



PITTWATER COUNCIL

# Agenda

## Council Meeting

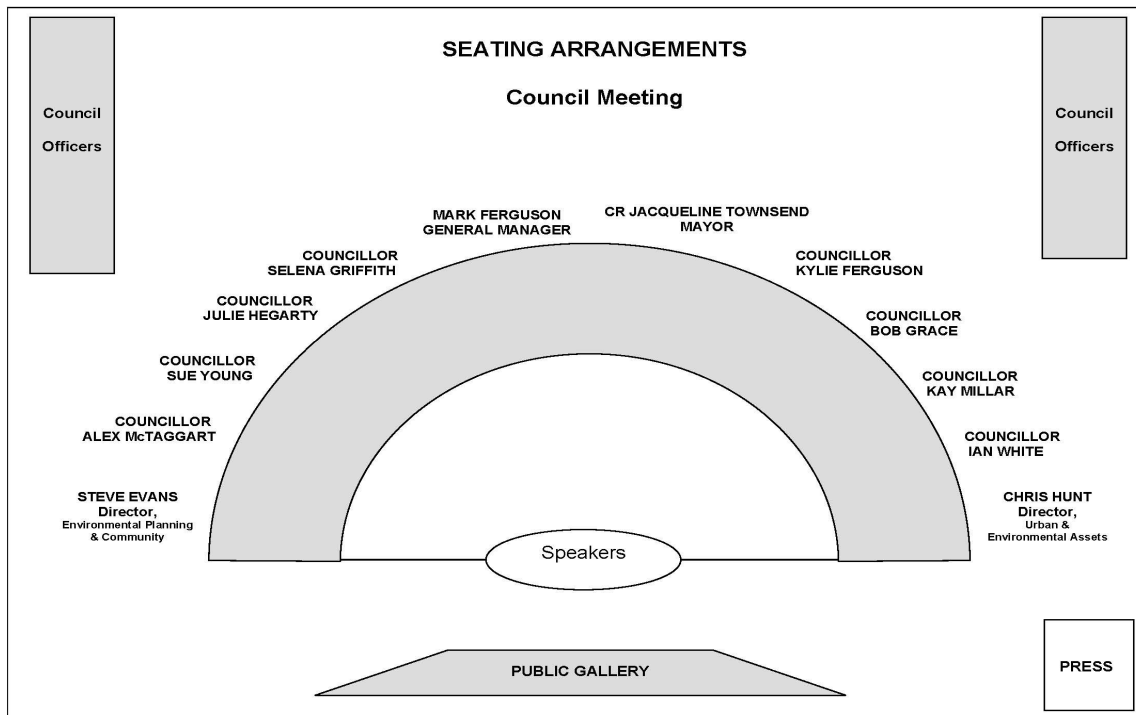
Notice is hereby given that a Council Meeting of Pittwater Council will be held at Mona Vale Memorial Hall on

***5 November 2012***

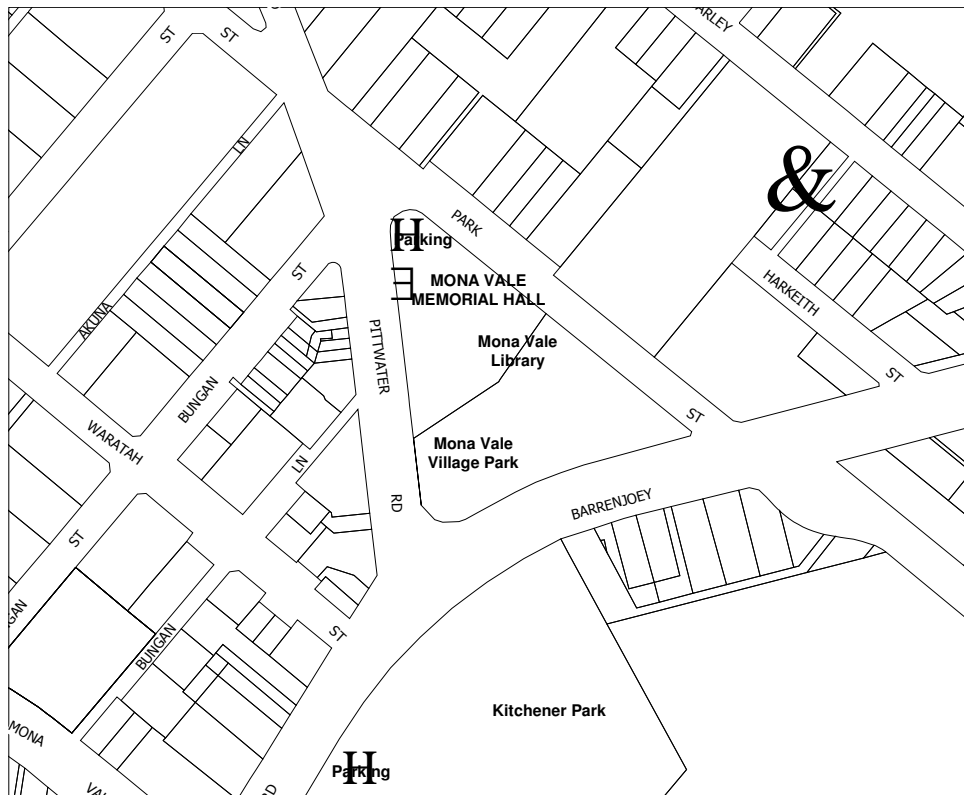
Commencing at 6.30pm for the purpose of considering the items included on the Agenda.

