to the lender.

Ashfield Council may by Council resolution allow all or part of the art collection to be borrowed for display at a location other than within Ashfield Council owned properties. There shall be included in this resolution specific information regarding the location and duration of the display.

In all situations where all or part of the art collection is borrowed for display in other than Council properties, the borrower shall have insurance coverage for the art.

Subject	ASHFIELD TRAFFIC COMMITTEE-MINUTES OF MEETING HELD ON 1 APRIL 2016
File Ref	SC483
Prepared by	Boris Muha - Engineer Traffic and Projects
Reasons	To provide the Council with Minutes of the Ashfield Traffic Committee held on the 1 April 2016.
Objective	That Council note and adopt the minutes of the meeting and recommendations in the Minutes.

Overview of Report

To present the Minutes of the Local Traffic Committee Meeting held on the 1 April 2016 and detail Committee recommendations requiring determination by Council.

Background

Attached are the minutes of the local Traffic Committee Meeting held on the 1 April 2016 .

The following Committee recommendations are submitted to Council for determination.

ITEM NO: 001 Ashfield Town Centre Upgrade.**COMMITTEE RECOMMENDATION:**

That all the traffic changes as shown on the accompanying drawings with the minutes and as listed below are approved, except for the 40 km/h High Pedestrian Activity Zone and Shared Zone(as these are the direct responsibility of the RMS).

1. That four (4) indented parking spaces be placed to the eastern side of Hercules Street. The 4 parking spaces will operate as loading zone from 6.00am-10.00am. 2 of the parking spaces would convert to operate as ½ hour period parking thereafter to 6pm, whilst the other 2 spaces closer to Brown Street, would convert to operate as disabled parking at other times.
2. That the taxi rank on the western side of Hercules Street be reduced from 10 spaces to 6 spaces.
3. That the whole length of period parking on the northern side of the Esplanade be removed.

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4. That the existing Bus Zone on the southern side of Brown Street, west of Fox's Lane be moved west some 11-12 metres closer to the Brown Street carpark, and that 2 parking spaces currently to the front of the Bus zone be removed.
5. That the existing turn-around area in Markham Place at Markham Lane be formalised/modified and clearly identified for motorists to turn around and not proceed through the one-way west section of Markham Place, east of Markham Lane. Eastbound access to the unit apartments of 17-20 The Esplanade, just east of Markham Place, is to be maintained.
6. That the two-way access at the intersection of Brown Street and Fox's Lane/The Esplanade be modified to allow entry access to the development of 11-13 Hercules Street from Brown Street. Fox's Lane will remain one –way north from Liverpool Road to the Esplanade.

ITEM NO: 002 Upgrade intersection Armstrong Street/Queen Street/Hardy Street-revised proposal of re-aligning the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street, Ashfield.

COMMITTEE'S RECOMMENDATION:

1. That the upgrade of the intersection of Armstrong Street / Queen Street / Hardy Street be approved to realigning the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street.
2. That Council officers assist Ashfield Automotive by liaising with RMS and Police in preparing Traffic Control Plans for the tow truck practices, for Ashfield Automotive to implementation at all times when a tow truck obstructs traffic in Hardy Street.
3. That Council officer's monitor after construction is completed and traffic patterns have established the pedestrian crossing activity and practices in the area to determine if further actions are necessary.
4. That safe pedestrian crossing practices are promoted to nearby schools, residences, businesses in the area, and organisations supporting the visually impaired.

ITEM NO: 003 No Parking Zone – un-named lane behind 29-37 Wellesley Street, Summer Hill

COMMITTEE RECOMMENDATION:

That a full time No Parking restriction be established on the northern side of the lane at the rear of No.29-37 Wellesley Street, Summer Hill.

ITEM NO: 004 No Parking Zone – Dobroyd Lane, Haberfield.

COMMITTEE RECOMMENDATION:

1. That a 'No Parking' restriction be established on the full southern side length of Dobroyd Lane between Kingston Street and Boomerang Street.
2. That the existing 'No Parking' restriction on the northern side of Dobroyd Lane across driveways serving No.25 & 24 Dobroyd Parade be extended in a westerly

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direction to terminate at a point opposite the western extremity of the driveway to No.29 Crescent Street.

ITEM NO: 005 Temporary removal of pedestrian crossing - Croydon Station Easy Access Upgrade – Hennessy Street, Croydon.

COMMITTEE RECOMMENDATION:

That:

1. It be noted that Burwood Council has approved the removal of the relocated pedestrian crossing in Hennessy Street Croydon.
2. The No Stopping and Kiss and Drop restrictions near the crossing on the southern side of Hennessey Street be temporarily removed, and in place provide reinstatement of '1P Parking 8.30am – 6.00pm Monday to Saturday'.
3. The No Stopping restrictions on the northern side of Hennessey Street (between Meta Street and College Street) associated with the relocated (temporary) pedestrian crossing, be removed, and in place provide reinstatement of '1P Parking 8.30am-6.00pm Monday to Saturday'.
4. Pedestrian warning (W6-1) signage for east and west bound motorists along Hennessy Street, be installed.
5. Burwood Council and John Holland Group be advised of Council's decision.

ITEM NO: 006 15min Parking restrictions - Norton Street, Ashfield at Ashfield Childcare Centre.

COMMITTEE RECOMMENDATION:

That:

1. Two 15min P parking spaces applying '7:30am to 9:00am and 4:30pm to 6:00pm Mon-Fri' be established on the Norton Street frontage of No.10 Norton Street.
2. The management of 10 Norton Street be advised that the off-street parking spaces should be utilised for parking purposes rather than storage particularly if there are concerns about a lack of parking for parents and staff.

ITEM NO: 007 Part time Bus Zone – Charlotte Street, Ashfield

COMMITTEE RECOMMENDATION:

That the existing 2P parking applying outside of Kiss and Drop hours on the west side of Charlotte Street outside St. Vincent's School be converted to Bus Zone applying 9:30am to 2:30pm School Days. Existing Kiss and Drop restrictions during morning and afternoon school hour Drop off and pick up are to remain unchanged.

ASHFIELD TRAFFIC COMMITTEE-MINUTES OF MEETING HELD ON 1 APRIL 2016

ITEM NO: 008 Removal of disabled parking zone – 64 Bland Street, Ashfield

COMMITTEE RECOMMENDATION:

That the disabled parking zone on the western side of Bland Street in front of No.64 Bland Street be removed, and that unrestricted parking be introduced in its place.

ITEM NO: 009 Parking Restrictions near 92 Charlotte Street, Ashfield.

COMMITTEE RECOMMENDATION:

That modifications to the existing parking arrangements be made to include 15min P parking restriction between 8:30am and 12:30 pm on Sunday in addition to the already existing parking arrangements.

ITEM NO: 010 Parking Restrictions Forbes Street, Croydon Park.

COMMITTEE RECOMMENDATION:

That no further action be carried out, and that unrestricted angle parking remain in Forbes Street near the intersection of Georges River Road, Croydon Park.

ITEM NO: 011 Paisley Road – Works Zone, Croydon.

COMMITTEE RECOMMENDATION:

That it be noted, that approval has been granted for the establishment of a Works Zone over a length of 42m of the northern side of Paisley Road (between Paisley Lane and Edwin Street South), Croydon. The Works Zone will apply on a full time basis between 16 March 2016 and July 2016 and will be installed by John Holland Group at their cost.

Financial Implications

N/A

Other Staff Comments

N/A

Public Consultation

As per relevant items.

Conclusion

The items in this report, which have been extracted from the Ashfield Traffic Committee Minutes of the 1 April 2016, were discussed by the Traffic Committee members and require Council's determination.

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ATTACHMENTS

- Attachment 1** Ashfield Traffic Committee minutes of meeting 1 April 2016. 22 Pages
- Attachment 2** Ashfield Town Centre Upgrade-Drawings 10 Pages

RECOMMENDATION

That the Minutes of the Ashfield Traffic Committee held on the 1 April 2016 be confirmed and that the recommendation contained in the Minutes be adopted.

CATHY EDWARDS-DAVIS
Director Works & Infrastructure



Ashfield Council

**ASHFIELD TRAFFIC COMMITTEE - MINUTES
1 APRIL 2016**

2/2016 MEETING

DATE: FRIDAY 1 APRIL 2016 AT 9.30am

VENUE: LEVEL 6, ASHFIELD CIVIC CENTRE, 260 LIVERPOOL ROAD, ASHFIELD.

The meeting commenced at 9.30am and concluded at 11.00am

BUSINESS:

- A. Attendances and apologies.
B. **Ashfield Traffic Committee minutes of 5 February 2016 and Council's resolution at its meeting on the 23 February 2016.**

1/2 That the Minutes of the Ashfield Traffic Committee held on 5 February 2016 be confirmed and the recommendations contained in the Minutes, items 001 to 009, be adopted.

2/2 That resident parking in the area around William Street Ashfield be investigated.

A Notice of Rescission regarding CM10.6 – Ashfield Traffic Committee Minutes, items 005 and 009, was received at the meeting, and will be considered at the next Ordinary meeting on 8 March 2016.

At the council meeting of the 8 March 2016,

it was resolved for **item 005** as follows:

- 1/2 That the scheme proceed and that (a) road narrowing speed hump between 1 and 3 Waratah Streets, be further investigated with the view to:
- Seeking alternatives such as a chicane;
 - The location of the traffic calming device.

2/2 That this be considered as part of the technical review to be brought before the Traffic Committee.

For item 009- Part time No Stopping along east side of William Street for the rear subdivide development of 85 Victoria Street, from opposite No.31 William Street to Clissold Street, Ashfield

The motion to rescind was put and Lost.

- C. The next meeting of the Ashfield Traffic Committee will be held at 9:30am on Friday 3 June 2016 at Level 6, Ashfield Civic Centre, 260 Liverpool Road, Ashfield.

FORMAL ITEMS:

Items which require the elected Council to exercise its delegation functions.

1. Ashfield Town Centre Upgrade.	Streetscape improvements.	SH
2. Upgrade intersection Armstrong Street/Queen Street/Hardy Street-revised proposal of re-aligning the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street, Ashfield.	Road Safety	SH
3. No Parking zone – behind 29-37 Wellesley Street, Summer Hill	Parking restrictions	SH



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4. No Parking zone – Dobroyd Lane, Haberfield	Parking restrictions	SH
5. Temporary removal of pedestrian crossing - Hennessy Street, Croydon	Traffic Control	S
6. 15min P - Norton Street, Ashfield	Parking restrictions	SH
7. Part time Bus Zone – Charlotte Street, Ashfield	Parking restrictions	SH
8. Removal of disabled parking zone – 64 Bland Street, Ashfield	Parking restrictions	SH
9. Parking Restrictions near 92 Charlotte Street, Ashfield	Parking restrictions	SH
10. Parking Restrictions Forbes Street, Ashfield	Parking restrictions	SH

(SH) – Summer Hill Electorate

(S) – Strathfield Electorate

(C) – Canterbury Electorate

INFORMAL ITEMS:

Items progressed with members outside of the formal Traffic Committee meeting and require the elected Council to exercise its delegation functions.

11. Works Zone-Paisley Road, Croydon.	Parking restrictions	SH
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BUSINESS

A. Attendances and apologies.

Voting members:

Councillor Caroline Stott	Ashfield Council - Acting Chairperson
Mr. Ryan Horne	Roads and Maritime Services
Senior Constable Sam Tohme	NSW Police Service Traffic section

Informal advisors:

Mr. Rabih Bekdache	Sydney Buses
Mr. Colin Jones	ASHBUG (bicycle user group)
Ms. Cathy Edwards-Davis	Ashfield Council - Director Works and Infrastructure
Ms. Delilah Marta	Ashfield Council – Senior Engineer-Infrastructure Design & Traffic Services.
Mr. Boris Muha	Ashfield Council – Traffic and Projects Engineer

Other Attendees:

Mr. Micheal Craven(for item 1)	Ashfield Council – Senior Projects Engineer.
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Apologies:

Mr. Mitchell Wilson.	Representative for Ms. Jo Haylen, State Member of Parliament for Summer Hill
Ms. Jacqui Thorburn	Representative for Ms. Jodi McKay, State Member of Parliament for Strathfield
Consultant (for item 1)	Complete Urban Pty Ltd.



ASHFIELD TRAFFIC COMMITTEE - MINUTES
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B. Ashfield Traffic Committee minutes and Council resolution

The minutes of the 5 February 2016 meeting of the Traffic Committee was circulated to members and informal advisors following the meeting and were confirmed.

Council at its meeting on the 23 February 2016 resolved:

- 1/2 That the Minutes of the Ashfield Traffic Committee held on 5 February 2016 be confirmed and the recommendations contained in the Minutes, items 001 to 009, be adopted.
- 2/2 That resident parking in the area around William Street Ashfield be investigated.

A Notice of Rescission regarding CM10.6 – Ashfield Traffic Committee Minutes, items 005 and 009, was received at the meeting, and will be considered at the next Ordinary meeting on 8 March 2016.

At the council meeting of the 8 March 2016,

it was resolved for **item 005** as follows:

- 1/2 That the scheme proceed and that (a) road narrowing speed hump between 1 and 3 Waratah Streets, be further investigated with the view to:
 - Seeking alternatives such as a chicane;
 - The location of the traffic calming device.

- 2/2 That this be considered as part of the technical review to be brought before the Traffic Committee.

For item 009- Part time No Stopping along east side of William Street for the rear subdivide development of 85 Victoria Street, from opposite No.31 William Street to Clissold Street, Ashfield

The motion to rescind was put and Lost.

C. Next Ashfield Traffic Committee meeting

The next meeting of the Ashfield Traffic Committee will be held at 9:30am on Friday 3 June 2016 at Level 6, Ashfield Civic Centre, 260 Liverpool Road, Ashfield.



**ASHFIELD TRAFFIC COMMITTEE - MINUTES
1 APRIL 2016**

2/2016 MEETING

FORMAL ITEMS

Items which require the elected Council to exercise its delegation functions.

ITEM NO: 001

SUBJECT: Ashfield Town Centre Upgrade.

ELECTORATE: Summer Hill

DESCRIPTION:

The Ashfield Town Centre Public Domain Strategy was adopted by Council in December 2014 after extensive community consultation in order to achieve the objectives of Council's Community Plan.

COUNCIL OFFICERS REPORT:

COMPLETE Urban Pty Ltd has been engaged by Council as the Primary Design Consultant on the project and will prepare detailed design plans and specifications for construction of the town centre core area.

The town centre core area comprises Hercules Street, The Esplanade, Foxs Lane, sections of Brown Street, Liverpool Road and Markham Place.

A number of changes to traffic, parking and pedestrian areas are proposed which require approval of the Traffic Committee.

These changes were detailed in drawings and supporting report prepared by Complete Urban Pty Ltd which were forwarded to members prior to the meeting.

Council's Senior Project Engineer and the consultant were invited to the meeting to address the committee on the matter.

COMMITTEE DISCUSSION:

Council's Senior Project Engineer for the Ashfield Town Centre Project addressed the Committee on the above treatment of the Town Centre.

Specific traffic (including parking) changes under the project were discussed as follows:

1. Four (4) indented parking spaces will be placed to the eastern side of Hercules Street. The 4 parking spaces will operate as loading zone from 6.00am-10.00am. 2 of the parking spaces would convert to operate as ½ hour period parking thereafter to 6pm, whilst the other 2 spaces closer to Brown Street, would convert to operate as disabled parking at other times.
2. The taxi rank (following discussions with the NSW Taxi Council) will be reduced from 10 spaces to 6 (intended) spaces on the western side of Hercules Street.
3. The whole length of period parking on the northern side of the Esplanade will be removed for traffic clearance.



**ASHFIELD TRAFFIC COMMITTEE - MINUTES
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4. The existing Bus Zone on the southern side of Brown Street, west of Fox's Lane will be moved some 11-12 metres closer to the Brown Street carpark to facilitate and enhance the corner footway extension of Brown Street at Fox's Lane. This will involve the removal of 2 existing parking spaces to the front of the Bus Zone.
5. The existing turn-around area in Markham Place at Markham Lane be formalised/modified and clearly identified for motorists to turn around and not proceed through the one-way west section of Markham Place, east of Markham Lane. Eastbound access to the unit apartments of 17-20 The Esplanade, just east of Markham Place, would be maintained.

This would also enhance the slow-down of vehicles and caution to pedestrian movement round the corner of Markham Place and Markham Lane.

6. The two-way access treatment at the intersection of Brown Street and Fox's Lane/The Esplanade be modified to allow entry access to the development of 11-13 Hercules Street from Brown Street. Fox's Lane will remain one -way north from Liverpool Road to the Esplanade.

The option of reversing Fox's Lane to one-way south was dismissed owing to safety reasons with insufficient (blind corner) viewing of pedestrians and traffic at the intersection of Liverpool Road and Fox's Lane.

Accordingly the following recommendation is made.

COMMITTEE RECOMMENDATION:

That all the traffic changes as shown on the accompanying drawings with the minutes and as listed below are approved, except for the 40 km/h High Pedestrian Activity Zone and Shared Zone(as these are the direct responsibility of the RMS).

1. That four (4) indented parking spaces be placed to the eastern side of Hercules Street. The 4 parking spaces will operate as loading zone from 6.00am-10.00am. 2 of the parking spaces would convert to operate as ½ hour period parking thereafter to 6pm, whilst the other 2 spaces closer to Brown Street, would convert to operate as disabled parking at other times.
2. That the taxi rank on the western side of Hercules Street be reduced from 10 spaces to 6 spaces.
3. That the whole length of period parking on the northern side of the Esplanade be removed.
4. That the existing Bus Zone on the southern side of Brown Street, west of Fox's Lane be moved west some 11-12 metres closer to the Brown Street carpark, and that 2 parking spaces currently to the front of the Bus zone be removed.
5. That the existing turn-around area in Markham Place at Markham Lane be formalised/modified and clearly identified for motorists to turn around and not proceed through the one-way west section of Markham Place, east of Markham Lane. Eastbound



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access to the unit apartments of 17-20 The Esplanade, just east of Markham Place, is to be maintained.

6. That the two-way access at the intersection of Brown Street and Fox's Lane/The Esplanade be modified to allow entry access to the development of 11-13 Hercules Street from Brown Street. Fox's Lane will remain one –way north from Liverpool Road to the Esplanade.

ITEM NO: 002

SUBJECT: Upgrade intersection Armstrong Street/Queen Street/Hardy Street-revised proposal of re-aligning the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street, Ashfield.