Mark Ferguson  
**GENERAL MANAGER**

## Seating Arrangements



## Meeting Location



All Pittwater Council's Agenda and Minutes are available on the Pittwater website at [www.pittwater.nsw.gov.au](http://www.pittwater.nsw.gov.au)

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## **Acknowledgement of Country**

**Pittwater Council honours and respects the spirits of the  
Guringai people.**

**Council acknowledges their traditional custodianship of  
the Pittwater area.**

## **Statement of Respect**

**Pittwater Council promotes and strives to achieve a climate of respect  
for all and endeavours to inspire in our community shared civic pride by  
valuing and protecting our unique environment, both natural and built,  
for current and future generations.**

**We, the elected members and staff of Pittwater Council, undertake to  
act with honesty and integrity, to conduct ourselves in a way that  
engenders trust and confidence in the decisions we make on behalf  
of the Pittwater Community.**

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## IMPORTANT NOTE FOR COUNCILLORS

The Council has received Confidential Commercial Advice in relation to the matter listed below which is attached as **Appendix 1 to Councillor's Agenda on yellow paper**. It is important that Councillors read these documents prior to determining the matter. Should the Council wish to consider the Confidential Advice during the course of the meeting, the following procedure should be followed:

1. Any persons wishing to address the Council are invited to address the Council in Open Session, so that the general (non-confidential) issues relating to these matters are debated in Open Session.
2. Should the Council wish to consider the Confidential Advice at any time during the debate, the Council should resolve into Committee of the Whole in Closed Session in accordance with Section 10A(2)(d) of the Local Government Act 1993, and debate the Confidential Advice and any related issues in a Closed Forum, with the Press and Public excluded. The Council does not have to make any resolution whilst in Committee of the Whole in Closed Session.
3. Following conclusion of the discussion in Closed Session concerning the Confidential Advice the Council should resolve back into Open Session to continue the debate as required, excluding any reference to that advice. Once again it is noted that the debate in Open Session should centre around the general (non-confidential) issues associated with the matter.
4. The Council should then determine the matter in Open Session.

The Reports on the items below are listed in Open Session in the Agenda:

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Mark Ferguson  
**GENERAL MANAGER**

# Council Meeting

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**Confidential Items – Appendix 1****CONFIDENTIAL CLAUSE**

*This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d) of the Local Government Act 1993, which permits the Council to close the meeting to the public for business relating to the following: -*

- (d) *Commercial information of a confidential nature that would, if disclosed:-*
- prejudice the commercial position of the person who supplied it; or*
  - confer a commercial advantage on a competitor of the Council; or*
  - reveal a trade secret.*

Confidential: Tender T11/12 - Provision of Asset Management and Maintenance Services For Parking Machines

**The Senior Management Team  
has approved the inclusion of  
all reports in this agenda.**

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## Council Meeting

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### 1.0 Apologies

Apologies must be received and accepted from absent Members and leave of absence from the Council Meeting must be granted.

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### 2.0 Declarations of Pecuniary and Conflict of Interest including any Political Donations and Gifts

**Councillors are advised of the following definitions of a "pecuniary" or "conflict" of interest for their assistance:**

- \* Section 442 of the Local Government Act, 1993 states that a "pecuniary" interest is as follows:

- "(1) [**Pecuniary interest**] A Pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.
- (2) [**Remoteness**] A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter."

**Councillors should reference the Local Government Act, 1993 for detailed provisions relating to pecuniary interests.**

- \* Council's Code of Conduct states that a "conflict of interest" exists when you could be influenced, or a reasonable person would perceive that you could be influenced by a personal interest when carrying out your public duty.

**Councillors are also reminded of their responsibility to declare any Political donation or Gift in relation to the Local Government & Planning Legislation Amendment (Political Donations) Act 2008.**

- \* A reportable political donation is a donation of:
- \$1,000 or more made to or for the benefit of the party, elected member, group or candidate; or
  - \$1,000 or more made by a major political donor to or for the benefit of a party, elected member, group or candidate, or made to the major political donor; or
  - Less than \$1,000 if the aggregated total of the donations made by the entity or person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) is \$1,000 or more.

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### 3.0 Confirmation of Minutes

“Councillors are advised that when the confirmation of minutes is being considered, the only question that can arise is whether they faithfully record the proceedings at the meeting referred to. A member of a council who votes for the confirmation of the minutes does not thereby make himself a party to the resolutions recorded: **Re Lands Allotment Co (1894) 1 Ch 616, 63 LJ Ch 291.**”

Minutes of the Council Meeting held on 15 October 2012.

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### 4.0 Public Addresses

The following guidelines apply to any person addressing a Council / Committee meeting in relation to an item on the Council / Committee meeting agenda:

1. *A member of the public may be granted leave to address a meeting of Council or a Committee, where such a request is received by the General Manager no later than 3.00pm on the day of the meeting. This is subject to:*
  - (a) *A maximum of up to four speakers may address on any one item, with a maximum of two speakers in support of the recommendation in the report, and two speakers in opposition.*
  - (b) *A limitation of three minutes is allowed for any one speaker, with no extensions.*
  - (c) *An objector/s to a development application is to speak first with the applicant always being given the right to reply.*

*Exceptions to these requirements may apply where:*

- (a) *The Meeting specifically requests that a person be interviewed at a meeting.*
  - (b) *The Meeting resolves that a person be heard at the meeting without having given prior notice to the General Manager*
2. *Once a public/resident speaker has completed their submission and responded to any Councillor questions, they are to return to their seat in the public gallery prior to the formal debate commencing.*
3. *No defamatory or slanderous comments will be permitted. Should a resident make such a comment, their address will be immediately terminated by the Chair of the meeting.*
4. *Council's general meeting procedures apply to Public Addresses, in particular, no insults or inferences of improper behaviour in relation to any other person is permitted.*
5. *Residents are not permitted to use Council's audio visual or computer equipment as part of their address. However, photographs, documents etc may be circulated to Councillors as part of their address.*



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<b>5.0</b>	<b>Mayoral Minutes</b>
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## C5.1 Lane Cove Alive Project for Pittwater

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**Meeting:** Council

**Date:** 5 November 2012

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### MAYORAL MINUTE

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#### BACKGROUND

Over the past 18 months Council has been developing a new Social Plan and a first ever Economic Development Plan for Pittwater. Within both plans sustaining vibrancy within our village centres have been identified as a key priority.