ELECTORATE: Summer Hill

DESCRIPTION:

A proposal for upgrading the intersection of Armstrong Street / Queen Street and Hardy Street intersection, to a roundabout was discussed in the Traffic Committee Meeting in December 2015. Such proposal was put forward to enhance the road safety and improve movements for road users, crossing facilities for pedestrians, reducing speed while maintaining access to all properties. This proposal was however turned down at committee discussion and recommendation was made to realign the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street.

Council had resolved to accept the recommendations of Traffic Committee and conduct community consultation for the new proposal before taking the matter to Traffic Committee.

COUNCIL OFFICERS REPORT:

Following the recommendations and Council resolution, a new design was prepared that included re-aligning the intersection to cross roads. Accordingly due caution was taken to address the safety at the intersection, while taking care of the stakeholders that will be affected by introduction of devices at the intersection. The concept plan was circulated to 266 residents, 40 of which were the non-resident owners.

Council has received comments from 14 residents/ businesses with regard to the new proposal.

Summary Table:

Street	Number Support	Number Support with conditions	Number Oppose	Undecided	Total
Queen		4	2		6
Hardy		2	1		3



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Armstrong		2		2	4
Ashbug		1			1
		9	3	2	14
Total percentage	0%	64%	21.5%	14.5%	100%

The submissions were assessed as follows :

64% support the scheme with conditions, 21.5% oppose the scheme, 14.5% are undecided.

These comments only account for approximately 5 % of the residents who were invited to comment on the proposal.

The collective support to the proposal indicated the following reasons for their support:

- Increasing safety on the road
- Slowing down of traffic

The collective support with conditions and objections to the proposal raised the following issues :

- Property accesses are affected
- Loss of parking in the area for businesses and residents
- Inappropriate / dangerous placement of pram ramps across Hardy Street
- Lack of pedestrian facilities and / or inappropriate placement of Refuge Island.
- Speeding vehicles
- Vehicles failing to stop at STOP control
- Movement of buses
- No stopping being introduced in residential area
- Use of cycle lanes
- Process adopted by the council

The following comments are offered in response to these issues:

1. Property accesses are effected for residents and businesses.

There are concerns regarding the restricted vehicular access under the proposal particularly to 220 and 222 Queen Street.



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Following the comments from the residents, Council will make further modifications to the plan where necessary. Repositioning, extending, providing turnaround or building a service road leading to these properties will be investigated. Council's officer will liaise with the residents in these properties to make them aware of the modifications to their driveways.

The circulated proposal identified the ramp of the raised threshold (speed hump) pedestrian refuge going over the driveway of 33 Queen Street. Council will investigate to further modify the ramp gradients or platform to the refuge and/or slightly shift the refuge device so as not to impede access to the driveway.

2. Loss of parking in the area for businesses and residents.

Parking has been at premium at most locations across Ashfield LGA. But, irrespective of this fact, Council is required to adhere to the guidelines detailed in RMS Technical directions. The basic idea in re-aligning this intersection to a cross-road have arisen from the need to address the safety issues existing at this intersection. There are some mandatory clearances required across the proposed devices such as the raised platform pedestrian refuges, and sight clearance to corners of the intersection. There are also clearances at intersections for the safe and proper manoeuvre and movement of traffic. The degree of safety for pedestrians and other road users that these devices and the associated signposting treatments exercise, have a greater bearing over that of loss of parking.

Never the less, in its signposting of the area, due care is made to use regulatory "No Stopping" distances near the intersection, driveways and existing locations where parking is not permitted/practised for the sake of traffic movement, so as to minimise the loss of parking.

It is considered that approximately 5-8 parking spaces would be lost around the intersection in order to facilitate the road safety requirements above. This accounts for legal parking space loss of 2-3 parking spaces in front of the Excelsior Jones Cafe, 1-2 parking spaces near property number 33 Armstrong Street, and 2-3 spaces to accommodate the kerb extension pedestrian cross-over facility outside No.5 Hardy Street.

3. Inappropriate / dangerous placement of pram ramps across Hardy Street.

There are concerns that the placement of pram ramp across Hardy Street are inappropriate and unsafe due to vehicles from Queen Street south turning left onto Hardy Street on claim of blind corner view.

Council has taken this comment on board and the proposed design will be modified to include "Give-way" on Hardy Street (the left turn lane from Queen Street South). Also the painted island at the corner will be modified to give a perception of tight curve across the bend. Pedestrians will be safe-guarded, firstly because of the reduced vehicle speed at Queen Street south with the raised threshold (speed hump) refuge, secondly due to the bend at Hardy Street, thirdly due to the perception of real tight painted island and finally Give-way will give opportunity to the vehicles to proceed with caution.

4. Lack of pedestrian facilities and / or inappropriate placement of Refuge Island.

There has been concern with the placement of crossing facilities like refuge or pram ramps near the intersection.



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The pedestrian desire lines for crossings are at/near to the intersections. The repositioning of such facilities further away or to mid-block would not be functional as pedestrian will continue to cross at/near the intersections. The kerb extension pedestrian cross-over facility at Hardy Street was set back south in close proximity to the intersection of Armstrong Street/Queen Street. This follows complaints under previous consultation with the conflict and hazard with pedestrians to cross at the Hardy Street corner with the Automotive operations.

There have also been questions as to why zebra (marked-foot) crossings were not considered.

It should be noted that provision of zebra crossing would require the location in question to meet certain warrants designed by RMS. These warrants involve the product of number of vehicles in an hour and number of pedestrians crossing across the location in an hour. Such warrants have been designed for the safety of the road users, reason being if such crossings are under-used, vehicles will tend not to stop, and likely collide with pedestrians when using the crossing. These warrants are not met by any of the crossing locations at the intersection, hence it is not possible to provide for 'marked foot-crossings' at this stage. The refuges provided at Queen Street/Armstrong Street have been designed wide enough to consider and accommodate pedestrian crossing in future if warranted, and without making any major changes to the surrounding infrastructure.

Appropriate care has been taken to provide the required sight distance for these pedestrian refuges under Austroad/RMS guidelines, so as not to risk the safety of road users.

Some questions were raised in removing existing traffic calming devices in the area.

No other existing traffic calming devices will be removed in the surrounding area under this proposal.

5. Speeding vehicles.

There have been concerns regarding the speed with which vehicles approach the intersection. The pedestrian refuges in Queen Street and Armstrong Street either side of the intersection have been raised and the refuge-central median islands and kerb extension at the N.E corner of the intersection in Armstrong Street have been designed to road narrow and speed control traffic through the intersection along Queen Street (south) and Armstrong Street. STOP controls at Queen Street (north) and Hardy Street are placed for speed control at the approaches of the intersection. The tightening of curve at the S.E corner of Hardy Street and Queen Street (south), the provision of Give-way for vehicles turning left into Hardy Street from Queen Street (south), and the raising of the refuge in Queen Street (south) assist speed control of traffic turning left at the south-east corner of the intersection (see item 3).

6. Vehicles failing to stop at STOP control.

This is claimed under the current situation. With the proposed re-alignment of the intersection, appropriate signs and markings will be provided to the STOP control in Queen Street (north) and Hardy Street at the intersection.



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7. Movement of buses.

There have been concerns regarding the movement of buses, especially while turning out from Harland Street, Ashfield.

Due diligence has been used to keep the ramps bus friendly at the raised refuge in Queen Street (south). Bus Turning movements have been investigated and the refuge moved as far north in Queen Street to allow appropriate right turn of buses from Harland Street.

8. No stopping being introduced in residential area.

There have been concerns that the subject area is not business area and it is not wise to introduce No Stopping zones in residential areas. There have also been comments to proceed with resident parking scheme in these zones instead.

No stopping is mandatory requirement in the surrounds of the devices and the intersection. Signposting is essential to enforcing the No Stopping restrictions and ensuring clearance of parking in the area. No exemption is made to parking in these No Stopping zones.

9. Use of cycle lanes.

Hardy Street should be included as part of the formal cycle network and why is Queen Street (south) not marked out as cycle way?

Hardy Street is not a cycle path under the 'Ashfield Council's Cycling Map and Guide', which is available to the public and is considered as a formal document. No arrangement are made to encourage cyclists to use Hardy Street. Queen Street (North) and Queen Street (South) are identified under the cycle map, and bike logos and painted lane marking will be implemented at these streets. Painted cycle lane markings have been removed in this proposal in Queen Street (south). It was considered that cyclists travelling along the left side of the street will need to suddenly veer right in the stream of traffic to turn right into Queen Street (north). On grounds of safety no lane markings are proposed in the northbound carriageway of Queen Street (south) to the approach of the intersection. Bicycle logos will instead be installed with cyclists travelling with the traffic, as it is with the current situation.

10. Process adopted by Council.

Few people have expressed concerns over the rejection of roundabout. They indicated that Council did not give appropriate reasoning on why the earlier proposal was not accepted. They see lack of study on this matter.

The Traffic Committee at its meeting on the 4 December 2015 in discussion raised the main following issues regard to the roundabout proposal, that being:

- Concerns with pedestrians safety.
- Concerns with visibility issues for motorists on Queen Street (north) towards Armstrong Street.
- Roundabout may cause additional traffic queuing issues.



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The committee concluded and recommended that the roundabout be **not** supported and instead look at realigning the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street.

This proposal followed the typical process used for all traffic matters, which included investigation, identifying actions /options, consulting with stakeholders and reporting to Traffic Committee/Council for approval.

Specific mention is made to the following:

Ms. Melanie Zeaiter, Automotive owner 1 Hardy Street, raised concerns to the proposal in her letter dated 9 March 2016. A copy of this letter was forwarded to members prior to the meeting.

Council's officer did meet with Ms. Melanie to explain the benefits of the proposal.

The concerns in the letter to Council dated 9 March 2016 indicated the safety of pedestrians at Hardy Street. It was proposed that a "Give-way" sign and line marking would be placed where the left turn slip from Queen Street (south) meets with Hardy Street near the pram ramps. It was also discussed at the meeting that the existing location of pedestrian ramp facility (which would have been otherwise at the intersection) was set back away from the intersection in order to save parking outside of 1-1A Hardy Street and provide for accessibility to the trucks/ long vehicles servicing the Automotive shop. The painting of the median island in Hardy Street at the intersection provides room for manoeuvring the vehicles in and out of the driveway to the Automotive shop. Concern was also made to not following American Association of State Highway and Transport Officials (AASHTO) principles. She was advised that Council is required to abide to Australian principles that being Australian Standards and RMS Technical directions.

The only concern that remained unaddressed was the request for the removal of the "No Stopping" sign near their property, which will be enacted upon and modified in the draft pending the feedback from Traffic Committee members.

Council's officer also discussed concerns held by the Cafe with the owner. It was explained how loss of parking would be minimised and addressed the safety of the pram ramp facility on Hardy Street. The Cafe was also informed that Council follows the RMS directions and Australian Standards.

Taking above discussion into consideration, it can be concluded that all efforts have been made by the Council officers in paying attention to the details of the comments received by the residents. Appropriate corrective actions has been taken on plan after consultation, with officers already addressing the comments on modified plan.

COMMITTEE DISCUSSION:

The Committee was advised minor changes will be made to plan to address certain concerns made by the residents in regard to access.

Other issues as raised at the meeting were addressed as follows:



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1. A request was made by the Automotive owner 1 Hardy Street to remove the proposed No Stopping restriction across their vehicular driveway.

The removal of the No Stopping restriction would only lend to undesirable parking across the driveway, and illegal parking right up close to the corner of Hardy Street and Armstrong Street.

In this particularly situation, it could be considered the that No Stopping sign be removed, and that a solid yellow line be painted in Hardy Street along the front side of kerb and gutter. The yellow line would be painted at least to the regulatory (No Stopping) distance back from the corner of Armstrong Street, or an appropriate distance as required for visual sighting of the intersection. This allows No Parking across the rear end of the driveway. Should any problems arise with enforcing the yellow line without No Stopping signage, then Council will need to install 'No Stopping' sign restrictions right across the driveway.

Solid Yellow lines will be marked to all other corners of the intersection or locations to supplement the No Stopping sign restrictions in the area. The residents will be notified on the meaning and enforcement of the yellow line.

2. Question was raised on the legal driveway movement out from No.220 Queen Street.

Design allowance has been made to provide safe entry and exit for the resident, with intention that the resident exits in a forward direction and 'turns left out' into Queen Street (south). Council would not encourage the resident to cross over into Hardy Street or right turn in Armstrong Street for safety reasons. The resident would be advised accordingly.

3. The left turn slip lane from Queen Street (south) leading into Hardy Street is slightly acute in its angle approach to view west bound traffic in Hardy Street,

The painted island in Hardy Street will be marked and aligned more towards a 90 degree approach without impacting turning movements.

4. Question was raised that the cross-over pedestrian facility with kerb extensions in Hardy Street (particularly on the northern side) poses a hazard to bicyclists.

It was explained that the kerb extensions are designed in width so as to not seriously impede into the traffic lane areas of the street. With cars parked on both sides along the kerb lane/areas of the street, bicyclists ride in line with the traffic and not along the parked kerb lanes/areas of the street.

5. Can vehicles right turn into Queen Street from Harland Street?

The right turn has been examined with design bus movement templates and the pedestrian refuge moved as far north in Queen Street to allow appropriate right turn movement out of Harland Street.

Accordingly the below recommendation is made with minor design inclusions as discussed above.



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COMMITTEE'S RECOMMENDATION:

1. That the upgrade of the intersection of Armstrong Street / Queen Street / Hardy Street be approved to realigning the intersection to cross roads with Stop control at Queen Street (North) and Hardy Street.
2. That Council officers assist Ashfield Automotive by liaising with RMS and Police in preparing Traffic Control Plans for the tow truck practices, for Ashfield Automotive to implementation at all times when a tow truck obstructs traffic in Hardy Street.
3. That Council officer's monitor after construction is completed and traffic patterns have established the pedestrian crossing activity and practices in the area to determine if further actions are necessary.
4. That safe pedestrian crossing practices are promoted to nearby schools, residences, businesses in the area, and organisations supporting the visually impaired.

ITEM NO: 003

SUBJECT: No Parking Zone – un-named lane behind 29-37 Wellesley Street, Summer Hill.

ELECTORATE: Summer Hill

DESCRIPTION: A request from a resident of Wellesley Street for a No Parking zone on the north side of the lane to allow for improved access to driveways on the southern side of the lane.

COUNCIL OFFICERS REPORT:

Council has distributed a consultation letter to all residents with a property frontage to the section of lane behind No.s 29-37 Wellesley Street seeking views on a proposal for introduction of a No Parking zone on the northern side of the lane. All responses received have been supportive of the change.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That a full time No Parking restriction be established on the northern side of the lane at the rear of No.29-37 Wellesley Street, Summer Hill



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ITEM NO: 004

SUBJECT: No Parking Zone – Dobroyd Lane, Haberfield.

ELECTORATE: Summer Hill

DESCRIPTION: A request from residents with rear lane access to Dobroyd Lane for No Parking restrictions in the lane.

COUNCIL OFFICERS REPORT:

Residents of Dobroyd Lane between Boomerang Street and Kingston Street have raised concerns about access to their driveways/garages being blocked by vehicles parked on the opposite side of the lane. Observations suggest that vehicles are regularly parked opposite driveways, which, given the 5m width of the lane, makes entering and exiting driveways difficult. For this reason, Council has consulted with residents regarding the introduction of "No Parking" restrictions on the both sides of Dobroyd Lane at points where parking might interfere with driveway access.

There are some 23 properties with a frontage with most having a vehicular access point to the lane. 12 of these properties have responded to the survey. Of these, 6 are supportive of the introduction of restrictions while 6 are opposed. All of those who have expressed opposition to the introduction of No Parking restrictions reside on the northern side of the lane. Homes on the northern side of the lane have no other vehicular access and therefore rely upon parking in the lane for deliveries, visitor parking and parking for their own vehicles that cannot be parked off-street. Most of the properties on the southern side of the lane have their primary vehicular access from Crescent Street however some also have a secondary vehicular access to Dobroyd Lane. The introduction of parking restrictions would therefore impact to a more significant extent upon homes on the northern side of the lane and, for this reason the retention of some parking in the lane is considered essential.

On the northern side of the lane there is an existing No Parking restriction in place across the driveways to No.24 & 25 Dobroyd Parade. This restriction should be retained and extended to the west to encompass the driveway accesses to No.26 Dobroyd Parade and 67 Boomerang Street and ensure that access to driveways serving No.21-29 The Crescent is enabled. This action would however retain parking over the bulk of the northern side of the lane. In addition, a No Parking restriction should also be established over the entire length of the southern side of Dobroyd Lane. Given the narrow width of the lane it is not possible to park on both sides of the lane without completely blocking through access. The current convention in the lane is that parking activity is confined to the northern side of the lane and the introduction of a No Parking restriction on the southern side would reinforce that convention while also ensuring that those residents who have opposed the introduction of restrictions (most of whom reside on the northern side of the lane at its Kingston Street end) have parking retained near their homes.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

1. That a 'No Parking' restriction be established on the full southern side length of Dobroyd Lane between Kingston Street and Boomerang Street



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-
2. That the existing 'No Parking' restriction on the northern side of Dobroyd Lane across driveways serving No.25 & 24 Dobroyd Parade be extended in a westerly direction to terminate at a point opposite the western extremity of the driveway to No.29 Crescent Street.

ITEM NO: 005

SUBJECT: Temporary removal of pedestrian crossing - Croydon Station Easy Access Upgrade – Hennessy Street, Croydon.

ELECTORATE: Strathfield

DESCRIPTION: In conjunction with the access upgrade to Croydon Station currently being undertaken by contractors John Holland Group for Transport for NSW the pedestrian crossing on Hennessy Street, Croydon has been relocated eastwards to permit part of the works to proceed. Shopkeepers on Hennessy Street have raised concerns about the associated loss of parking in front of their premises. Burwood Council has proposed that the crossing be relocated further to the east to alleviate those concerns however this action still removes parking and shifts the crossing further from the pedestrian desire line. An alternative proposal for removal of the crossing on temporary basis has now been investigated and is discussed in the report below.

COUNCIL OFFICERS REPORT:

In order to facilitate the easy access upgrade works at Croydon Station the contractors John Holland Construction on behalf of the State Government (Transport for New South Wales) have implemented a number of changes to traffic management of the road network surrounding Croydon Station. These changes have helped to ensure continuous access for pedestrians to and from the station.

As part of these changes the existing pedestrian crossing which was located in Hennessy Street, east of Meta Street, was relocated a further 20 metres east to cater for pedestrians being dropped off along the southern side of the street. This relocation of the pedestrian crossing resulted in the total loss of 10 parking spaces within Hennessy Street, due to the statutory 'No Stopping' requirements on the approach and departure sides of the crossing. The No Stopping restrictions ensure adequate visibility for pedestrians and motorists. This loss of parking has impacted upon businesses at the western end of Hennessy Street due to the limited amount of parking available for customers trying to park adjacent to their destination. To address this situation it was proposed that the crossing be shifted further eastwards to allow some parking to be reinstated at the western end of the street.

To gauge if this action was appropriate vehicular and pedestrian traffic counts were undertaken on Hennessy Street. The counts revealed very low numbers of pedestrians crossing Hennessy Street (4 pedestrians per hour in the am peak and 12 pedestrian per hour in the pm peak). These numbers do not come close to meeting the RMS warrant for a pedestrian crossing and removal of the crossing whilst there is no direct access to the station from Hennessy Street was considered a more appropriate response given the current low levels of pedestrian activity. Burwood Council are expected to adopt their Traffic Committee's recommendation to remove the pedestrian crossing at their meeting on 23rd March. The crossing will be reinstated by John Holland Group once station upgrade works are completed and pedestrian volumes are once more at higher levels.



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In the absence of a pedestrian crossing on Hennessy Street Burwood Council's Traffic Committee have proposed that W6-1 Pedestrian warning signs be installed for east and westbound motorists on Hennessy Street. This action is supported.

In conjunction with the removal of the crossing it will also be necessary to remove the No Stopping zones on the approach and departure sides of the crossing. Some of these restrictions are located with the Ashfield LGA. A No Parking (kiss and drop) zone located is currently located on the southern side of Hennessy Street within the Ashfield LGA. This zone is in place to facilitate pedestrian access to the station, however as there is currently no direct pedestrian access to the station via Hennessy Street, the kiss and drop zone is unused and considered redundant. The nearest pedestrian access to the station, is currently situated at the intersection of Paisley Road and The Strand, sited over 200m away. Removal of the kiss and drop zone and replacement with 1P parking is considered appropriate.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That:

1. It be noted that Burwood Council has approved the removal of the relocated pedestrian crossing in Hennessy Street Croydon.
2. The No Stopping and Kiss and Drop restrictions near the crossing on the southern side of Hennessey Street be temporarily removed, and in place provide reinstatement of '1P Parking 8.30am – 6.00pm Monday to Saturday'.
3. The No Stopping restrictions on the northern side of Hennessey Street (between Meta Street and College Street) associated with the relocated (temporary) pedestrian crossing, be removed, and in place provide reinstatement of '1P Parking 8.30am-6.00pm Monday to Saturday'.
4. Pedestrian warning (W6-1) signage for east and west bound motorists along Hennessy Street, be installed.
5. Burwood Council and John Holland Group be advised of Council's decision.

ITEM NO: 006

SUBJECT: 15min Parking restrictions - Norton Street, Ashfield at Ashfield Childcare Centre.

ELECTORATE: Summer Hill

DESCRIPTION: A request from the Ashfield Childcare Centre has been made for additional 15min P parking in front of the centre.

COUNCIL OFFICERS REPORT:

10 Norton Street is a Council owned premises leased to a private childcare provider. The centre is currently approved to operate for 56 children. If the DCP parking rates were applied to the centre



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Council would require 14 parking spaces to be provided off-street. The only off-street parking at the centre consists of 3 spaces within a garage accessed from Tintern Road. These spaces are currently used as storage rather than for parking. A No Parking restriction is in place across the driveway which means that some vehicles park across the driveways to drop off or pick up children. In addition a 15min parking zone of 3 parking spaces in length and applying between the hours of 7am and 6pm is currently present on the Tintern Road frontage of the centre. This zone is used on an infrequent basis for most of the day however is well utilised during the peak drop off and pick up periods i.e 8-9am and 5-6pm. Most vehicles are observed to occupy this zone for 5-10minutes which is the time required to accompany the child into the centre and settle it before departing or to park, collect a child's belongings and then depart. Unrestricted parking which is heavily utilised for all day parking is present on the Norton Street frontage of the centre.

Parking observations have been undertaken on a number of occasions at various times of the day and have revealed that at most times the 3 x 15min parking spaces appear to be adequate for the parking needs of the centre. The only times when the 3x 15min parking spaces are insufficient is during the peak drop off and pick up periods when the zone is sometimes observed to be full and some evidence of double parking or 5-10min parking within the No Parking zone is observed to take place. On this basis it is considered that some additional 15 minute parking is required however this parking should not apply all day but only at times when capacity is exceeded within the existing 15 minute zone. There are 5 parking spaces on the Norton Street frontage of the centre. It is considered that if two of these were zoned for 15 minute parking between 7:30am and 9:00am and between 4:30pm and 6:00p.m that it would meet the parking needs of the centre.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That:

1. Two 15min P parking spaces applying '7:30am to 9:00am and 4:30pm to 6:00pm Mon-Fri' be established on the Norton Street frontage of No.10 Norton Street.
2. The management of 10 Norton Street be advised that the off-street parking spaces should be utilised for parking purposes rather than storage particularly if there are concerns about a lack of parking for parents and staff.

ITEM NO: 007

SUBJECT: Part time Bus Zone – Charlotte Street, Ashfield.

ELECTORATE: Summer Hill

DESCRIPTION: A request from St. Vincent's Catholic School has been made for a part time Bus Zone on the western side of Charlotte Street in front of the school.



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COUNCIL OFFICERS REPORT:

Last year, at the school's request, a "No Parking" Kiss and Drop zone was established on the school's Charlotte Street frontage. At the time it was thought that school buses would be able to stop to pick up and unload passengers from within the No Parking zone. The School now advises that buses arriving after 9:30am, when the Kiss and Drop zone reverts to 2P parking, and buses needing to park for longer periods of time than 2 minutes are unable to use the Kiss and Drop zone.

Council staff have met with the school Principal to discuss the issues. The School does not want to lose the Kiss and Drop zone however also wants to have some parking for school buses, particularly buses for school excursions. These buses which usually arrive after the school drop off and depart before the school pick up period can occupy the kerb for quite lengthy periods whilst children are marshalled and taken onto or off the bus. A Bus Zone which applied during the hours when the Kiss and Drop Zone did not apply was considered ideal by the school.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That the existing 2P parking applying outside of Kiss and Drop hours on the west side of Charlotte Street outside St. Vincent's School be converted to Bus Zone applying 9:30am to 2:30pm School Days. Existing Kiss and Drop restrictions during morning and afternoon school hour Drop off and pick up are to remain unchanged.

ITEM NO: 008

SUBJECT: Removal of disabled parking zone – 64 Bland Street, Ashfield.

ELECTORATE: Summer Hill

DESCRIPTION: Following a review of existing disabled parking spaces within the LGA the disabled parking space at 64 Bland Street has been found to be redundant and removal is requested.

COUNCIL OFFICERS REPORT:

As part of Council's review of all disabled parking spaces in the LGA a number of inspections of the disabled parking zone at 64 Bland Street have found the space to be unoccupied. The space was originally requested by Wesley Disability Services who occupied premises at 64 Bland Street at the time. Wesley Disability Services are no longer at that address and recent enquiries with St.Johns Anglican Church who are present at the address have revealed that they have no desire for the space to be retained. On this basis it is proposed to remove the disabled parking zone and reinstate unrestricted parking in its place.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.



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COMMITTEE RECOMMENDATION:

That the disabled parking zone on the western side of Bland Street in front of No.64 Bland Street be removed, and that unrestricted parking be introduced in its place.

ITEM NO: 009

SUBJECT: Parking Restrictions near 92 Charlotte Street, Ashfield.

ELECTORATE: Summer Hill

DESCRIPTION:

Council has received a request from the business owner at 92 Charlotte Street, Ashfield to modify parking restrictions in front of his shop to provide assistance with the parking opportunities in surrounds of his business

COUNCIL OFFICERS REPORT:

Council has received a request to extend the existing 15min Parking Restriction outside 92 Charlotte Street to include Sunday between 8:30 am and 12:30pm. The current arrangements are 15 min P parking from Monday to Friday between 8:30am and 6:00pm, and 8:30am to 12:30pm on Saturdays. Current 15 minute parking restriction do not apply on Sundays. The discussions with the applicant revealed that this would assist in securing parking turn-over during his shop hours on Sundays and providing support to his business.

From investigations it was revealed that modifying the existing parking arrangements would assist business without adversely affecting the parking needs of the surrounding community. To determine whether the surrounding residents support the change, a proposal describing above change was issued out for consultation. Council received no response against this consultation.

Considering the above fact, it is favourable to make changes to the parking restriction.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That modifications to the existing parking arrangements be made to include 15min P parking restriction between 8:30am and 12:30 pm on Sunday in addition to the already existing parking arrangements.



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ITEM NO: 010

SUBJECT: Parking Restrictions Forbes Street, Croydon Park.

ELECTORATE: Strathfield

DESCRIPTION:

Council has received an email from Croydon Park Business Chambers (CPBC) requesting the introduction of parking restrictions along the entire length of parking strip including Georges River Road and angle parking on side streets.

COUNCIL OFFICERS REPORT:

Council's officer was in constant communication with President, Croydon Park Business Chambers to discuss the concerns CPBC has in relation to the parking. The initial request comprised of introducing time limited parking throughout the shopping strip in Croydon Park including the entire Georges River Road, and any angle parking locations on side street.

Council's officer informed CPBC that Council can only bring about changes to parking restriction in the area under the control of Ashfield Local Government Area. Also, Council has no jurisdiction on Georges River Road being a State Road which comes under the care and control of the RMS. Further talks revealed that it would be in the best interest of the business to get parking restrictions in **Forbes Street**, Croydon Park. CPBC commended Council's effort in creating extra parking spaces for the business community, but, were concerned about loss of customers because some of the local businesses and their staff use the parking spots all day long.

Taking the comments from CPBC into consideration, Council's officer consulted the businesses and residents in surrounds of Forbes Street. Council received 5 responses for this consultation (multiple comments from different persons of same household / business has been considered as one).

There was only one clear acceptance to the proposal, it being from the CPBC. Other comments included three objections and one recommendation to the proposal, its wordings being, "Please be advised the following must be considered in conjunction with the above proposal.

"It is highly likely that the introduction of a 1P timed parking zone will only serve to direct vehicle parking to further along Forbes Street. This will severely inconvenience the existing residents of the street who struggle now with off street parking availability. It would be more prudent to introduce the 1P parking but to exclude the angled car parking from general access to the rest of this residential street. This should be done via a timed or light traffic only thoroughfare not unlike those used in Canterbury Council at Third Street".

Usually parking restrictions can only be initiated in the area in surrounds of business and it is unlikely to be introduced in residential areas, unless there is demand for introduction of resident parking scheme. Forbes Street and Georges River Road intersection comprises of various businesses including Pharmacist, Plumbing Shop, Chiropractor, Medical Practice, Hair dressing etc. The remainder of Forbes Street



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In light of the above discussions and taking care of the fact that most businesses in surrounds of Forbes Street require their customers to stay parked for longer, Council does not foresee any support rendered to the Businesses by introduction of such parking restrictions. In fact, it may negatively affect the Businesses reducing the customers visiting such places.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That no further action be carried out, and that unrestricted angle parking remain in Forbes Street near the intersection of Georges River Road, Croydon Park.

INFORMAL ITEMS

ITEM NO: 011

SUBJECT: Paisley Road – Works Zone, Croydon.

ELECTORATE: Strathfield

DESCRIPTION:

A request was received from John Holland Group for the creation of a Works Zone on Paisley Road to facilitate construction works associated with the Croydon Station Easy Access Upgrade.

COUNCIL OFFICERS REPORT:

In November 2015 the Ashfield Traffic Committee gave consideration to the Construction Traffic Management Plan for the Croydon Station Easy Access Upgrade. The Traffic Committee recommended the following:

That the CTMP and associated TCP's for stage 1 and stage 2 works be noted and conditional approval be given to the following temporary traffic changes in Paisley Road, Edwin Street South and Hennessey Road:

- Introduction of No Stopping restrictions on the north and south sides of Paisley Road during stage 1 and 2 works
- Temporary relocation of the pedestrian crossing (and associated parking restriction adjustments) on Hennessey Road to a new location approximately 25m east of its current location.
- Introduction of a temporary marked pedestrian crossing and associated No Stopping zones on Paisley Road during stage 2 works
- Introduction of a 3 space "No Parking" (Kiss and Drop) facility on the west side of Edwin Street South during stage 2 works



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The above recommendation was subsequently adopted by Council and John Holland Group (the lead contractor) have now commenced works including the establishments of Works compounds in Paisley Road.

To facilitate construction activities in Paisley Road, John Holland Group have now requested that a Work Zone be established along 42m of the northern side of Paisley Road. The request is for a Work Zone to be established between 16 March 2016 and July 2016. The Work Zone is required to apply on a full time basis as works will be taking place during approved work hours plus some works outside of standard work hours during weekend rail possessions. Although the kerb space on the northern side of Paisley Road usually allows parking, under the existing Construction Management Plan, the northern side of Paisley Road has been zoned No Stopping. The change from No Stopping to Work Zone will not therefore impact to any additional extent upon parking supply in the area.

John Holland Group have submitted a Works Zone and footpath occupation application (which includes a mark up showing the area of Paisley Road which will be impacted by the Works Zone). A copy of the application, the TCP approved in November and the latest community notification letter which references the traffic changes in Paisley Road have been circulated to voting members for consideration and no objection to creation of the Works Zone has been raised. The representative for Jodi McKay MP has requested that the community be consulted regarding the change. John Holland Group confirm that consultation in regard to the matter has been undertaken. On the basis of the above John Holland Group has been advised that approval for the introduction of the Works Zone has been granted.

COMMITTEE DISCUSSION:

The Committee supported the officer's recommendation.

COMMITTEE RECOMMENDATION:

That it be noted, that approval has been granted for the establishment of a Works Zone over a length of 42m of the northern side of Paisley Road (between Paisley Lane and Edwin Street South), Croydon. The Works Zone will apply on a full time basis between 16 March 2016 and July 2016 and will be installed by John Holland Group at their cost.