A local government example to achieve combined economic, social and cultural outcomes is the Lane Cove Alive model, an initiative by Lane Cove Council, developed in response to the 2005 Lane Cove Alive (LCA) Action Plan.

Lane Cove Alive's mission captures the intention for the initiative:

*'To lead a revitalisation program that maintains Lane Cove's 'Village' character while ensuring social, cultural, environment and economic sustainability.'*

The project is essentially a platform which has focused on the vibrancy and vitality of the main village centre of Lane Cove. Elements of the initiative include:

- A Village Structure Plan
- A Graffiti Removal Plan
- Public Art Strategy
- Retail Marketing
- Community events
- Place Making in the village centre
- Free WiFi
- iPhone App

One of the drawbacks of this project has been the development of a mobile device **application** – '**App**', a portal to key information about the town centre such as events, local businesses, community directory, services and 'live' parking information.

I see this model having applicability for Pittwater as a platform to drive community and business engagement throughout our village centres. Quick and easy information on what is happening around Pittwater's village centres via an 'App' would be both appealing to the general community as well as innovative promotion of our business community.

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#### **Motion**

That a report outlining the applicability of the App as well as the 'Alive' project for Pittwater's village centres be brought back to council in the first quarter of 2013.

**Cr Jacqueline Townsend**  
**MAYOR**

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## **6.0 Business by Exception (All items on the Agenda)**

Items that are dealt with by exception are items where the recommendations contained in the reports in the Agenda are adopted without discussion.

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## **7.0 Council Meeting Business**

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**C7.1**

**NOTICE OF MOTION - Certificate in Recognition of  
Councillors Tenure at Pittwater - (Motion submitted by  
Cr Julie Hegarty)**

**Meeting:** Council

**Date:** 5 November 2012

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**NOTICE OF MOTION**

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**BACKGROUND**

At the end of the term of the Council those Councillors that are retiring or unsuccessful in an election process are quite often overlooked or receive no recognition for their significant contribution to the community. It would be appropriate that all retiring and unsuccessful Councillors receive a record of service reflecting their tenure at the Council.

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***Motion***

That following the General Election of Council all Councillors from the previous Council that did not seek re-election or were unsuccessful in re-election receive a framed certificate of service reflecting their term of office with Pittwater Council.

**Cr Julie Hegarty**

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## **C7.2      2011 / 2012 Annual Report**

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**Meeting:** Council

**Date:** 5 November 2012

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**STRATEGY:** Business Management

**ACTION:** Produce Council's quarterly and annual report and management plan

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### **PURPOSE OF REPORT**

To report on the 2011/2012 Annual Report for the 2011/2015 Delivery Program.

#### **1.0 BACKGROUND**

- 1.1 Council is required to prepare and publish an annual report within five months of the end of financial year. The 2011/2012 Annual Report outlines the Council's achievements and progress in implementing the 2011-2015 Delivery Program. As such, the Annual Report is one of the key accountability mechanisms of Council.
- 1.2 The requirements for preparing the Annual Report and the matters which must be reported on are prescribed by the Local Government Act 1993 and Local Government (General) Regulation 2005.
- 1.3 Copies of the Annual Report must be sent to the Minister, provided on Council's website and at libraries and customer services centres at Mona Vale and Avalon. Copies are also available for purchase.

#### **2.0 ISSUES**

- 2.1 The production of an Annual Report is a legislative requirement and provides Councillors and members of the public with useful information about the Council's achievements throughout the previous year.
- 2.2 The contents of the Annual Report are structured as follows:
  - Section 1 – Overview of the community, Pittwater Council and the Community Strategic Plan
  - Section 2 – Progress against the 2011-2014 Delivery Plan
  - Section 3 – State of Pittwater report, which provides a snapshot of the condition of the environment and Council's response to pressures impacting on the environment (this is in a similar format to previous State of Environment reports prepared with other SHOROC Councils)
  - Section 4 – Statutory statements – this is information that is not directly relevant to the Delivery Program but is required by the Act and Local Government (General) Regulation 2005 because the Government believes it is important for the community to know about it
  - Section 5 – Financial statements from the Council's year-end audited accounts.

- 2.3 Under the new planning and reporting framework for Councils introduced by the Local Government Amendment (Planning and Reporting) Act 2009, there are now fewer statutory matters (Section 4 of the report) which Councils must report on. In addition, the State of Environment report, previously prepared in conjunction with other SHOROC Councils, is now required to be prepared by Councils once every four years (in the year in which an ordinary election is held). However, to maintain continuity the 2010/2011 Annual Report continues to report on environmental matters previously reported in the State of Environment report.

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### **3.0 SUSTAINABILITY ASSESSMENT**

#### **3.1 Supporting & Connecting our Community (Social)**

The Annual Report reflects the strategic actions contained in the Key Directions of the Community Strategic Plan, Pittwater 2020.

#### **3.1 Supporting & Connecting our Community (Social)**

The Annual Report reflects the strategic actions contained in the Key Directions of the Community Strategic Plan, Pittwater 2020.

#### **3.2 Valuing & Caring for our Natural Environment (Environmental)**

The Annual Report reflects the strategic actions contained in the Key Directions of the Community Strategic Plan, Pittwater 2020.