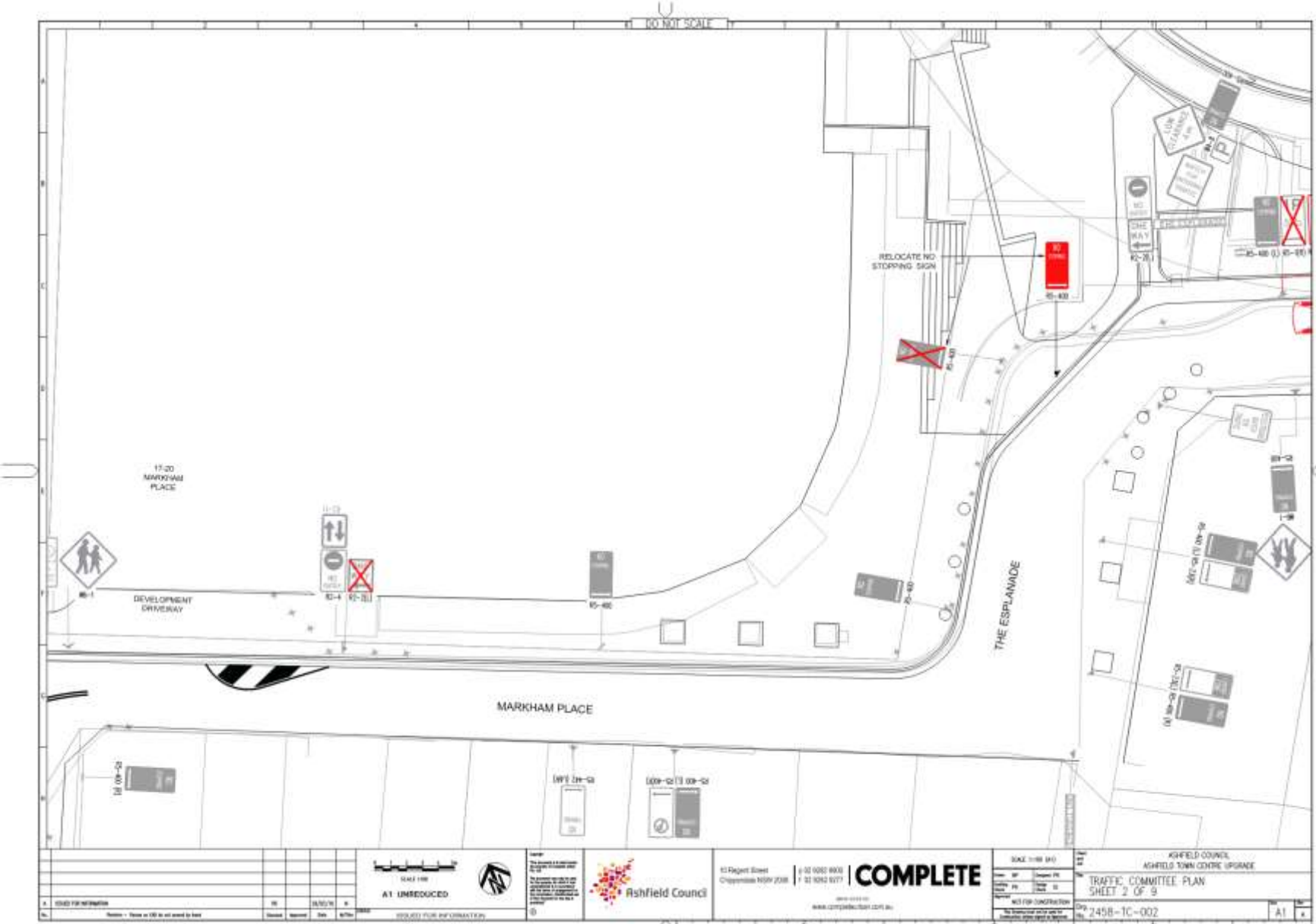


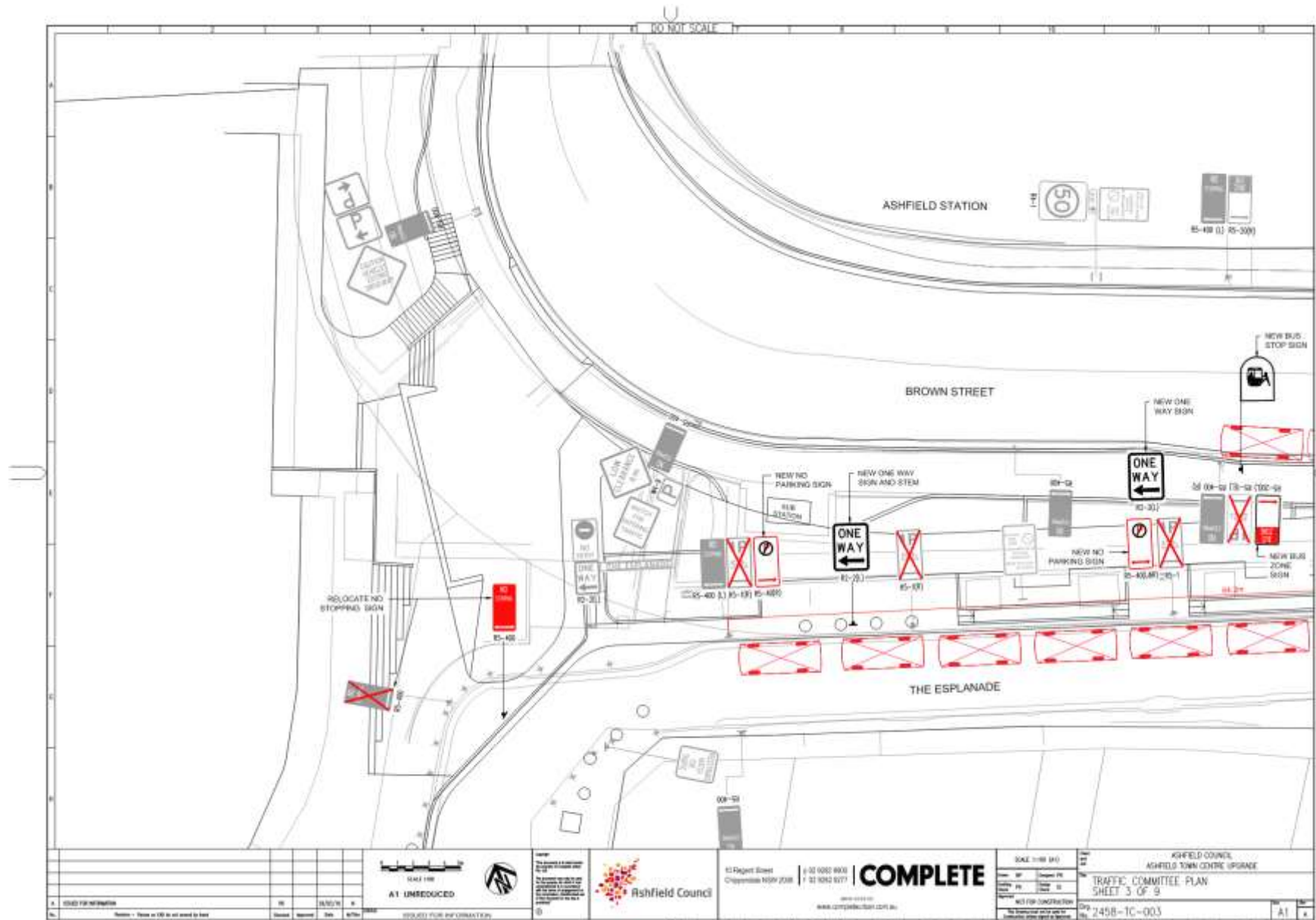
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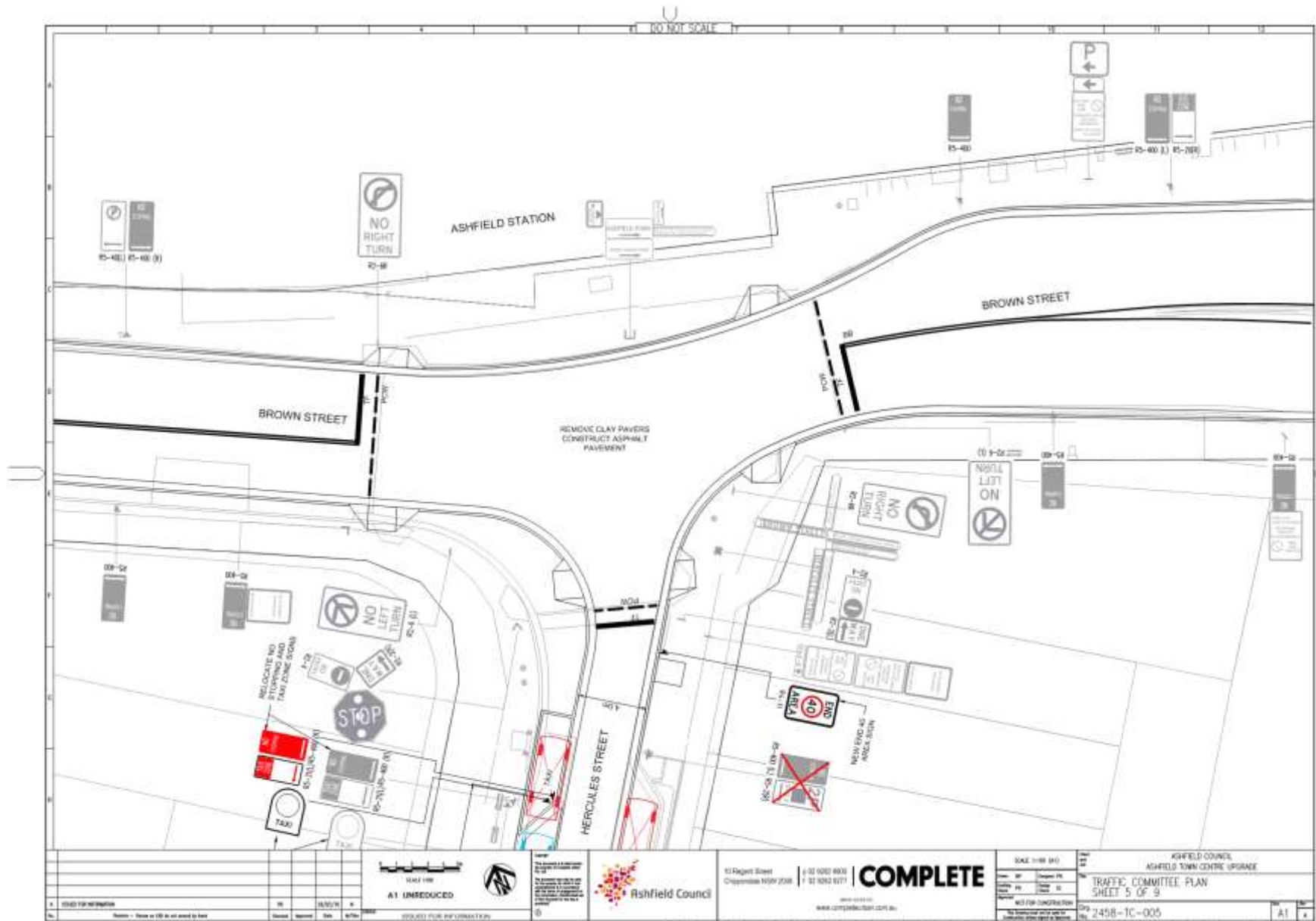






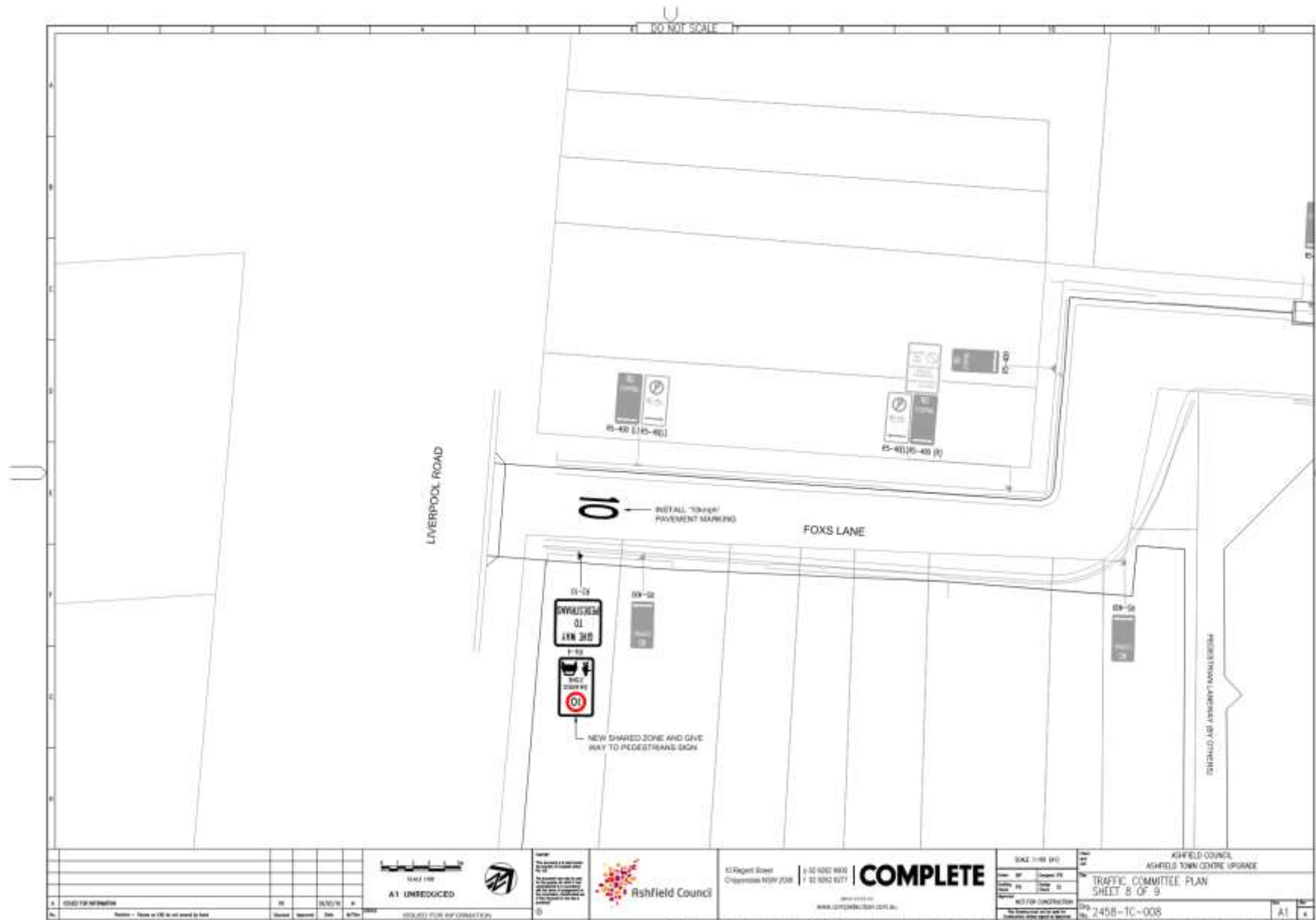














Subject	HAMMOND PARK PUBLIC SUBMISSIONS ON PROPOSED 5 YEAR LEASE & CANTEEN FACILITY FOR ASHFIELD PIRATES
File Ref	SC1374
Prepared by	Popy Mourgelas - Manager Corporate Governance
Reasons	To inform Council on the results of the public consultation feedback relating to the Hammond Park proposed 5 year lease and canteen facility for Ashfield Pirates Football Club
Objective	Council to determine whether to proceed with the proposed future leasing arrangements for Hammond Park

Overview of Report

This report outlines the current situation in respect of the public consultation feedback for the proposed future leasing arrangement for Hammond Park.

Background

On 23 February 2016 Council determined to undertake public consultation to notify residents near Hammond Park of the proposed 5 year lease and canteen facility for Ashfield Pirates Football Club.

That Ashfield Council notify the residents of Ashfield and letterbox residents in the immediate proximity that the Ashfield Pirates football club is seeking a 5 year lease and alteration of one of the current change rooms into a canteen that they will operate on Saturday mornings during the football season.

That the notification seek community feedback about the proposed lease and proposed modification of the change room into a canteen. Council will then determine if the change to the change rooms can proceed and, if so, request the General Manager to arrange a lease.

The public consultation closed on 12 April 2016 and a total of 188 submissions were received, including phone calls, email and on-line petition. A significant amount of objections were received at 181 submissions (96% Against the proposal) and 7 submissions in support (4% For the proposal).

The general theme of the objections centered around the proposed 5 year lease and provision of commercial canteen, public access and shared use by multiple sporting groups and parking, traffic and safety issues. A submissions summary overview is in **Attachment 1**. The detailed submissions are attached as confidential papers in **Attachment 2**.

Hammond Park is owned by Ashfield Council and falls under the 2011 Hammond Park Plan of Management (PoM). The land classification is Community land zoned as RE1/SP2 (public land and infrastructure). Provisions for leases to community or sporting groups and not for profits is covered under s5(iii) of Council's Leasing Policy 2016.

HAMMOND PARK PUBLIC SUBMISSIONS on proposed 5 year lease & canteen facility for Ashfield Pirates

Financial Implications

Likely income from sports ground hire and from proposed future leasing arrangement at market rent, and from the capital infrastructure contribution for proposed modifications to facilities.

Other Staff Comments

Council staff were requested to provide comments on specific issues with regard to meeting the conditions in the 2011 Hammond Park PoM and tendering requirements.

Coordinator Parks and Trees

PoM 3.2 Leases and licences

A Council may only grant a lease, licence or other estate over community land if there is an 'express authorisation' for such action in a Plan of Management.

1.3 Ensure all leases and licences and other estates over community land are in the best interests of the community as a whole and ensure such agreements enable, where possible, shared use of the community land and facilities. 1.3.2 Limit leases, licences and other estates to land categorised as sports ground.

On 10 April 2012 Council was informed of extensive community consultation conducted on medium long term leasing options for a number of Council playing fields. This did not cover Hammond Park. In 2010 stakeholder consultation was considered in the development of the 2011 Hammond Park PoM. Recent public submissions show a significant number of objections to the proposed 5 year lease for Hammond Park.

There are no exclusive rights for park use under the existing PoM. The PoM recognises shared use arrangements of the community land and facilities through a booking system.

In relation to the proposed lease and provision of a commercial canteen this will be subject to a separate DA process. The PoM includes community feedback for *no Kiosk at Hammond Park* and *priority to community and not for profit groups – place limits on commercialisation*.

PoM 5.4 Organised sporting activities, multiple uses and public access

In both the winter and summer months, the Park is used by a number of local schools. These include Trinity Grammar School, Ashfield Boys High School, De La Salle College and Summer Hill Public School. In the summer it is also used by Ashfield Cricket Club for junior and senior training and playing and in the winter by APIA Leichhardt Tigers Junior Soccer Club.

Current organised sporting activities include young children who play for sporting clubs or the schools who use the grounds. The PoM also recognises the playing field to be close to residences and that no adult teams are allowed to use the field for competition.

PoM 5.5 Spillover impacts

Concerns were raised during consultations about possible future overuse of the Park for organised sporting activities. Current sporting activity use of the Park by children and young people from local schools and APIA Leichhardt Tigers Junior Soccer Club was seen as the most appropriate use of the Park's facilities

Hammond Park seasonal booking schedule for years 2001 to 2016 is in **Attachment 3**.

HAMMOND PARK PUBLIC SUBMISSIONS on proposed 5 year lease & canteen facility for Ashfield Pirates

PoM 5.3 Parking

The issue of potential or real conflicts with nearby residents over such issues as noise, lighting and parking are common to facilities such as Hammond Park. Parking is at a premium around the Park. Illegal parking in the streets around the Park was referred to in consultations as a consequence and as an ongoing problem. This issue is exacerbated during organised sporting activities that attract many participants.

Parking is a problem with all of Council's parks with sports fields, it is not unique to Hammond Park. The PoM recognises that Council will monitor the parking and issue parking infringement notices if patrons ignore the no parking signs.

PoM 5.1 Maintenance of grounds and infrastructure

....The community should also be encouraged to report any safety concerns immediately to Council to minimise the risk of injury occurring.

Council recently upgraded the lighting to the sportsfield (contract 14/53281) to improve safety. Irrigation and drainage works (contract 15/55715) are scheduled to be undertaken over the next few months for identified Council sports fields. Hammond Park is reserved for juniors only when these works are in progress. Ashfield Pirates was consulted and the club has found alternative playing fields (Pratten Park).

Strategic Procurement Specialist

Local Government. Act 1993 (NSW) Part 3 Division 1 Tendering Section 55 (3) (e) states this section does not apply to a contract for the leasing or licensing of land by council, other than the leasing or licensing of community land for a term exceeding 5 years to a body that is not a non-profit organisation.

In this instance it is noted there is an expressed interest from other community groups who are long term park users, that claim to be non-profit organisations and have specifically expressed an interest in leasing the park and facilities. It is therefore advisable that should Council determine to grant a contract with a lease term of 5 years that it undertake a competitive public tender process to ensure probity in particular fairness and transparency.

According to ATO, an organisation must be registered as non-profit organisation. There are certain requirements such as organisational structure, constitution and governance to be satisfied to be recognised as a non-profit organisation.

Public Consultation

Public consultation undertaken from 15 March 2016 to 12 April 2016 by various mediums. Letters were sent to residents near the Hammond Park area, signs were posted in and around Hammond Park, information provided on the Council's website and Customer Service Desk and advertisements were posted in the local newspaper 'Inner West Courier'. A map of the resident notification area is in **Attachment 4**.

Conclusion

If the option is resolved not to go to public tender, the alternative option is to elect to manage bookings on an annual basis through the existing booking hire system for shared use of Hammond Park sportsfield.

HAMMOND PARK PUBLIC SUBMISSIONS on proposed 5 year lease & canteen facility for Ashfield Pirates

ATTACHMENTS

Attachment 1	Hammond Park Public Consultation Summary Overview	10 Pages
Attachment 2	Hammond Park Public Consultation Detailed Submissions – under separate cover	143 Pages
Attachment 3	Hammond Park Seasonal Booking Schedule 2001-2016	2 Pages
Attachment 4	Hammond Park Resident Notification Area	1 Page

RECOMMENDATION

That Council adopt one of the following options.

1. Council conduct an open and competitive tendering process to grant a contract with a lease term of 5 years and, during the tender process evidence of non-profit status of organisations is verified.

OR

2. Council continues to manage through the current booking system for shared use of Hammond Park sportsfield in accordance with the existing Plan of Management.

AND

3. Review future leasing and booking hire strategies for all parks with sporting facilities and playing fields with a view to deliver equity, transparency and meet the policy objectives of Plans of Management.