#### **3.3 Enhancing our Working & Learning (Economic)**

The Annual Report reflects the strategic actions contained in the Key Directions of the Community Strategic Plan, Pittwater 2020.

#### **3.4 Leading an Effective & Collaborative Council (Governance)**

This report is in response to Section 428 of the Local Government Act and Section 217 of the Local Government (General) Regulation 2005.

#### **3.5 Integrating our Built Environment (Infrastructure)**

The Annual Report reflects the strategic actions contained in the Key Directions of the Community Strategic Plan, Pittwater 2020.

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### **EXECUTIVE SUMMARY**

- 4.1 The Annual Report has been prepared in accordance with the requirements of Section 428 of the Local Government Act 1993 and Section 217 of the Local Government (General) Regulation 2005.
- 4.2 Council's Annual Report will be forwarded to the Minister and copies made available for the public as indicated above.

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## **RECOMMENDATION**

1. That the 2011/2012 Annual Report for the financial year ending 30 June 2012 be noted.
2. That a copy be forwarded to the Minister for Local Government.

Report prepared by  
Paul Reid – Manager, Corporate Strategy & Commercial

Mark Ferguson  
**GENERAL MANAGER**

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**Community, Recreation and Economic Development Committee**

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**8.0            Community, Recreation and Economic Development  
Committee Business**

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## C8.1 Surf Club Subsidies

**Meeting:** Community, Recreation & Economic Development Committee

**Date:** 5 November 2012

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**STRATEGY:** Recreational Management

**ACTION:** Continue to support the local surf life saving clubs.

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### PURPOSE OF REPORT

To determine the level of annual subsidy to be provided to each of the nine Surf Clubs in the Pittwater area and the controlling body, Surf Life Saving Sydney Northern Beaches Inc.

### 1.0 BACKGROUND

- 1.1 Council provides an annual subsidy to the Volunteer Surf Life Saving Association to assist in the normal operation of the surf clubs.
- 1.2 Since its inception, Pittwater Council has provided support for the Volunteer Surf Life Saving movement, part of which is the payment of an annual subsidy to each of the nine Pittwater Surf Clubs and to the parent group, Surf Life Saving Sydney Northern Beaches Inc (SLSSNB).

### 2.0 ISSUES

#### 2.1 Level of Subsidy

- Council's direct cash subsidy for 2011/2012 season was \$75,549.
- This comprised a payment of \$7,083 to each of the nine (9) Surf Clubs, \$5,901 to SLSSNB for beach management and administration and a shared user charge of \$5,901 for Warringah Surf Rescue, giving a total of \$75,549.
- A written request from David Murray, President of SLSSNB, for the payment of subsidies for the 2012/2013 season, has been received (refer **Attachment 1**).
- A breakdown of the surf club's allocation of subsidies has been received and is included as **Attachment 1**.
- SLSSNB has requested an increase of 3.1% for this year's subsidy.
- An increase of 3.1% is recommended in line with the CPI increase.

#### 2.2 Comparison of Annual Applications for Funding Subsidies

<b>Basis of Application</b>	<b>2009/2010</b>	<b>2010/2011</b>	<b>2011/2012</b>	<b>2012/2013</b>
Grant to each of the Pittwater Clubs (9)	\$60,435	\$62,010	\$63,747	\$65,727
Branch Management & Administration	\$5,595	\$5,740	\$5,901	\$6,084
Inshore Rescue Boat (2 boats included in the 1998/99/2000 costs)	NIL	NIL	NIL	NIL
Warringah Surf Rescue Duty Officer	NIL	NIL	NIL	NIL
Warringah Surf Rescue – Shared User Charge	\$5,595	\$5,740	\$5,901	\$6,084
<b>TOTAL</b>	<b>\$71,625</b>	<b>\$73,490</b>	<b>\$75,549</b>	<b>\$77,895</b>

Apart from direct cash subsidy payments, Council during 2011/2012 also provided financial support to the Surf Clubs and volunteer life saving movement, in the following areas:

Rate rebate for the 2011/2012 year to Palm Beach Surf Club under a Deed of Agreement which quantifies the net benefit to the community by the Surf Club.	\$40,906
A rate rebate to Whale Beach Surf Club for the 2011/2012 year paid to Whale Beach Surf Club under a similar Deed of Agreement.	\$ 8,036
General maintenance of Surf Club buildings carried out during the 2011/2012 financial year on Surf Club buildings (includes supervision and maintenance).	\$126,915
Capital expenditure on Surf Club buildings for the 2011/2012 financial year	\$65,477
Miscellaneous items eg, Parking Stickers (1212 @ \$308.00 each incl GST)	\$373,296
Water consumption at Surf Club buildings	\$31,685

A further \$932,883 was expended on Contract Lifeguard Services.

The total annual contribution to the operation of surf life saving and lifeguard services and facilities on Pittwater beaches during 2011/2012 was approximately **\$1,579,828**.

In addition, the Special Rate Variation (SRV) has a specific capital upgrade program for a number of Surf Clubs over the next 10 years.

### 2.3 Level of Subsidy Requested

#### a) Cash Subsidy

The total cash subsidy requested for the nine Surf Clubs for 20012/13: \$65,727

The total cash subsidy requested for Branch Management Operations: \$12,168

The total cash subsidy provided to the Surf Clubs and Surf Club Operations: **\$77,895**

#### b) Rate Rebates

The 100% rate rebate for Palm Beach Surf Club for 11/12: \$40,906

The 50% rate rebate for Whale Beach Surf Club for 11/12: \$8,036

The total rate subsidy requested by Palm Beach Surf Club (100%) and Whale Beach Surf Club (50%): **\$48,942**

## 3.0 SUSTAINABILITY ASSESSMENT

### 3.1 Supporting & Connecting our Community (Social)

The continued support of the local surf clubs by Council recognises the importance of the volunteer surf life saving movement to the Pittwater community.

### 3.2 Valuing & Caring for our Natural Environment (Environmental)

The report will have no impact on this strategy.

### **3.3 Enhancing our Working & Learning (Economic)**

The report will have no impact on this strategy

### **3.4 Leading an Effective & Collaborative Council (Governance)**

The report will have no impact on this strategy

### **3.5 Integrating our Built Environment (Infrastructure)**

The report will have no impact on this strategy.

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## **4.0 EXECUTIVE SUMMARY**

- 4.1 Since its inception, Pittwater Council has provided support for the Volunteer Surf Life Saving movement, part of which is the payment of an annual subsidy to each of the nine (9) Pittwater Surf Clubs and to the parent group, Surf Life Saving Sydney Northern Beaches Inc (SLSSNB).

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## **RECOMMENDATION**

1. That the subsidies offered to the surf clubs this financial year be increased by 3.1% on the 2011/2012 financial year which is in line with the CPI increase.
2. That Council pay a total direct cash subsidy of \$77,895 being:
  - A payment of \$7,303 to each of the nine (9) Surf Clubs in the Pittwater area.
  - A payment of \$6,084 to Surf Life Saving Sydney Northern Beaches Inc for management and administration costs and IRB operations.
  - A shared user charge of \$6,084 to Warringah Surf Rescue.
3. That a rates subsidy of \$40,906 to Palm Beach Surf Club, and \$8,036 to Whale Beach Surf Club for 2011/12, be approved.
4. That the total amount of funding expended on supporting surf life saving and lifeguard services and facilities on Pittwater beaches in 2011/12 be noted.
5. That Surf Life Saving Sydney Northern Beaches Inc and the nine (9) Surf Clubs be invited to a cheque presentation at the Council meeting to be held on Monday 19 November 2012 and their highly valued volunteer support to help keep our beaches safer, be acknowledged.

Report prepared by  
Nikki Griffith, Reserves & Recreation Officer

Les Munn  
**MANAGER, RESERVES, RECREATION & BUILDING SERVICES**



ASN 31 416 737 307

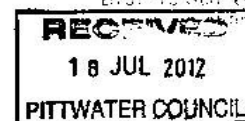
Unit 12/3 Vero Place  
Woronora NSW 2102

Tel: 02 9913 8066 Fax: 02 9913 9066

Email: info@surf-lifesaving.net.au  
admin@surf-lifesaving.net.au

11 July 2012

Mr Mark Ferguson  
General Manager  
Pittwater Council  
PO Box 882  
MONA VALE NSW 2103



Dear Mark

**Re: Financial Assistance to Surf Life Saving Services – Pittwater**

We are pleased to report on the performance of the nine (9) Pittwater Council area Surf Life Saving Clubs for the 2011/12 season and advise that all Clubs have worked diligently in meeting their duty of care standards to the community.

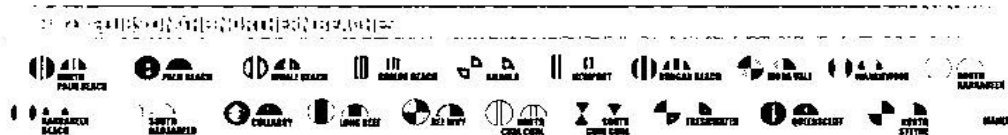
Again in season 201/2012 no lives were lost during our patrols thanks to the vigilance and service of our members who collectively volunteered almost 55,000 person hours on patrol

For your information we would like to provide some performance statistics for the past season:

Rescues	649
Emergency Care/first aid	607
Preventative actions	12,580
Membership - Total	6,160
Membership - Patrolling	2,253
Patrolling Member Hours	58,026
Estimate beach attendance	681,804

In addition to patrol hours, we estimate that on average each member invests an equal amount of their personal time in education and training to achieve higher levels of lifesaving awards; physical training; and club activities and administration.

In 2011, Surf Life Saving Australia commissioned global consultant firm PwC to determine the value of Surf Life Saving to the Australian community. Using both input (number of hours invested) and output (number of lives saved and value of lives saved) based calculation methods PwC concluded that the value of Surf Life Saving across Australia was \$3.6 billion annually. The report concluded that for every dollar invested into Surf Life Saving resulted in a \$29 economic benefit to the economy.



Extrapolating the PwC figures down to a local level shows that the annual value of Surf Life Saving across the nine Pittwater Clubs is in excess of \$126million as shown in the table below.

Value of Lives Saved	\$ 90,650,000
Value of reduction in permanent incapacitation	\$ 30,870,000
Value of volunteering time	\$ 1,960,579
Personal Expenditure of members	\$ 192,881
Flow on economic benefit of SLS activities	\$ 3,086,089
<b>Total Value of Surf Life Saving Activities</b>	<b>\$126,759,549</b>

Our performance and service on the beach and within the community is only possible with the generous support of a number of benefactors and supporters, one such vital supporter is Pittwater Council.

Over the years Pittwater Council has provided financial support to our 9 Clubs and our Branch Support Services. Last season Pittwater Council generously provided financial support to the Pittwater Clubs and Branch as follows:

Clubs (\$7,083 each)	\$63,747
Branch	\$5,901
Warringah Surfcom	\$5,901
<b>Total</b>	<b>\$75,549</b>

The attached table illustrates how the grants were spent at each Club.