GABRIELLE RENNARD
Acting Director Corporate & Community Services

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
1.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use to existing facilities
2.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use to existing facilities
3.	Against	Restricting park use for local residents
4.	For	Noise, litter and traffic mitigation Mobile food kiosk
5.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use to existing facilities
6.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use to existing facilities
7.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use to existing facilities
8.	Against	Exclusive rights for park use without competitive tender process Change of use to existing facilities
9.	For	Shared rights for park use Broader public benefit
10.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Shared rights for park use to local groups
11.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use to existing facilities Shared rights for park use to local groups Exclusive rights for park use without competitive tender process
12.	Against	Shared rights for park use to commercial groups Noise, Parking, Traffic, Safety Change of use to existing facilities Unisex amenities
13.	Against	Restricting park use for local residents Change of use to existing facilities
14.	For	Shared rights for park use to local community Install play equipment Separate amenities required for male/female
15.	Against	Noise, Parking, Traffic, Safety

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Littering Advertising trailers on Frederick street Change of use of existing facilities Unisex amenities
16.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Subsidised/discounted rental
17.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety
18.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety
19.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities Subsidised/discounted rental
20.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities Subsidised/discounted rental
21.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities Subsidised/discounted rental
22.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities Subsidised/discounted rental
23.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety
24.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
25.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety
26.	For	Green open space
27.	Against	Restricting park use for local residents

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
28.	Against	Noise, Parking, Traffic, Safety
29.	Against	Noise, Parking, Traffic, Safety
30.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety
31.	Against	Deviation from Plan of Management Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Exclusive rights for park use without competitive tender process
32.	Against	Noise, Parking, Traffic, Safety Increase litter, clean up and maintenance Overuse of the park by current sporting groups Restricting park use for local residents Change of use of existing facilities Unisex amenities
33.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Overuse of the park by current sporting groups
34.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Overuse of the park by current sporting groups Change of use of existing facilities Unisex amenities
35.	Against	Restricting park use for local residents Change of use of existing facilities Subsidised/discounted rental
36.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Overuse of the park by current sporting groups
37.	Against	Increase litter, clean up and maintenance Noise, Parking, Traffic, Safety Restricting park use for local residents Change of use of existing facilities Unisex amenities
38.	Against	Noise, Parking, Traffic, Safety
39.	Against	Overuse of the park by current sporting groups Noise, Parking, Traffic, Safety Restricting park use for local residents Change of use of existing facilities

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Unisex amenities
40.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
41.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
42.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
43.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
44.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
45.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
46.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
47.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
48.	Against	Deviation from Plan of Management Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
49.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
50.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Noise, Parking, Traffic, Safety Restricting park use for local residents Change of use of existing facilities Diminution of heritage value Unisex amenities Subsidised/discounted rental
51.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Change of use of existing facilities Unisex amenities
52.	Against	<i>Linked to Submission 75.</i> Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Increase litter, clean up and maintenance Unisex amenities Exclusive rights for park use for out of area club
53.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
54.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
55.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
56.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
57.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
58.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
59.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
60.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Change of use of existing facilities Unisex amenities
61.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
62.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
63.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
64.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
65.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
66.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
67.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Unisex amenities
68.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
69.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
70.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
71.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
72.	Against	Restricting park use for local residents Noise, Parking, Traffic, Safety Advertising trailers Change of use of existing facilities Unisex amenities
73.	Against	Restricting park use for local residents Increase of traffic
74.	Against	Overuse of the park by current sporting groups Restricting park use for local residents Change of use of existing facilities Unisex amenities Subsidised/discounted rental
75.	Against	<i>On-line signature petition (98 signatures).</i> <i>Linked to Submission 52.</i> Deviation from Plan of Management Overuse of the park by current sporting groups Restricting park use for local residents

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

Submission	For / Against	Key Themes/Issues
		Noise, Parking, Traffic, Safety Advertising trailers Increase litter, clean up and maintenance Change of use of existing facilities Unisex amenities Subsidised/discounted rental Exclusive rights for park use for out of area club
76.	Against	Lack of evidence on future viability of the club Exclusive rights for park use for out of area club
77.	Against	Restricting access/park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Advertising trailers Exclusive rights to out of area club
78.	Against	Restricting access/park use for local residents Exclusive rights to out of area club Overuse of the park by current sporting groups Commercialisation of local parks
79.	Against	Deviation from Plan of Management Long term affect on the tennis courts
80.	Against	Restricting access/park use for local residents Overuse of the park by current sporting groups
81.	Against	Restricting access/park use for local residents Noise, Parking, Traffic, Safety Increase litter, clean up and maintenance Overuse of the park by current sporting groups Exclusive rights to out of area club Change of use of existing facilities
82.	For	Shared rights for park use Broader public benefit Local sporting clubs Removal of advertising trailers Increased pedestrian safety
83.	Against	Deviation from Plan of Management Overuse of the park by current sporting groups Restricting access/park use for local residents Noise, Parking, Traffic, Safety
84.	Against	Restricting access/park use for local residents Noise, Parking, Traffic, Safety Change of use of existing facilities Unisex amenities
85.	Against	Restricting access/park use for local residents

Public Consultation Responses - Summary Overview

List of submissions for Hammond Park proposed 5 year lease, canteen and unisex facilities

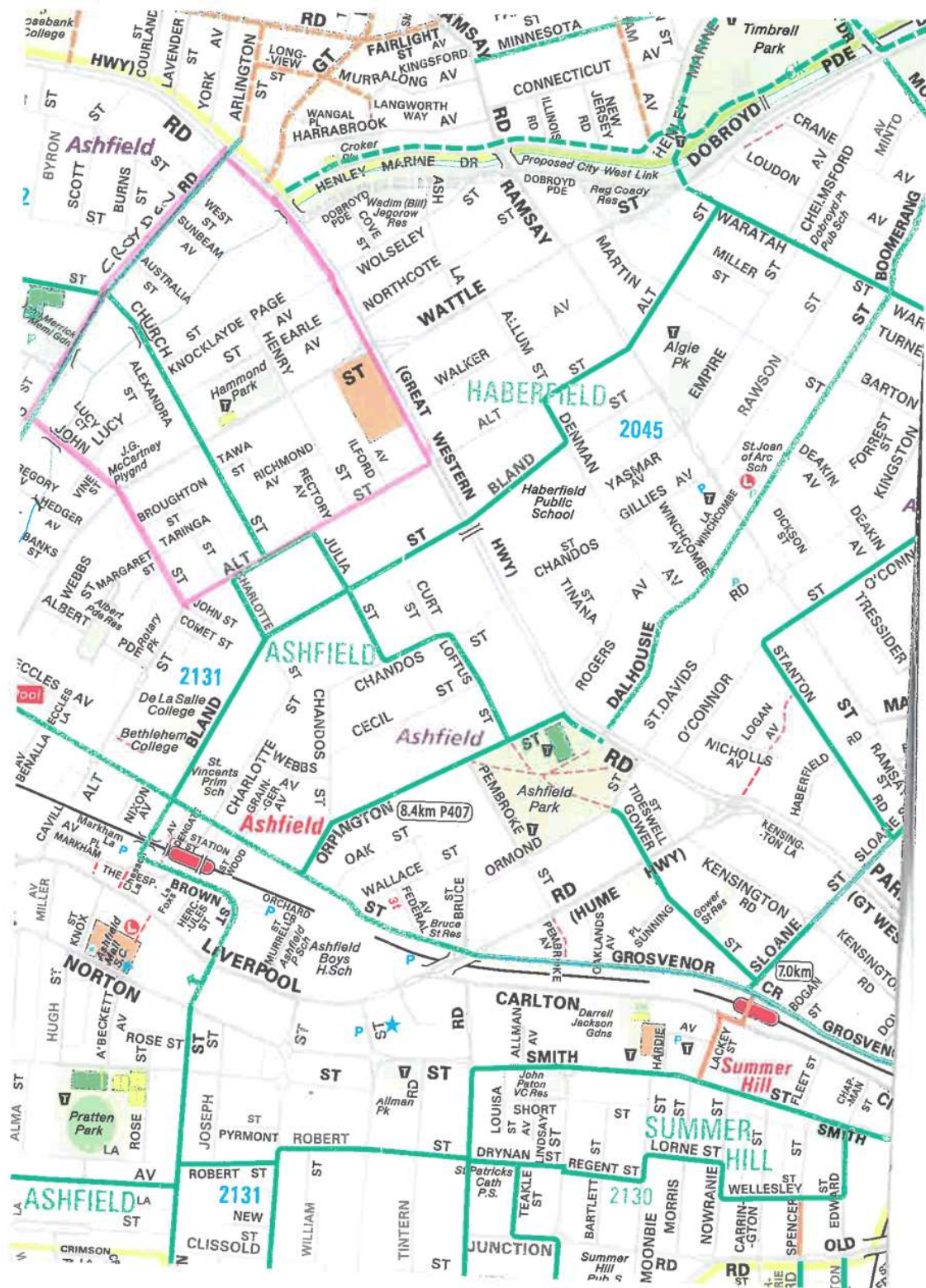
Submission	For / Against	Key Themes/Issues
		Noise, Parking, Traffic, Safety Increase litter, clean up and maintenance Overuse of the park by current sporting groups Commercialisation of parks
86.	For	Keeping kids active
87.	Against	lease and change of use of existing facilities
88.	For	Keeping kids active Change of use of existing facilities
89.	Against	Change of use of existing facilities Increase maintenance Noise, Parking, Traffic, Safety Advertising trailers
90.	Against	Restricting access/park use for local residents Overuse of the park by current sporting groups Noise, Parking, Traffic, Safety

Hammond Park

2001/2002 Summer Season De La Salle, Ashfield Boys High, Summer Public, Gladesville District Junior Cricket	Winter Season 2002 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High
2002/2003 Summer Season De La Salle, Ashfield Boys High, Summer Public, Gladesville District Junior Cricket	Winter Season 2003 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2003/2004 Summer Season De La Salle, Ashfield Boys High, Summer Public, Gladesville District Junior Cricket, Trinity Grammar Leichardt Tigers Junior Soccer	Winter Season 2004 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2004/2005 Summer Season De La Salle, Ashfield Boys High, Gladesville District Junior Cricket	Winter Season 2004 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2005/2006 Summer Season De La Salle, Ashfield Boys High, Gladesville District Junior Cricket	Winter Season 2005 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2006/2007 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, Gladesville District Junior Cricket, Trinity Grammar	Winter Season 2006 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2007/2008 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, Gladesville District Junior Cricket, Trinity Grammar	Winter Season 2007 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2008/2009 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, Gladesville District Junior Cricket, Trinity Grammar	Winter Season 2008 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public

Hammond Park

2009/2010 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, ACC Cricket, Trinity Grammar	Winter Season 2009 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2010/2011 Summer Season De La Salle, Ashfield Boys High, Summer Public, Haberfield Public, ACC Cricket, Trinity Grammar	Winter Season 2010 Leichardt Tiger Junior, Trinity Grammar, De La Salle, Ashfield Boys High, Summer Hill Public
2011/2012 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, ACC Cricket, Trinity Grammar, International Football Academy	Winter Season 2011 Leichardt Tiger Junior, De La Salle, Ashfield Boys High, Summer Hill Public, International Football Academy
2012/2013 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, ACC Cricket, Trinity Grammar	Winter Season 2012 De La Salle, Ashfield Boys High, Summer Hill Public, Soonie Youth Soccer Organisation
2013/2014 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, ACC Cricket, Trinity Grammar	Winter Season 2013 De La Salle, Ashfield Boys High, Summer Hill Public, International Football Academy
2014/2015 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, ACC Cricket, Trinity Grammar, International Football Academy	Winter Season 2014 De La Salle, Ashfield Boys High, Summer Hill Public, International Football Academy
2015/2016 Summer Season De La Salle, Ashfield Boys High, Summer Hill Public, Haberfield Public, ACC Cricket, Trinity Grammar, International Football Academy	Winter Season 2015 De La Salle, Ashfield Boys High, Summer Hill Public, International Football Academy
2016/2017 Summer Season	Winter Season 2016 De La Salle, Ashfield Boys High, Summer Hill Public,



Subject	TENDER 16/10489 - HABERFIELD BAY RUN SHARED WALK/CYCLEWAY UPGRADE
File Ref	SC1369
Prepared by	Davide Torresan - Restorations & Assistant Design Engineer
Reasons	To advise Council of the results of the tender process completed in accordance with the Local Government Act 1993 (NSW, Part 3, Division 1, Section 55 and Section 377 of the Local Government Act 1993, for the Bay Run Shared Walk/Cycleway Upgrade between the Iron Cove Creek Bridge, Five Dock and UTS Haberfield Rowing Club, Haberfield in Haberfield.
Objective	To seek a resolution from Council on entering into a contract with a successful Tenderer to appoint as the Principal Contractor to carry out the proposed contract works between the Iron Cove Creek Bridge, Five Dock and UTS Haberfield Rowing Club, Haberfield in Haberfield.

Overview of Report

An update was provided at the Works and Services Committee held on Tuesday 16 February on the progress of the proposed Bay Run/Cycleway Widening and Upgrade to be funded by the Roads and Maritime Services under the NSW Governments 2015/16 Active Transport Program.

This report explains the background for Council to decide to enter into a contract with the entity recommended as the Principal Contractor. The report also details the tender process (criteria, weightings, and evaluation) supporting the recommendation for Council's consideration, with the confidential matters being within the Confidential Attachments.

Background

An application for funding of the Bay Run/Cycleway widening and upgrade between Iron Cove Creek Bridge, Five Dock and UTS Haberfield Rowing Club, Haberfield was submitted to the Roads and Maritime Services under the NSW Governments' 2015-2016 Active Transport Program.

The works involve the realignment and widening of the existing shared path to a 4.5m wide asphalt separated path for walking and cycling, between the new Iron Cove Creek Pedestrian Bridge and the UTS Haberfield Rowing Club. Due to safety issues a number of trees will be removed and replaced with new additional trees and landscaping.

TENDER 16/10489 - Haberfield Bay Run Shared Walk/Cycleway Upgrade

The Roads and Maritime Services advised Council late last year that the Council had been successful in gaining funding for this project for the 2015/16 financial year conditional on the works being completed within the 2015/16 Financial Year.

Prior to advertising the Request for Tender (RFT), key internal stakeholders have been identified, contacted and engaged during consultation process with the consultant. This includes members of the sustainability team, executive support group and other departments within the Works and Infrastructure Services directorate.

Council officers prepared the RFT, which was advertised on 1 March 2016 and closed the 22 March 2016, with the view to appoint a Principal Contractor to undertake the works under this Contract. This report provides the information on the tendering process undertaken, the evaluation criteria, the tender evaluation process and the outcome.

Tender Process

The tasks undertaken as part of the tendering process are as follows:

1. Tender Documents prepared and reviewed in-house, a Tender Evaluation Plan (TEP) was prepared, and a Tender Evaluation Committee (TEC) appointed prior to calling/advertising of the Tender.
2. Tender 16/10489 – Bay Run Shared Walk/Cycleway Upgrade was advertised on Tuesday, 1 March 2016 on the Council's public website, Tenders Online, Sydney Morning Herald and the local newspaper via open tendering method in accordance with clause 167 of the Local Government (General) Regulation 2005.
3. The tender advertised for a period of 21 days, closed on 22 March 2016 at 9.30 am. Council's TEC in the presence of the Independent Observer opened the Tender Boxes. There were two Addenda issued following two clarifications sought during the tender period.
4. The tender is based on Schedule of Prices – Schedule of Rates intended to appoint a Principal Contractor under the proposed Contract Number 16/10489.
5. The Evaluation Criteria established in the tender are as follows:
 - a. Compliance Assessment Criteria that are not point scored.
 - Completeness – all tender schedules are submitted
 - Schedule 1 – Tender Form
 - Schedule 2 – Schedule of Rates (Including Annexure to Tender Schedule 2)
 - Schedule 3 – Schedule of Optional Additional Work (Including Annexure to Tender Schedule 3)
 - Schedule 5 - Schedule of WHS Management Information Part A
 - Schedule 7 – Schedule of Environmental Management Information – Part A.
 - Schedule 10 – Weighted Non-Price Criteria Information
 - Schedule 11 – Schedule of Compliance with NSW Government's Implementation Guidelines to the NSW Code of Practice for Procurement

TENDER 16/10489 - Haberfield Bay Run Shared Walk/Cycleway Upgrade

- b. Qualitative Assessment Criteria captured in Schedule 10 – Weighted Non-Price Criteria Information are point scored. The criteria subject to scoring are; past performance, program information and construction methodology.
 - c. Scoring of Price
 - In accordance with the TEP clause 5.5, Tendered Prices were weighted using the methodology outlined in the TEP.
6. The TEC met on 30 March 2016 to review and accept the TEP; understand the evaluation process including methodology and, sign the Conflicts of Interest Declarations having made aware of the identities of the Tenderers.
7. The TEC met on 5 April 2016 to assess and evaluate the 3 (three) tenders received from the following entities:
 - I. Hargraves Urban Pty Ltd
 - II. North Shore Paving Co Pty Ltd and,
 - III. Civil Works (NSW) Pty Ltd.The TEC deemed necessary to seek further clarifications from tenderers prior to the final evaluation.
8. The TEC met on 11 April 2016 to complete the tender assessments and the evaluation process in accordance with the requirements set out in the TEP and identified a tender that best represents value for money, therefore the most advantageous tender. The TEC also recommends the Principal Contractor for appointment under the proposed Contract Number 16/10489.
9. The TEC recommends that, under Section 178 (1) (a) of the Local Government (General) Regulation 2005, Council accepts the tender identified as the most advantageous tender as outlined in the confidential attachments to this report.

Financial Implications

1. The results of the assessments of the tender submissions are contained within the confidential attachments to this report.

Tenderers have submitted their response as strictly “Commercial in Confidence” and requested that commercially sensitive aspects of their respective offer be discussed by Council officers, Councillors and others in closed sessions only and is not to be made public. The Tenderers consider the information that is commercial in confidence nature if disclosed to the public and to their competitors, could be damaging to their business.

2. Funding is available in the 2015/16 Capital Works Budget.

Other Staff Comments

Strategic Procurement Specialist

The tendering process undertaken has satisfied the legislative and statutory requirements and the intent of:

- the Local Government Act 1993 (NSW, Part 3, Division 1, Section 55,

TENDER 16/10489 - Haberfield Bay Run Shared Walk/Cycleway Upgrade

- Local Government (General) Regulation 2005, Part 7 Tendering, Division 2, in particular Sections 167 and 170, Local Government (General) Regulation 2005, Part 7 Tendering, Division 3 Sections 173 to 178.