For season 2011/2012, we request a 3.1 % CPI increase (ABS March quarter) bringing the figures to:

Clubs (\$7,303 each)	\$65,727
Branch	\$6,083
Warringah Surfcom	\$6,083
<b>Total</b>	<b>\$79,333</b>

We would like to take this opportunity to thank the Mayor and Councillors, the management team and staff of Pittwater Council for their strong support of Surf Life Saving within Pittwater and look forward to your continued support in the future.

Yours faithfully



David Murray  
President

## PITTSBURGH COUNCIL GRANTS 2011/12 REPORT

Beach	Item	Cost	Status	Who Benefits
<b>North Palm Beach</b> \$7,083	Purchase of two new radios	\$1,520	Completed	The community and the members.
	Purchase of two new soft top rescue boards for training Bronze medallion candidates.	\$1,700		
	First aid supplies	\$1,157		
	Contribution to running costs, maintenance and repairs to the Club's ATV.	\$2,706		
<b>Palm Beach</b> \$7,083	Contribution to the cost of a new 4WD All Terrain Vehicle (ATV).	\$20,742	Completed	The community and the members. The ATV provides roving patrols along the beach and can respond quickly to any emergency rescues.
<b>Whale Beach</b> \$7,083	Purchase of radios.	\$958	Completed	
	Part funding of a replacement All-Terrain Vehicle (ATV).	\$20,848		2. The public who swim and seek recreation at Whale Beach. They are assured the club responsible for their safe keeping has up to date equipment in prime working order.
<b>Avalon Beach</b> \$7,083	Purchase of a 2 <sup>nd</sup> hand IRB (Rescue)	\$3,000	Completed	The community & patrol members
	3 new radios	\$2,310		
	Rescue Board	\$ 905		
	First Aid Equipment	\$1,272		

<b>Bilgola</b> \$7,083	Contribute towards the cost of purchase new "soft" rescue boards for the younger patrolling members, and upgrading our entire two way radios, which were in need of replacement.	\$7,000 (plus)	Completed	Bilgola SLSC patrolling members & Beach goers
<b>Newport</b> \$7,083	Contributed towards the cost of replacing the Club's ATV.	\$20,800	Completed	Community (safety) Surf club members
<b>Bungan Beach</b> \$7,083	Put toward the purchase of a new ClubCar All-Terrain Vehicle (ATV)	\$20,848	Completed	Community safety
<b>Mana Vale</b> \$7,083	First aid and Oxygen supplies 50% of Ambu Resuscitation Manikin IRB motor	\$2,054 \$ 716 \$3,335	Completed	Beach users who will benefit by the Club having improved rescue and lifesaving equipment and highly trained volunteers.
<b>Warriewood</b> \$7,083	50% of Heartstart FRX defibrillator Put towards the Purchase of: • 3 new rescue boards • 2 new radios • Maintenance on ATV for season	\$1,149 \$7,083	Completed	Warriewood SLSC members, beach users, general public.
<b>Warringah Surfcom</b> \$5,901	Repairs and maintenance to radio equipment and contribution to general running costs – electricity, phones etc.	\$5,901	Completed	The Clubs and community through effective communications and emergency response.
<b>SNB Branch</b> \$5,901	Contribution towards running costs of Duty Officer vehicle and supplying training resources for Clubs.	\$5,901	Completed	Clubs and the Community. Duty Officers attend all incidents and coordinate rescue activities.

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<b>C8.2</b>	<b>Tender T11/12 - Provision of Asset Management and Maintenance Services For Parking Machines</b>
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**Meeting:** Community, Recreation and Economic Development Committee

**Date:** 5 November 2012

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**STRATEGY:** Asset Management Coordination

**ACTION:** To create, acquire, maintain, enhance and manage assets in line with best practice, use of technology and innovation.

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## **PURPOSE OF REPORT**

To seek Council's approval for the acceptance of a tender for the provision of asset management and maintenance services to Council's pay and display parking machines.

### **1.0 BACKGROUND**

- 1.1 The regular servicing of Council's pay and display parking machines is an essential component of maintenance and essential to the operational activities of Council.
- 1.2 The existing service contract expired on 1 October 2012 and Council is required under Section 55 of the Local Government Act to tender for goods and services valued in excess of \$150,000 expenditure for the contract period.
- 1.3 Council currently has a single provider of maintenance to our pay and display parking machines.

### **2.0 ISSUES**

#### **2.1 Tenders Advertising and Closing**

- Tenders were advertised by open tender on 2nd October, 2012 in the Sydney Morning Herald, Manly Daily and Tenderlink with the closing date for receipt of submissions being 10.00 am on 24 October, 2012.
- Five (5) contractors purchased the tender documents.

#### **2.2 Tenders Received**

Two (2) tenders were collected from the tender box, with one (1) tender received via Tenderlink and duly registered by Council. The tenders were from;

1. Secure Parking Pty Ltd
2. DJM Services Group
3. O'Neill Construction (Australia) Pty Ltd



### 2.3 Evaluation Panel

An Evaluation Panel was established to consider and assess the tenders received. The Panel members were:

Role	Name	Position
Chair	Sheridan Mills	Parking Administration Officer
Member	Glenn Davis	Principal Officer - Commercial
Member	Paul van der Kraan	Procurement and Stores Officer
Independent	Peter Baartz	Senior Officer, Procurement & Fleet

The Evaluation Panel takes into consideration the following steps as part of its confidential assessment;

- Initial assessment and cull – assessment of the compliance of tender documentation with the call for tender. Any tender that is non conforming is assessed to determine whether the non conformance is sufficiently significant to result in the tender being culled.
- Detailed assessment of remaining tenders – includes performance against the tender selection criteria and associated weightings.
- Ranking of conforming tenders and statements as to suitability deliver the services.
- Checking of references and financial capacity of preferred tender.
- Budget implications for Council

### 2.4 Evaluation Criteria

The results of the tenders are summarised in Attachment 1 of the report contained in the confidential section of this agenda. Evaluation criteria comprised:

Criteria	Weighting
Organisational capacity	7.5%
Financial capacity	7.5%
Experience	20%
Capacity to provide the works and services	25%
Quality Assurance and procedures	20%
Environmental sustainability and social equity	5%
Price	15%

### 2.5 Tender Evaluation

The detailed analysis of the tender is considered 'commercial in confidence' under Section 10A (2) of the Local Government Act and as such is included as a confidential attachment – see Confidential Section of this Agenda.