Public Consultation

Due to the heavy usage of the Bay Run/Cycleway, community notification will be an essential component of the notification process. Public consultation will include notifying the users of the facility in general, and also notifying the residents in close proximity to the proposed works.

Notification activities may include:

- Letter box drops to the residents in close proximity to the proposed works, including information leaflets;
- Erection of corflute boards at either end of the proposed Bay Run/Cycleway works describing the proposed works, the timing of the works and any disruptions that may occur during construction.

A Media Release was also made on 1 March 2016 by the Mayor of Ashfield notifying the general public of the Bay Run upgrade works.

Conclusion

The procurement process has complied with the relevant legislative requirements for tendering and with Council's Procurement Policy.

In accordance with the Local Government Act 1993, Section 10A subsection's (c) and (d), it is advised that all attachments herewith be considered in closed committee because they may confer a commercial advantage on a person with whom the Council is proposing to conduct business and reveal commercial in-confidence information.

ATTACHMENTS

Attachment 1 Tender Evaluation Report - Contract 16-10489 - - 9 Pages

CONFIDENTIAL ATTACHMENT - *It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) (d) of the Local Government Act, 1993, on the grounds that the matter relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed:*

- (i) prejudice the commercial position of the person who supplied it, or*
- (ii) confer a commercial advantage on a competitor of the council, or*
- (iii) reveal a trade secret.*

TENDER 16/10489 - Haberfield Bay Run Shared Walk/Cycleway Upgrade

RECOMMENDATION

- 1/2 That this report be noted and accepted.
- 2/2 That the recommendations made within the confidential report for Contract No 16/10489 be accepted.

CATHY EDWARDS-DAVIS
Director Works & Infrastructure

Subject	PROTENTIAL ALM MERGER - CHANGE MANAGEMENT AND TRANSITION PLAN
File Ref	FFF
Prepared by	Vanessa Chan - General Manager
Reasons	To provide Council with an update on planning and preparation by the administration, in the event of a merger between Ashfield, Leichhardt and Marrickville Council.
Objective	To ensure we meet our obligations to manage risk; support our staff and ensure both seamless service to our community and the delivery of strategic projects and initiatives resolved by Council.

Overview of Report

This report outlines the work that Ashfield's administration has been undertaking in collaboration with staff at Marrickville and Leichhardt. The purpose of this work is to ensure that, in the event that the State Government's proposal for a merger of the Councils occurs, we meet our professional obligations to manage risk, support our staff and ensure both seamless service to our community and the delivery of strategic projects and initiatives resolved by Council.

Background

General Managers of Ashfield, Leichhardt and Marrickville Councils have been meeting fortnightly since January 2016 to prepare change management and transition plans in the event that the State Government proposal for an Ashfield, Leichhardt and Marrickville Council merger proceeds. This supports the due diligence, staff engagement and communication work we commenced last year.

The Change Management and Transition Plan, attached, provide the high level framework that will guide transition through three phases:

Phase 1: Preparation for Change
from now to Proclamation

Phase 2: Transition
Proclamation (Day 1) to election of the new council March/April 2017

Phase 3: Implementation
Post the election of the new Council

Potential ALM Merger - Change Management and Transition Plan

The principles informing this plan are:

Service	<ul style="list-style-type: none"> • Community first in decision making • Maintain seamless service delivery
Opportunity	<ul style="list-style-type: none"> • Develop 'best of the best' • Embrace the 'new' and opportunities to innovate
Cohesion	<ul style="list-style-type: none"> • Build on strengths • A true collaboration • Build confidence in the new council
Engagement	<ul style="list-style-type: none"> • Inform and involve key stakeholders at all stages
Integrity	<ul style="list-style-type: none"> • Ethical, open and accountable governance • Keeping to the truth • Evidence based • Decisions made in the long term interests of the new Council
Respect	<ul style="list-style-type: none"> • Leader led • Value the knowledge and contributions of others

General Managers of each Council will continue to collaborate to ensure we effectively manage transition to a new Council, in the event the Minister so proclaims.

Key actions we have undertaken include:

- Formation of a Transition Implementation Group, with representatives of senior staff across the Councils. This group has been instrumental in pulling together the attached Change Management and Transition Plan and coordinating work effort
- Commencement of more detailed work through cross-Council teams on issues such as governance, systems, HR, finances, legal, service delivery
- Combined Executive meetings and workshops
- Joint change training for managers across the Councils
- Standardised service profiling and documentation
- Assessment of strategic planning, infrastructure, development and significant capital works
- Commissioning new area demographic analysis
- A suite of due diligence activities documenting policies, contracts, systems, industrial relations provisions and protections

The Communications Plan, also attached, ensures the community and other key stakeholders are informed throughout the process.

The focus during early stages of transition is ensuring a focus on business as usual and the delivery of Council's key strategic projects and initiatives, as outlined in our Community and Council Plan.

Financial Implications

Council has provided funding of \$50k to support this work. It is being applied to a range of areas including training costs, consultants to assist in service profiling, regional planning

Potential ALM Merger - Change Management and Transition Plan

and demographic analysis. We are sharing costs with the other councils and operating within this budget.

Conclusion

Notwithstanding the significant work involved in this planning, the focus of the administration remains firmly on continuing to deliver excellence in services to our community and continuing to roll out the ambitious program of projects and initiatives in our Community and Council Plans.

ATTACHMENTS

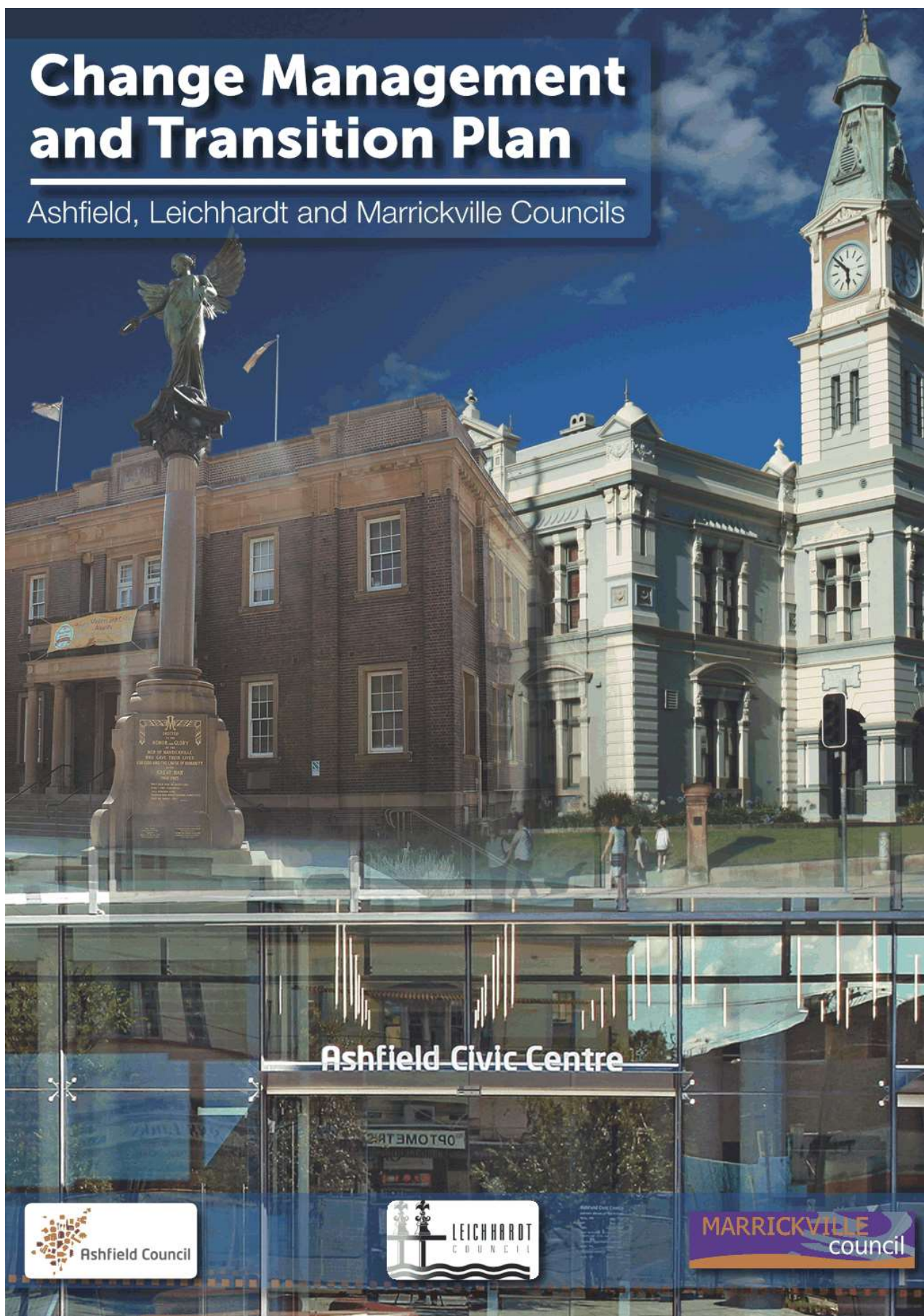
Attachment 1	Change Management and Transition Plan	22 Pages
Attachment 2	ALM Final Communications Plan - Feb 16	8 Pages

RECOMMENDATION

That Council note the report.

Change Management and Transition Plan

Ashfield, Leichhardt and Marrickville Councils



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INTRODUCTION

The purpose of this Change Management and Transition plan is to present the due diligence framework prepared by the Executive Teams of Ashfield, Leichhardt and Marrickville councils (ALM ET) to guide the creation of a new council in the Inner West of Sydney.

It is the position of each ALM Council that the Merger Proposal should not proceed, on the basis of the robust and financially sustainable stand-alone position of each of the ALM councils. However in view of the State Government's public commitment and seeming determination to reduce the number of metropolitan Sydney councils, it is prudent for ALM councils to undertake due diligence to ensure continued service to residents and continued viable operations in the event that mergers do occur.

Accordingly the ALM ET have agreed to collaborate, share information and to undertake contingency planning in the event that a new Council is formed.

The ALM ET has allocated a member of their Executive Teams to the Transition Implementation Group to prepare this Transition Plan.

By Proclamation date, the team will have:

- Developed and commenced implementing the change management plan
- Completed due diligence activities
- Planned and prepared for Day 1
- Developed a transition plan and commenced implementation

The due diligence and business improvement analysis undertaken by the three Councils in the course of this project will return a benefit to their communities irrespective of the decision by the State Government concerning forced amalgamations and enables the communities of the three Councils to benefit from how we optimise our opportunities and manage risks.

GUIDING PRINCIPLES

The following principles are agreed to guide the creation of the new Council and will be a useful reference point to guide the three Councils as they work together.

Principle	Description
Service	Community first in decision making Maintain seamless service delivery
Opportunity	Develop 'best of the best' Embrace the 'new' and opportunities to innovate
Cohesion	Build on strengths A true collaboration Build confidence in the new council
Engagement	Inform and involve key stakeholders at all stages
Integrity	Ethical, open and accountable governance Keeping to the truth Evidence based Decisions made in the long term interests of the new Council
Respect	Leader lead Value the knowledge and contributions of others

SNAPSHOT OF THE NEW LGA

The shared location of the ALM on the traditional lands of the Gadigal and Wangal peoples of the Eora Nation and the shared history of the Greenway and Hawthorne Canal, and the ridgetop of Parramatta Road linking today's community with pre-settlement trading routes and thoroughfares.

The merged council has a population base of 185,000. The council is between four and 10 kilometres from the global central business district for Sydney, containing a mix of residential, business and town centres such as Ashfield, Balmain, Summer Hill, Marrickville, Norton Street and Newtown.

Today's community is diverse, with strong communities of interest intersecting, and building capacity across the region. The council has a strong role in supporting and facilitating the knowledge economy and creative industries.



PURPOSE FOR CHANGE

Our guiding purpose through the change process is:

"To be the best council in Sydney."

ASSUMPTIONS

There are a number of assumptions that have been made in the development of this Change Management and Transition Plan. These assumptions include:

- Day 1 is the Proclamation day/date
- The Proclamation will name the new local government area
- Election of the new council will be in March 2017
- The service delivery of the three legacy councils will be integrated, but this may take several years
- The timing of the adoption of new Community Strategic Plan will be moved forward to December 2017, given the timing of the election in March 2017
- Not all services can be reviewed and improved at the same time. A priority list will determine the order of service integrations/reviews

SCOPE AND PHASES

The Change Management and Transition Plan will facilitate the establishment of a new organisation that has at its heart the greater good of the new community, including enhanced and innovative services for the community, that cares for its people (staff) going through the transition, and of course meets legislative requirements.

There are three distinct phases to transition to the new Council:

Phase 1: *Preparation for Change*

From now to Proclamation

Phase 2: *Transition*

Proclamation (Day 1) to the election of the new council in March 2017

Phase 3: *Implementation*

Election and new Council

Each phase has different challenges, requires different outcomes and therefore the purposes and goals of each phase are different.

PHASE 1 – PREPARATION FOR CHANGE

The timing of Phase 1 is from now until Proclamation.

The purpose and goals for this phase are as described – preparation for change. Others (Burwood / Canada Bay) have called this the 'Discovery Phase', as each organisation is 'discovering' information about the other.

This phase builds on the readiness of each legacy council and its staff to create our new Council.

Organisational governance structure in Phase 1 is the three mayors and general managers and councils.



Phase 1 goals:

a) Create a comparable evidence base for the three legacy councils

Each legacy council must ensure that its 'housekeeping' has been done in preparation for the Project Action Teams (PATs). This phase will involve documenting the service / activity areas of each council. The work will involve service 'mapping' and documenting existing operating areas in preparation of future work. It will involve having up-to-date lists of current policies in a Policy Register and have a current list of Delegations.

The work will largely be done internally in each existing council.

The outcome will be a comparable set of documents across the three organisations.

b) Create a climate for change and change readiness

This is again internal work that must be done by each of the legacy councils and training for staff on change management and resilience for the upcoming transition.

In this phase it is important for each of the councils to create a joint compelling story for the change that focuses on the opportunities ahead and which will help in unfreezing and building a sense of excitement towards the new council. [compelling story to be developed].

The *Pulse Survey* (transition readiness survey) being undertaken by each council will provide a guide as to where each organisation and its people are up to and highlight the issues for each organisation prior to the transition project.

The outcome will be a core group of staff who are excited for and ready to move forward with change as evidenced by the change readiness survey outcomes. More work may need to be done according to the survey outcomes.

The major challenge during this phase is maintaining the sense of business as usual, while at the same time creating momentum for the change, when the change is not yet certain and there are no clear timeframes.

c) Planning for Day 1

For the purposes of planning it is assumed that there is very little lead in time to Day 1 of the new council and that it may in fact occur as a 'light switch' moment. In practice, on Day 1 there will be very little operational change except in terms of identity, where there will need to be some veneer branding (e.g. website landing page) and internal and external communications.

An important due diligence and transition planning activity will be to establish Project Action Teams to work through in more detail the critical business dependencies for Day 1.

From an external community perspective there must be no interruption to services on Day 1 as the organisations transition into one council, and all transactions previously able to be undertaken with the legacy councils, must continue in a seamless manner.

All service points accessed by residents will be critical on Day 1 and preparation and training for all front line contact staff will be essential.

The outcome will be operational readiness and business continuity on Day 1.

PHASE 2 – TRANSITION

The timing of Phase 2 is from Proclamation (Day 1) to the election of the new council in March 2017.

This phase is largely about enabling the new organisation and ensuring business continuity, while continuing the integration of the services and work units.

Organisational governance structure in Phase 2 is unknown, but may be an administrator or some or all of the councillors from the three legacy councils and a single interim general manager.

The challenge for the transition phase is settling on a scope for the depth and breadth of the transition that is appropriate during this phase, pending the appointment of a permanent general manager and election of a new council, which will ultimately define the ongoing vision and strategic direction for the new council.



Phase 2 goals:

a) Have a seamless Day 1

The new council must be operationally functional on Day 1 (in a veneer capacity) and be seen to provide seamless services to the community. There must be no interruption of services and all transactions previously able to be undertaken must be able to be made with the new entity.

Any issues arising from Day 1 must be dealt with urgently to provide service continuity and a sense of confidence in the new council.

The outcome will be a fully functional outward facing new council with quick and successful resolution of any issues that may arise on Day 1.

b) Engage and enable the new organisation

There will largely be a focus on business continuity while integrating the service units of each organisation. The governance arrangements for the transition entity are yet to be determined.

All staff will need to be engaged to break down the silos of the three legacy organisations and deliberate strategies will be needed to connect staff to their new council.

It will be important during this phase to enable some visible 'quick wins' that inspire confidence and build energy and momentum for continued change.

The outcome will be resolving behind the scenes issues as quickly and effectively as possible to ensure continued operations and a solid foundation for the effectiveness of the new council into the future, and an interconnected program of activities and strategies to create and sustain change.

c) Continue transition work

Once the urgency of Day 1 has passed, it is important to continue to move away from the legacy councils and towards the new council.

This will involve continuing the change journey including more detailed transition activities, mindful of the scope issues outlined previously.

Detailed planning will need to be undertaken towards preparing for the new Community Strategic Plan as well as other priority activity areas. During this phase, obvious innovation and change will be possible, as the Project Action Teams continue to work together to integrate services.

The outcome will be the continuation or formation of new Project Action Teams to deliver the next tranche of transition activities.

d) Effective communications

Communication to the range of stakeholders, including the community, staff and other stakeholders will be critical through this period. The principal message is 'business as usual' for all services delivered to the community.

The outcome will be consistent implementation of the joint Communications Plan.

PHASE 3 – IMPLEMENTATION

The timing of Phase 3 is ongoing from the council elections in March 2017.

In this phase the new council will undertake its integrated planning and reporting processes for the new council term and the organisation will be undergoing more transformational internal change to align its direction and resources with the strategic vision and objectives arising from the new CSP.

Organisational governance structure in Phase 3 is the newly elected mayor and council and their appointed general manager.



Phase 3 goals:

1. Community affinity with the new council and local government area

The communities currently have a high level of satisfaction with each of the legacy councils and we want to build a strong sense of belonging to, and identification with, the new local government area and Council.

The outcome will be high community satisfaction levels with the new council and a strong sense of belonging to the community.