### 2.6 Financial Implications

The costs proposed by the recommended tender are within the allocated budget for the maintenance of pay and display parking machines.

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### **3.0 SUSTAINABILITY ASSESSMENT**

#### **3.1 Supporting & Connecting our Community (Social)**

3.1.1 The tender process includes an assessment of sustainable practices and products. Tenderers are required to complete an Environmental Sustainability & Social Equity questionnaire covering aspects of organisational and product information systems, policy and environmental sustainability. Tenderers provided information relating to waste management, energy and water efficiency as well as recycling.

3.1.2 All tenderers completed this schedule and were scored accordingly

#### **3.2 Valuing & Caring for our Natural Environment**

The successful tenderer is required to carry out maintenance and repairs to parking machines with a view to the impact on the environment from products used and the materials employed.

#### **3.3 Enhancing our Working & Learning (Economic)**

Income from parking contributes significantly to the maintenance of the beach reserves.

#### **3.4 Leading an Effective Collaborative Council (Governance)**

The calling and assessment of Tenders is in accordance with Section 55 of the Local Government Act and the Local Government (General) Regulation. The tenders were assessed by a panel against seven (7) mandatory criteria and seven (7) scored criteria with associated weighting.

#### **3.5 Integrating our Built Environment (Infrastructure)**

The establishment of a Specialist Contractor to provide asset management and maintenance services to pay and display parking machines will ensure the long life, good repair and optimal on line time of parking machines which will, in turn, maximise the return to Council.

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### **4.0 EXECUTIVE SUMMARY**

4.1 Pittwater Council prepared a Request for Tender, number T11/12, for the provision of asset management and maintenance services for pay and display parking machines.

4.2 Three (3) Tender submissions were received from:

- Secure Parking Pty Ltd
- DJM Services Group
- O'Neill Construction (Australia) Pty Ltd

4.3 The Tender Evaluation is presented to Council for consideration in the confidential section of this agenda.

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## **RECOMMENDATION**

1. That pursuant to Clause 178(1) of the Local Government (General) Regulation 2005, the tender received from DJM Services Group as per the tendered schedule of rates, be accepted and that this company be contracted for an initial period of two (2) years with two (2) extensions of one (1) year each available subject to successful performance.
2. That the General Manager be authorised to approve all contract payments associated with this contract and affix the Seal of Council to any relevant documents if required.

Report prepared by  
Sheridan Mills – Parking Administration Officer

Jeff Lofts  
**MANAGER ENVIRONMENTAL COMPLIANCE**

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## **Natural Environment Committee**

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### **9.0 Natural Environment Committee Business**

**Nil.**

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## **Council Meeting**

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### **10.0 Adoption of Community, Recreation and Economic Development Committee Recommendations**

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### **11.0 Adoption of Natural Environment Committee Recommendations**

**Nil.**

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### **12.0 Councillor Questions on Notice**

**Nil.**

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# ***Confidential Advice***

***“Commercial in Confidence”***

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<b>Confidential - Tender T11/12 - Provision of Asset Management and Maintenance Services for Parking Machines</b>
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**CONFIDENTIAL ADVICE  
COMMERCIAL IN CONFIDENCE**

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**Item No:** C8.2

**Matter:** Confidential: Tender T11/12 - Provision of Asset Management and Maintenance Services for Parking Machines

**From:** Jeff Lofts  
Manager – Environmental Compliance

**Meeting:** Community, Recreation & Economic Development Committee

**Date:** 5 November 2012

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The abovementioned matter is listed as Item No. C8.2 in Open Session in the Agenda.

Confidential commercial advice is attached for your information.

Jeff Lofts  
**MANAGER – ENVIRONMENTAL COMPLIANCE**

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**Confidential - Tender T11/12 - Provision of Asset Management and Maintenance Services for Parking Machines****1.0 SCOPE**

The Scope of Works is to provide asset management and maintenance services for up to 50 pay and display parking machines located at various sites throughout the Pittwater LGA.

**2.0 TENDERS RECEIVED**

Three (3) tenders containing three (3) proposals were received via the Tender Box at Mona Vale and via Tenderlink and duly registered by Council.

All tenders were checked arithmetically and were in raw order as shown at Table 1:

***Table 1 – tendered price***

<b><i>Contractor</i></b>	<b><i>Tender Price (include. GST)</i></b>	<b><i>Ranking</i></b>
O'Neill Construction (Australia) Pty Ltd	\$ 180,768.48	1
DJM Services Group	\$ 227,478.00	2
Secure Parking Pty Ltd	\$ 415,920.00	3

The tender prices represent the estimated total costs of providing the maintenance services for the 2 year period but do not include variations based on the provision of services for additional machines, if installed, or indexation which is to be applied in the second year.

**3.0 TENDER EVALUATION****3.1 Tender Compliance and initial cull**

An initial review was conducted by the evaluation panel to identify any non-conforming tenders. The submission received from DJM Services Group was found to be conforming to a sufficient degree to allow further assessment.