2. Organisational transformation

This is an opportunity to reshape how we deliver local government, how the organisation functions and the services it delivers to the community. It is an opportunity to review and analyse the way we work, and to be creative and innovative to achieve business excellence.

It is also an opportunity to embed the change and to continuously improve the services to our community.

The outcome will be new ways of working, service delivery models and possibly even new services.

3. Reframing local democracy

One of the risks for our communities is a loss of representation at the local level in a larger LGA. This is an opportunity to reframe and redesign local democracy to be more participatory and embrace a wider community engagement. It is an opportunity to embed stronger democracy and democratic principles.

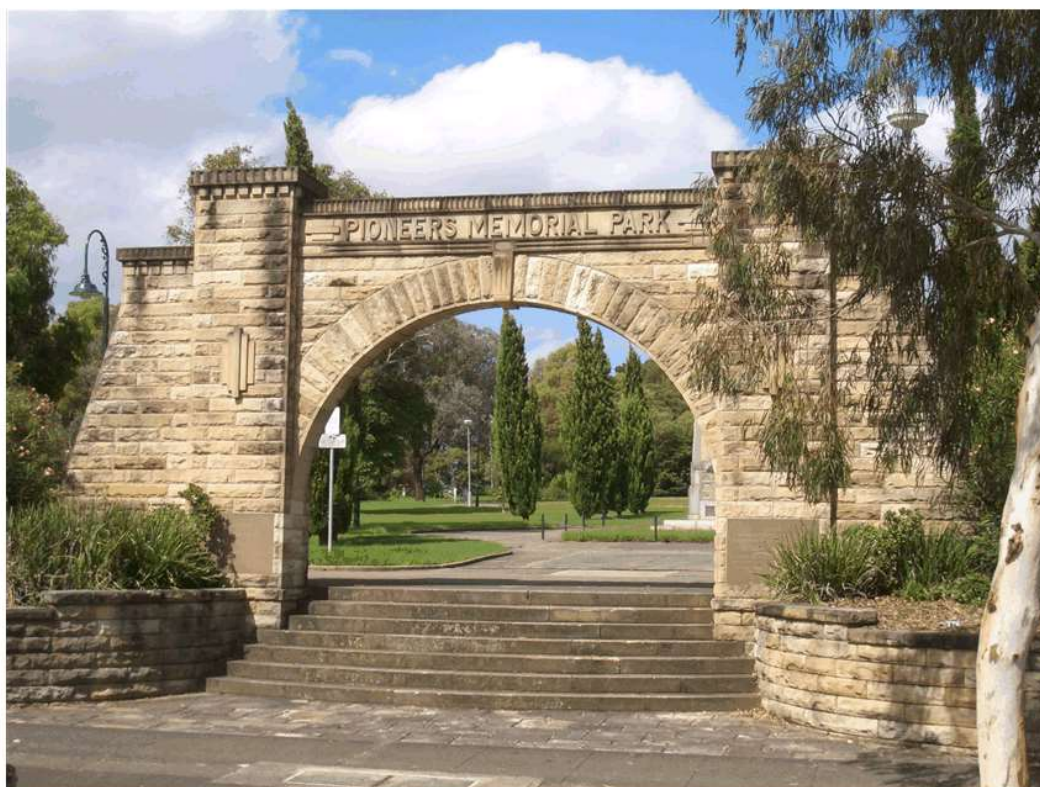
The outcome will be that people will feel there is strong engagement with the new council and that they have the opportunity to participate in decision making about the local area. People will have confidence that they can influence decision making.

APPROACH TO CHANGE

Creating a new Council is first and foremost a whole of organisation change project involving many different kinds of change – including changes in strategy, goals, structure, processes, systems, work practices, technology and culture.

The process of merging is a challenging time for the key stakeholders (staff, councillors) due to the uncertainty around the timing of the change, the content of the Proclamation and the general uncertainty that comes with any change of this scale.

Organisational leadership, including vision, drive and the skills necessary to guide people through the change, is recognised as critical. To this end, the three legacy councils continue to invest in staff training programs focusing on leadership skills, change management and building resilience.



Kotter's eight critical steps for creating and sustaining change

The change management approach will underpin the success of the new Council and to this end the Transition Team will draw on the work of John Kotter (1995, 1996, 2002, 2008, 2010), a pre-eminent change management and leadership expert.

Creating a climate for change	1. Establish a sense of urgency <ul style="list-style-type: none"> Helping people to see the need for change – includes compelling story and constant communication Taking advantage of opportunities for early involvement and symbolic markers of change Creating commitment and building motivation through opportunities for involvement
	2. Form a powerful guiding coalition <ul style="list-style-type: none"> Leader lead change (managed internally) Formation of Transition Implementation Group Formation of Project Action Teams
	3. Create a vision <ul style="list-style-type: none"> Vision for change that clearly paints the picture of opportunities and where we want to be as an organisation Establish the change goals – SMART goals that realise the benefits Empowers action in the right direction (forward looking)
Engaging and enabling the organisation	4. Communicate the vision and strategy <ul style="list-style-type: none"> Provide the context for change Develop high level message that captures the vision (communicate over and over again) Simple and honest communication Use every opportunity to link day to day business activities and decisions with the vision Communicate ten times more than you think you need to
	5. Empower broad based action <ul style="list-style-type: none"> Encourage ownership through participation and contribution to the changes in work units Remove barriers and obstacles as a priority Anticipate and overcome resistance Change systems of structures that undermine the change vision
	6. Generate short term 'wins' <ul style="list-style-type: none"> Identify short term improvements – measurable, visible, timely and relevant Create the wins Visibly recognise and reward people who made the wins possible Build momentum, support and enthusiasm Communicate success of changes regularly and systematically
Implementing and sustaining the change	7. Consolidate improvements and produce still more change (never let up) <ul style="list-style-type: none"> Press harder and faster after the first success – ongoing program of change/culture building Add more and more projects Continue looking forward to a better future (transformation) Encourage innovation Solve the difficult problems Implement strategies to counter change fatigue
	8. Institutionalise new approaches (make the change stick) <ul style="list-style-type: none"> Reinforce new norms and values with incentives and rewards Reinforce the culture with every new employee Use champions of the change to tell their story Decisions are made consistent with the organisation's vision and values Model leadership behaviours that are congruent with espoused behaviours and values

MANAGING CHANGE

The process of managing change typically goes through the following three basic stages (Kurt Lewin). The combined leadership teams have undertaken joint training to assist in managing staff through these phases.

Unfreezing

This is the process of 'unfreezing' people from acting within their current norms, habits, patterns and practices. The longer those norms have existed, the more they are 'frozen'. People will not move through the change process unless managers 'set fire' to the current situation and create enough heat to make people move. The current state has to be more unbearable than the pain of change.

Activities to unfreeze:

- Participation on PATs
- Opportunities to 'touch' the change
- Regular communication about what is happening

Movement

Once people are 'unfrozen', they move into the unknown. During early stages of a change process there is often a strong sense of loss of control, certainty, security, stability and the known. This results in a desire to go back to the old. These are natural reactions but they can block the implementation of change. The task of the manager is to keep people moving forward and to lead them around the turning point towards the new council.

Activities to promote movement:

- Strategies to keep people moving forward (let go of the old)
- Training and support to build self-confidence/self-advocacy
- Coaching and support from Managers and Supervisors

Refreezing

The change process is complete when the new and desired state is 'refrozen'. If decisions are not final and certain, if discussions move on and on, people may still have the desire to go back. Leading by example and following through with decisions is crucial to 'refreeze' the change.

Activities to refreeze:

- Implement and communicate signals that show refreezing

WORKFORCE MANAGEMENT ISSUES

Organisational change involves people in the organisation changing the way they act and interact. Large scale transformational change will require shifts in behaviour at every level and in every part of the organisations.

A central challenge to the success of the Transition Project and the New Council is the ability to influence behaviour. In order to influence behaviour it is important to make sense of how people might react to the change, including how they might be motivated to support or resist the merger and/or change process.

A key factor in the change process is building capacity and commitment, which leads to increased motivation and less resistance.

Factors that may influence behaviour and motivation in the merger context include:

- Individual needs, preferences, values and attitudes
- Personal interests such as job security, employment conditions and pay
- Physical environment – e.g. work location, arrangement of furniture
- Organisational systems and processes – reinforcement and reward systems, performance feedback, task design
- Social environment – group pressure to conform, leaders modelling particular behaviours
- Clarity of goals and expectations
- An individual's beliefs about their own task capabilities (self-efficacy)
- Challenging and satisfying work
- Opportunities for learning
- Impacts on community, organisation, work team
- The need to relate, bond and form relationships with others
- The need to defend one's valued accomplishments when they perceive them to be endangered
- Level of autonomy
- Degree to which people feel a sense of ownership through participating in the process of designing and developing the change
- Sense of loss – strong connection to former councils
- Shadow side culture (e.g. gossip, cliques, informal power bases, war stories)
- Alignment of behaviours to espoused values
- Relationship motivations, such as people's perceptions of each other (credible), attitudes (respect and trust), feelings (whether people like and feel safe with each other) and beliefs about their obligations and commitments to each other
- People's beliefs about their psychological contract with the organisation (stronger if they feel the organisation has supported or treated them well in the past)
- Perceptions of equity (impacted by different pay structures and conditions)
- Perceptions of fair processes (e.g. engagement and consultation) and fair outcomes (benefits, costs and burdens are aligned with relevant considerations such as merit, abilities, needs etc.)

The factors that influence motivation are different for each individual. Therefore, the important thing for the Merger Transition Project is that there are multiple and diverse initiatives aimed at building motivation.

Challenges for the Transition Implementation Group in building motivation include:

- Designing the change process through multiple frames (people, culture, political, systems etc.)
- Surpassing own biases e.g. assuming that "people are motivated by the same kind of things as I am"
- Being mindful of how far basic needs are being satisfied or threatened by the change process, including fostering a sense of psychological safety insofar as possible
- Designing and implementing communication and influencing strategies that minimise resistance
- Working with Managers to assess and build people's self-efficacy to support the change process
- Finding ways to strengthen motivation by translating broad change visions and strategic objectives into specific goals
- Ensuring change initiatives are congruent with the organisational culture
- Ensuring that organisational behaviours are aligned with espoused values

The four levers of influence model (Keller and Price 2011) focuses on four psychological factors (shown in *italics*) that influence a person's willingness to change.

<p>Role modelling</p> <p><i>Seeing my leaders, colleagues and staff behaving differently</i></p>	<p>A compelling story</p> <p><i>Understanding what is being asked of me and seeing that it makes sense</i></p>
<p>Skills required for change</p> <p><i>Believing that I have the skills and opportunities to behave in a different way</i></p>	<p>Reinforcement mechanisms</p> <p><i>Seeing that our structures, processes and systems support the changes I am being asked to make</i></p>

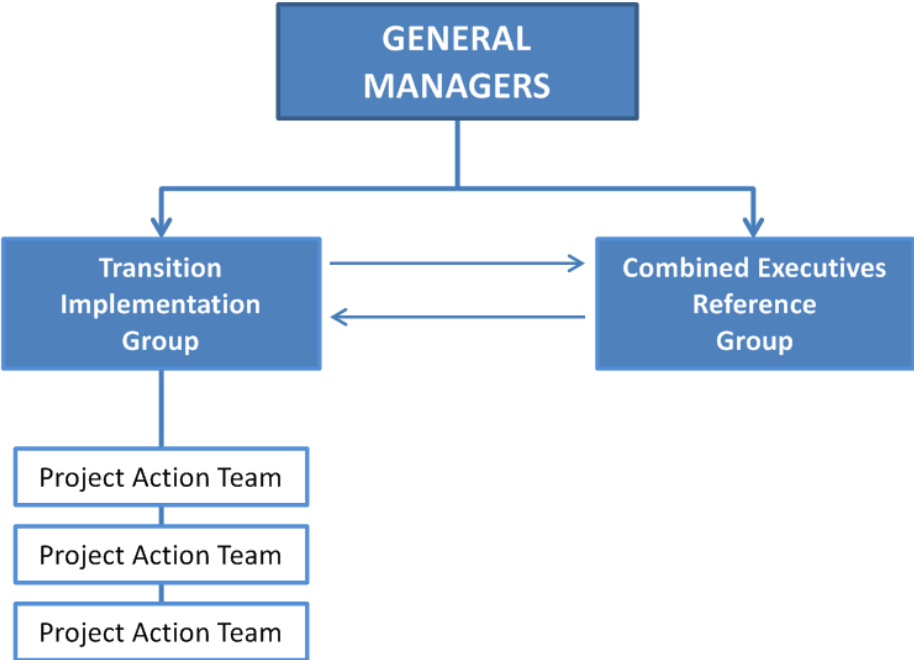
Specific activities to engage people and enable the new organisation might include:

- Retention strategies for critical positions
- Up-scaled learning and development programs, including joint training
- Informal opportunities for involvement (bus tours, functions)
- Interim uniform for Day 1 – e.g. T-shirt, hats, PPE
- Open invitations to meetings to build collaboration
- Formal induction program for all staff to the new council prior to Day 1 or as soon as possible thereafter

A dedicated Culture Project Action Team is suggested to further build on these aspects.

COLLABORATION FRAMEWORK

The governance structure for the Merger Transition Project is as follows:



The Collaboration Framework will need to be reviewed at the time of Proclamation to ensure its ongoing applicability.

RESOURCING

The general managers will be reviewing and monitoring resource needs on an ongoing basis through the various phases.

RISKS

A Project Risk Assessment and Treatment Plan will be undertaken to assess the foreseeable project risks. The Risk Assessment process will need to be conducted on a regular basis throughout the project to ensure that it remains relevant.

COMMUNICATIONS

Communication, both internally and externally, is essential for the creation of the new local government area.

Internally, it is important that staff have an understanding of where the process is up to, as it has been identified that a lack of information causes stress in the workplace. Communication is essential to building capacity and commitment and motivation for change.

Externally, the community and other stakeholders must be kept informed so that business continuity flows, they are aware that this is a well-planned and managed transition and a sense of confidence is built in the new council.

A common high level communications plan has already been adopted by the three councils. It is important that this is consistently implemented and that key messages are determined regularly and equally distributed. This Communications Plan is attached in (**Appendix 1**).



ORGANISATIONAL IDENTITY

The organisational identity will change rapidly, as the Proclamation will name and proclaim the new local government area. It has been assumed that the State Government will 'flip the switch' on Day 1, which will then launch the identity of the new organisation.

Unless there is prior notification of the new name, the branding, identity and 'look and feel' of the new organisation through logos, style guides etc. can begin to be developed only after this time, and may be held up until the election of the new council, to give the new council some input into this important part of forming the new organisation.

Consideration should be given to when new organisational values are developed. There is much merit in this happening as soon as possible after the Proclamation to create an opportunity for staff engagement and involvement and to build a sense of identity for the new organisation that staff can commit to. This will assist staff to unfreeze and relinquish ties with the legacy councils.

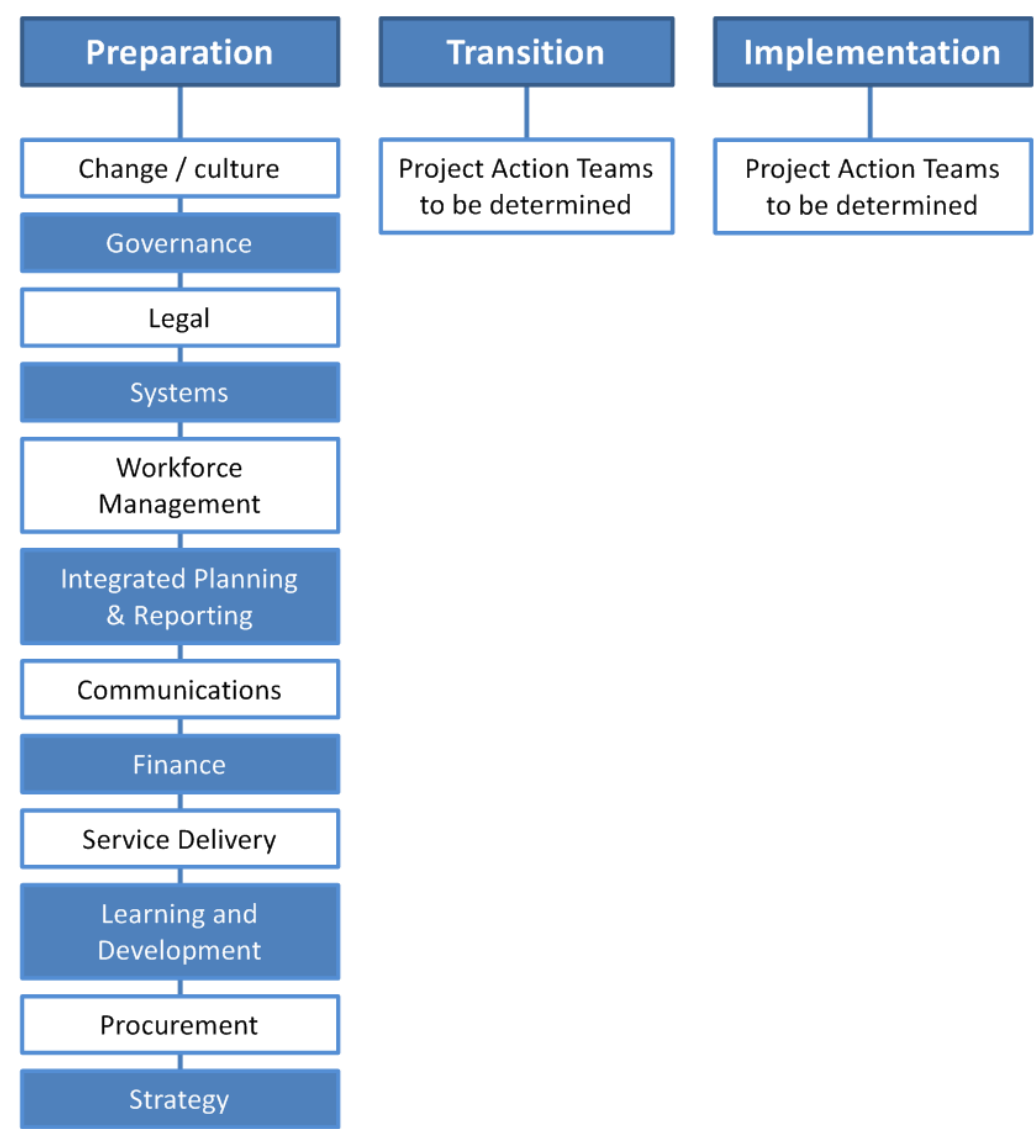
It is recognised that the name allocated to the new council on Proclamation will considerably influence public perception of the character of the new council and the sense of connection to the new LGA. It is also recognised that this is beyond the influence of the Transition Project Team.