Non conformances in the area of financial information were noted in the submission from O'Neill Construction (Australia) Pty Ltd. These were not sufficient to disqualify the tender and it was determined to include it in the evaluation process.

Non conformances in the areas of financial information and required insurance were noted in the submission from Secure Parking Australia Pty Ltd.

The panel determined to continue with the assessment of all three tenders due to the small amount of tenders received and the minor nature of the non conformances.

**3.2 Stage 2: Detailed Evaluation of Remaining Tenders**

The tenders underwent detailed examination of their responses in relation to the Scored Criteria.

It was agreed by the EP to score each of the priced elements as a separate percentage of 100%, with the highest total score receiving the highest possible score. The two lower scores were recorded as a percentage of the higher score.

The remaining criteria were scored by reaching an agreed score between each panellist based on the information submitted by the tenderer. Factors such as the size of the businesses tendering, quality of information and numbers provided were taken into account.

Any major differences were discussed and agreed upon by the panel before final scoring was applied.

3.2.1 The lowest price tender received from O'Neill Construction (Australia) Pty Ltd for the supply of asset management and maintenance services for up to 50 pay and display parking machines in the amount of \$ 180,768.48 including GST for a two year period is not recommended for acceptance.

- Whilst price competitive, the tender documents submitted were, as noted above, deficient in some areas of financial information.
- The tender failed to satisfy the panel that they had the expertise and experience to effectively and consistently provide the required services, due to their submission having a focus on their current core activity relating to the building construction industry rather than the service and maintenance of parking machines.
- The tender included a high standard quality management plan in draft form.

3.2.2 The second lowest tender received from DJM Services Group for the supply of asset management and maintenance services for up to 50 pay and display parking machines in the amount of \$ 227,478.00 including GST (\$ 113, 739.00 per year with the second year payment to be subject to indexation to the CPI) for a two year period is recommended for acceptance.

- DJM Services Group tender best demonstrated a proven track record in the provision of asset management and maintenance of parking machines over a range of product. Their ability to service the contract was rated higher than the abilities of the other tenderers in all areas relating to the works and services.
- The evaluation panel determined that the price for the service represented value for money.

3.2.3 The third tender received from Secure Parking Pty Ltd for the supply of asset management and maintenance services for up to 50 pay and display parking machines in the amount of \$ 415,920.00 including GST for a two year period is not recommended for acceptance.

- The panel felt that an overall poor response was given in many criteria given the size and core business of the company.
- No financial information was provided, nor certificates of currency for insurances.
- Limited pay and display experience was exhibited via the tender document.
- Pricing in nearly all areas was felt to be cost prohibitive and would exceed Council's budget for maintenance of parking machines.



#### **4.0 RECOMMENDATION**

That pursuant to Clause 178(1) of the Local Government (General) Regulation 2005, the Tenders received from DJM Services Group as per the tendered schedule of rates, be accepted and that this company be contracted for an initial period of two (2) years with two (2) extensions of one (1) year each available subject to successful performance.

## **ATTACHMENT 1 - PITTWATER COUNCIL EVALUATION SCORE SHEET**

### **T11/12 – Asset Management and Maintenance Services – Parking Machines**

<b>Criteria</b>	<b>Weighting</b>	<b>Secure Parking</b>	<b>O'Neill Construction (Australia) Pty Ltd</b>	<b>DJM Services Group</b>
Organisational capacity	7.5%	3	4	5
Financial capacity	7.5%	0	0	5
Experience	20%	9	5	14
Capacity to provide the works and services	25%	11	6	18
Quality Assurance and procedures	20%	7	12	4
Environmental sustainability	5%	3	2	4
Price	15%	8	11	15
<b>TOTAL</b>	<b>100%</b>	<b>41</b>	<b>40</b>	<b>65</b>

## **ATTACHMENT 2 – PRICING SCHEDULES**

### **T11/12 – Asset Management and Maintenance Services – Parking Machines**

			<b>DJM Services Group</b>	<b>Secure Parking Pty Ltd</b>	<b>O'Neill Construction (Australia) Pty Ltd</b>
<b>Item No</b>	<b>Service Description</b>	<b>Unit (per)</b>	<b>Price AUD \$ (Incl. GST)</b>	<b>Price AUD \$ (Incl. GST)</b>	<b>Price AUD \$ (Incl. GST)</b>
<b>1</b>	Routine, reactive, preventative maintenance of up to fifty (50) parking machines, within the Pittwater Council Local Government Area	Month	<b>\$9,399.50</b>	<b>\$ 17,000.00</b>	<b>\$ 7,320.02</b>
<b>2</b>	Removal and/or disposal of parking machine and associated components	Site	<b>\$181.50</b>	<b>\$ 495.00</b>	<b>\$ 1,056.00</b>
<b>3</b>	Install Parking Machine	Site	<b>\$115.50</b>	<b>\$ 495.00</b>	<b>\$ 1,056.00</b>
<b>4</b>	Install Parking Machine Footing	Site	<b>\$346.50</b>	<b>\$ 165.00</b>	<b>\$ 424.00</b>
<b>5</b>	Workshop and Storage Facility	Month	<b>\$80.00</b>	<b>\$ 330.00</b>	<b>\$ 209.00</b>
<b>6</b>	Programming Services	Hour	<b>\$115.50</b>	<b>\$ 182.00</b>	<b>\$ 82.50</b>
<b>7</b>	Reactive Maintenance (after hours)	Hour	<b>\$115.50</b>	<b>\$ 259.00</b>	<b>\$ 154.00</b>
<b>8</b>	Consultative Services	Hour	<b>\$115.50</b>	<b>\$ 242.00</b>	<b>\$ 82.50</b>