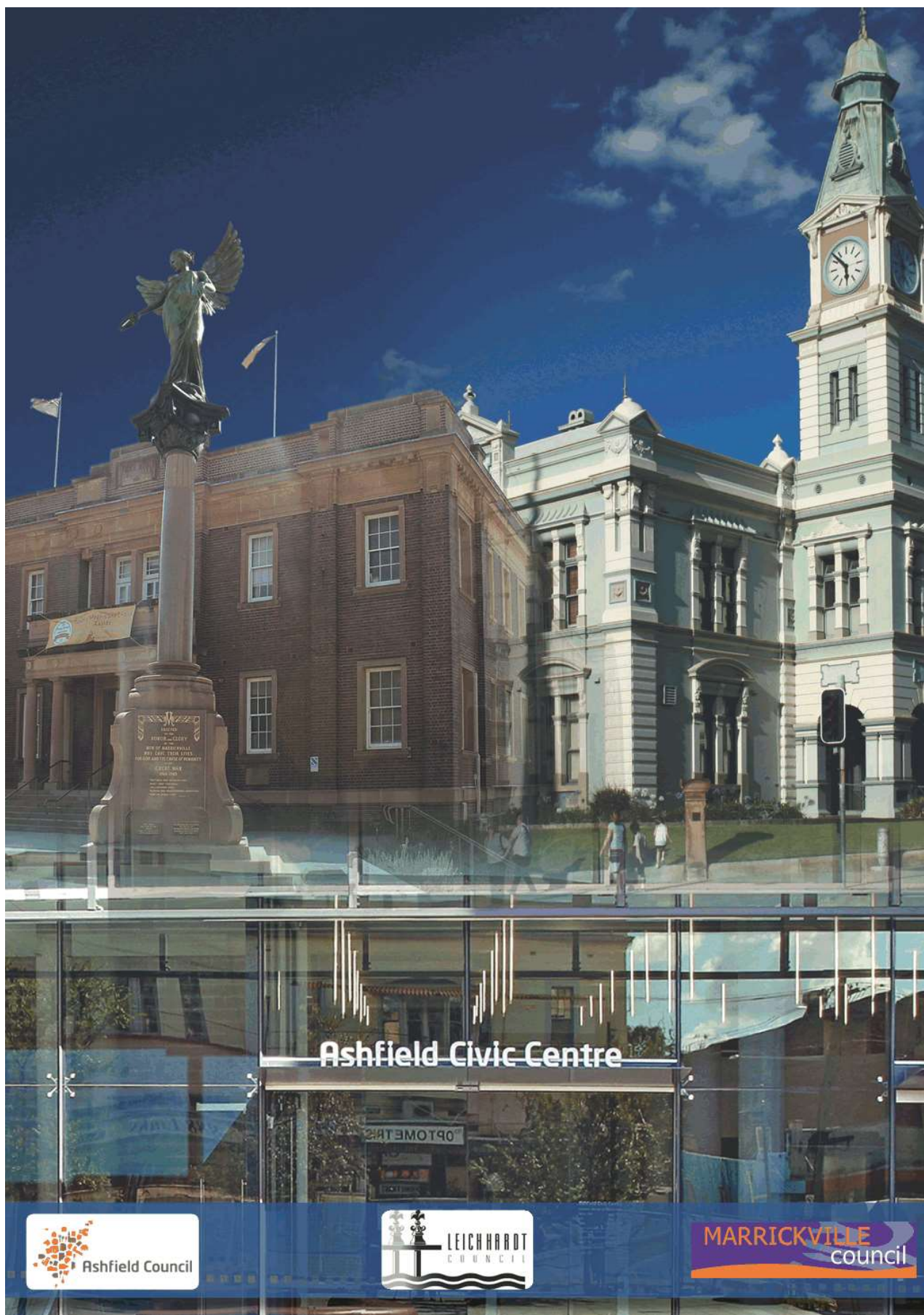


PROJECT ACTION TEAMS IN TRANSITION PROCESS

Project Action Teams are required to plan and facilitate the change. In Phase 1 – Preparation, the role of the teams is determined by Terms of Reference and each will develop their own project plan signoff. The governance framework for the Project Action Teams is in **Appendix 5**.

The initial Project Action Teams for the Preparation phase are listed below:





**2016 ALM Council Mergers
Communications Plan**

FEBRUARY 2016

SUMMARY

This Communications Plan has been divided into four stages, based on available information on the State Government's time table for amalgamations. A snapshot of key messages for the community is provided below.

Stage	Outline	Key Messages (to Community)
1 – Public Inquiry Process (7 Jan – 28 Feb 2016)	<ul style="list-style-type: none"> Public Inquiry is a State Government process Focus is on preparing Council's submission and encouraging community to engage in consultation process 	<ul style="list-style-type: none"> Last chance to tell the State Government what you think about the future of your Council/local government Inform about Inquiry process, steps/timing - encourage comment/submissions We do not support forced amalgamation – Each Council's preferred position is to 'stand alone'
2 – Preparation (March to mid 2016/June 2016)	<ul style="list-style-type: none"> Period waiting for a decision from the Minister Prudent to continue due diligence and preparation for potential merger Opportunity for familiarisation with other council's communities, priorities and organisations 	<ul style="list-style-type: none"> We're waiting for the Minister to announce his final decision on merger. We're working hard on preparing for any change and we have it in hand Best interests of residents drive process We are focussed on business as usual, no service disruptions, continuation of priority projects We will be keeping you informed of developments
3 – Transitional Organisation (Mid 2016 to Election of New Council – September 2016, most likely March 2017)	<ul style="list-style-type: none"> Minister will Proclaim a new entity, which will come into force almost immediately Strong communications strategy in place for community, commercial partners and staff All communications need to be clear, simple, consistent and values-based High risk period – alarmism, misinformation and contradictions between what is said and done – may jeopardise building of public trust and confidence in new organisation and destabilise internal efforts to establish new organisation that can continue to deliver service excellence for community 	<ul style="list-style-type: none"> Business as usual is our priority: service continuity, service continuity, service continuity Reaffirm commitment to key projects across three LGAs Explain rate freeze/impacts Outline any other specific information as it come to hand Continue to build public confidence in capacity and benefits of new Council Communicate new name/corporate identity Explain how to deal with Council now (even if to say nothing has changed as to reiterate current avenues)
4 – New Council (Election for first 100 days)	<ul style="list-style-type: none"> New brand and public image New statement of direction and strategy Community engagement, participatory decision-making Detailing the new business and service offerings 	<ul style="list-style-type: none"> Outline/introduce new permanent governance/political structure & Councillors Signal time to start forward planning of strategic priorities for new area (i.e. new IP&R process) – develop community strategic plan, perhaps a bit about process and timing

**2016 ALM Council Mergers
Communications Plan**

FEBRUARY 2016

DETAILED COMMUNICATION PLAN

Stage 1 - Public Inquiry process

7 January to 28 February

- This is a State Government process.
- Focus is on preparing Council's comments and encouraging the community and stakeholders to engage in the consultation process.

Key group	Key messages	Implementation channels
Councillors	<ul style="list-style-type: none"> • Inform about Inquiry process, steps/timing • Relay any new information from government • Consult about content of Council's submission • Approve any community information campaign 	<ul style="list-style-type: none"> • Email updates Mayor/GM • Extraordinary meeting • Mayoral Minutes
Residents, businesses and ratepayers	<ul style="list-style-type: none"> • This is the last chance to tell the State Government what you think about the future of your Council/local government • Inform about Inquiry process, steps/timing • Encourage comment/submissions • We do not support forced amalgamations – Each Councils preferred position is to 'stand alone' 	<ul style="list-style-type: none"> • Media release • Update website • Inform via weekly Mayoral columns • Social media postings • Letter or flyer to all households/businesses • Adverts in IWC • Update on-hold messaging
Staff	<ul style="list-style-type: none"> • Continue to provide regular updates – including about inquiry process, steps/timing • Reiterate Council position but note we are being realistic and that an amalgamation is likely. • We are working with our counterparts in the other councils on contingency plans should they be required • Reiterate 3 year job protections • Keep being the best we can be at everything we do • Business as usual – focus on our already ambitious programs 	<ul style="list-style-type: none"> • Weekly/Fortnightly email update • Staff Newsletters • Staff meetings as required to communicate significant breaking information • Directors and Managers to continue to check in with staff informally through supervision and usual team meetings • Q/A on intranet • Commence series of Fact Sheets for staff
Inter-Council	<ul style="list-style-type: none"> • Merger looks imminent • Need to familiarise ourselves with each organisation and their communities • Communicate values that apply to the process around collaboration, respect and focus on the community • Recognise the workload involved in due diligence and impact on workload of the group 	<ul style="list-style-type: none"> • Fortnightly Mayors and GM Meetings • GM meetings • Executive Transition Planning Sessions • Informal discovery

2016 ALM Council Mergers Communications Plan

FEBRUARY 2016

Stage 2 – Preparation

March to Mid 2016 (June 2016)

- This will be the waiting period for decision from Minister.
- All communications during this period lay a foundation for effective and successful transition process in the next stage.
- **For Community:** Reiterate our position to stand alone but present realistic view of the world. Opportunity to begin the preparation for re-orienting the community toward potential future benefits and buy-in to their new organisation.
- **For staff:** Important that staff communications are clear and consistent about protections and what we know will stay the same. Move into more detailed and specific discussion around industrial change process, likely impacts and things we don't know yet. Continue to hook our communications back to our communities, organisational values and opportunities around change
- **Inter Councils:** At the management level, continue due diligence and preparation. Initiate 'Discovery Phase' of more active engagement with our inter-council colleagues to build relationships and learn about communities, organisations and strategic priorities

Key group	Key messages	Implementation channels
Councillors	<ul style="list-style-type: none"> • We're working hard on due diligence and contingency planning and we have things in hand • Protecting and advancing our key work programs/projects is a priority • We are engaging with and following any processes/requirements set down by the government • Best interests of residents are at the forefront of our planning • Staff are being properly looked after and we are meeting our industrial obligations 	<ul style="list-style-type: none"> • Council reports as appropriate • Email updates from Mayor/GM • Councillor briefing/workshops (as required)
Residents, businesses and ratepayers	<ul style="list-style-type: none"> • We're waiting for the Minister to make his final decision on a merger. • We're working hard on preparing for any change and we have it in hand • Best interests of residents being taken into account • In the case of a merger, we're working for business as usual, no service disruptions, continuation of priority projects • We will be keeping you informed of developments 	<ul style="list-style-type: none"> • Media release • Web updates • Regular updates via IWC column • Social media postings as appropriate • (optional) letter to residents once announcement made • Updates in Council Newsletter • Update on hold messaging

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Key group	Key messages	Implementation channels
Council staff	<ul style="list-style-type: none"> Regular updates, timely dissemination of any new information Important we continue to prepare for likely change Change doesn't have to be bad, it can also be exciting and bring new opportunities Important we keep delivering to a high standard for our residents We are working hard on our contingency planning and due diligence (maybe give some examples) We are working cooperatively and as a team with our neighbouring councils We can't control whether the change happens, but we can control how it happens and work together to make it successful Communicate practical aspects of change as transition organisation day 1 comes closer into effect 	<ul style="list-style-type: none"> Weekly/Fortnightly email update Staff newsletters Staff meetings as required to communicate significant breaking information Develop key messages for managers to reinforce at team meetings (positives, genuine opportunities for staff involvement in shaping new organisation etc) Q/A on intranet Continue Fact Sheets for staff
Vendors, suppliers and other interested stakeholders	<ul style="list-style-type: none"> We're working hard on preparing for any change and we have it in hand Best interests of stakeholders are being taken into account in our planning as much as possible Aiming for business as usual, no service disruptions We will be keeping you informed of developments 	<ul style="list-style-type: none"> Development of key messages for staff engaging with key partners, facilitating groups, partnerships etc. GM, Director or Manager to arrange face to face meeting with key stakeholder group representatives
Inter-Council	<ul style="list-style-type: none"> Discovery Phase to learn about communities, organisations and priorities from colleagues Continue to work collaboratively with open communication and mutual respect and a focus on the community Preliminary planning taking place taking into account the needs of each organisation and their communities Recognise the workload involved in due diligence and impact on workload of the group 	<ul style="list-style-type: none"> Fortnightly Mayors and GM Meetings GM meetings Executive Transition Planning Sessions Informal discovery

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Stage 3 – Transitionary organisation

Mid 2016 – Election of new Council (Sept 16 or most likely March 17)

The new entity will be proclaimed and come into force almost immediately.

- We will have a new name
- We will have a new interim GM, appointed by the State Government
- We may have:
 - an administrator or
 - an interim Council, appointed by the State Government or
 - a mega Council with all the councillors still in place

For Community:

Focus of communications on:

- Service continuity, service continuity, service continuity
- Demonstrated on-going commitment to delivering key projects
- Positive attitude to build public confidence and trust
- Rate freeze

Expect uncertainty on the part of various stakeholders. Targeted communication strategy in place around:

- Community, sporting, social welfare, political and others groups – to reaffirm existing relationships whilst inviting them into the broader organisation. Strong program of civic receptions and opportunities for face to face with senior staff and councillors, material on what has changed and what remains the same.
- Commercial partners - to reassure contractors, tenants and others of on-going commitments and/or changes, as appropriate. New statement of business ethics and 'how to do business with the new organisation'

For Staff:

Focus of communications on:

- Clear, simple, consistent advice about industrial protections and what is still the same.
- Clear, simple, consistent advice about what is now different
- Open discussion about the things that might or will change in the next Stage
- Meaningful engagement in decision making (designed to empower not alarm)
- Strong values-focus through all our communication - enabled by keeping a very strong values-focus through our decision making

For new Organisation

- Our values
- What's changed, what stays the same
- What the future might bring – opportunity for ideas

We need to be able to get into this place very quickly. The Preparation Stage (March – mid 2016) will lay the foundations and messaging so that this can happen.

This is a very high risk time – misinformation, alarmism, contradictions between what is said and what is done by management, emergence and enabling of dysfunctional competition between staff, teams, clash of cultures.

Also opportunity to be extremely powerful and enabling, if done well. Opportunities for building relationship, learning, sharing ideas and innovation; for drilling into and applying our values through the process and communications; setting up a new frameworks and practices for a more contemporary leadership and local government.

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Key group	Key messages	Implementation channels
Governance body (Councillors or administrator)	<ul style="list-style-type: none"> Detailed Transition Plan in place, adopted and being regularly reported/reviewed Interests of residents, businesses and ratepayers are at the forefront of decision making High level of transparency in transition planning and implementation – key issues and problem worked through together Roles, responsibilities and authorities are clearly defined. Services are operating as usual Key projects are continuing Staff being properly looked after and we are meeting our industrial obligations 	<ul style="list-style-type: none"> Regular reports and meetings Informal briefings and workshops as needed
Residents, businesses and ratepayers	<ul style="list-style-type: none"> Service continuity (emphasise) Business as usual Reaffirm commitment to key projects Explain rate freeze/impacts (this is an area of high interest to resident and business) Outline any other specific information that will continue to build public confidence in new Council Communicate new name/corporate identity Explain how to deal with Council now (even if to say nothing has changed as to reiterate current avenues) Stage 1 engagement on strategy, priorities, service offering - IP&R prep 	<ul style="list-style-type: none"> Letter to all residents – introducing new organisation, contact details etc, reinforcing key messages Either in letter or as an insert provide an update on key projects on the horizon to rejuvenate, transform the LGA On hold messaging New website launched New social media platforms launched
Staff	<ul style="list-style-type: none"> Continue to reassure people Provide as much certainty and clarity around roles, responsibilities, management structure, processes, day to day work life as possible Provide information on how the new organisation is working Build excitement and pride in new organisation Communicate upcoming developments/changes Provide opportunities for feedback/concerns Other actions to build morale and teamwork 	<ul style="list-style-type: none"> Weekly email Special staff meetings Regular updates from managers, directors, GM Intranet/circulars New procedure documents Surveying Staff newsletters Staff Yammer portal Fun and social activities to build cohesion and morale
Vendors, suppliers and other interested stakeholders	<ul style="list-style-type: none"> Service continuity (emphasise) Business as usual Reaffirm commitment to key projects Outline any other specific information that will continue to build public confidence in new Council Communicate new name/corporate identity Explain how to deal with Council now (even if to say nothing has changed as to reiterate current avenues) 	<ul style="list-style-type: none"> Introductory letters Development of key messages for staff managing partnerships, facilitating groups etc. GM, Directors or managers to meet face to face with important stakeholder groups – at community events and/or special meetings

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Key group	Key messages	Implementation channels
Inter-Council	<ul style="list-style-type: none"> Detailed collaboration on forming new policies and procedures Informing staff of organisational changes and educating staff on needs of individual communities Communicate values that apply to the process around collaboration, respect and focus on the community Recognise the workload impact of transition Encourage opportunities for staff involvement in transition 	<ul style="list-style-type: none"> New intranet Yammer? Joint staff newsletter Joint projects Staff events

Stage 4 - New 'Council'

Election for first 100 days

- New brand
- New statement of direction and strategy
- Community engagement, participatory decision-making – new democracy
- Detailing the new business and service offering

Key group	Key Messages	Implementation channels
New Council	<ul style="list-style-type: none"> Councillor induction program 	
Residents & ratepayers, business	<ul style="list-style-type: none"> Outline/introduce new permanent governance/political structure & Councillors Signal time to start forward planning of strategic priorities for new area (i.e. new IP&R process) – develop community strategic plan, perhaps a bit about process and timing Stage 2 engagement on strategy, priorities, service offering - IP&R prep 	To be completed a little further down the track
Staff	<ul style="list-style-type: none"> Outline/Introduce new permanent governance structure/Councillors Where possible outline what will stay the same and what might change in the next period Remind of protections Clear articulation of organisational vision, values and strategic direction Clarity around service offerings and resourcing, where there is change and/or ambiguity 	To be completed a little further down the track
Business partners and other interested stakeholders	<ul style="list-style-type: none"> Outline/introduce new permanent governance/political structure & Councillors Signal time to start forward planning of strategic priorities for new area (i.e. new IP&R process) – develop community strategic plan, perhaps a bit about process and timing Outline how they can be engaged and involved with the new Council 	To be completed a little further down the track

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