

# COUNCIL MEETING

## AGENDA

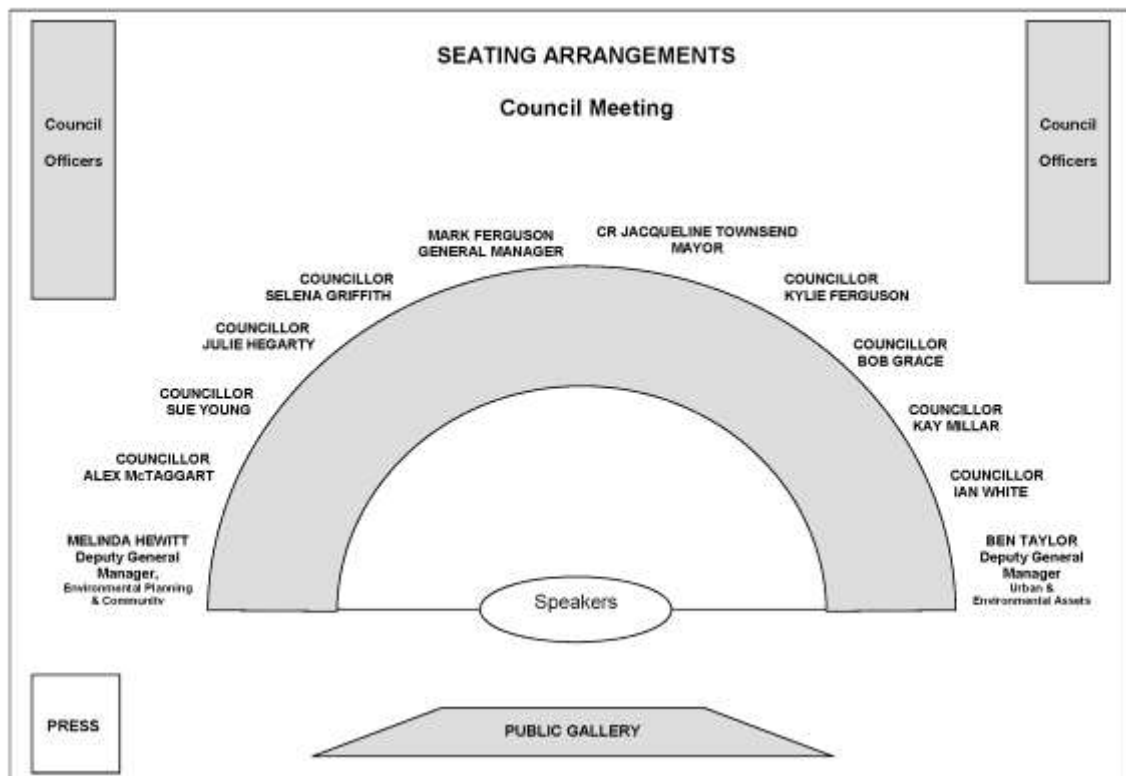
2 May 2016

Commencing at 6.30pm at  
Mona Vale Memorial Hall  
1 Park Street, Mona Vale

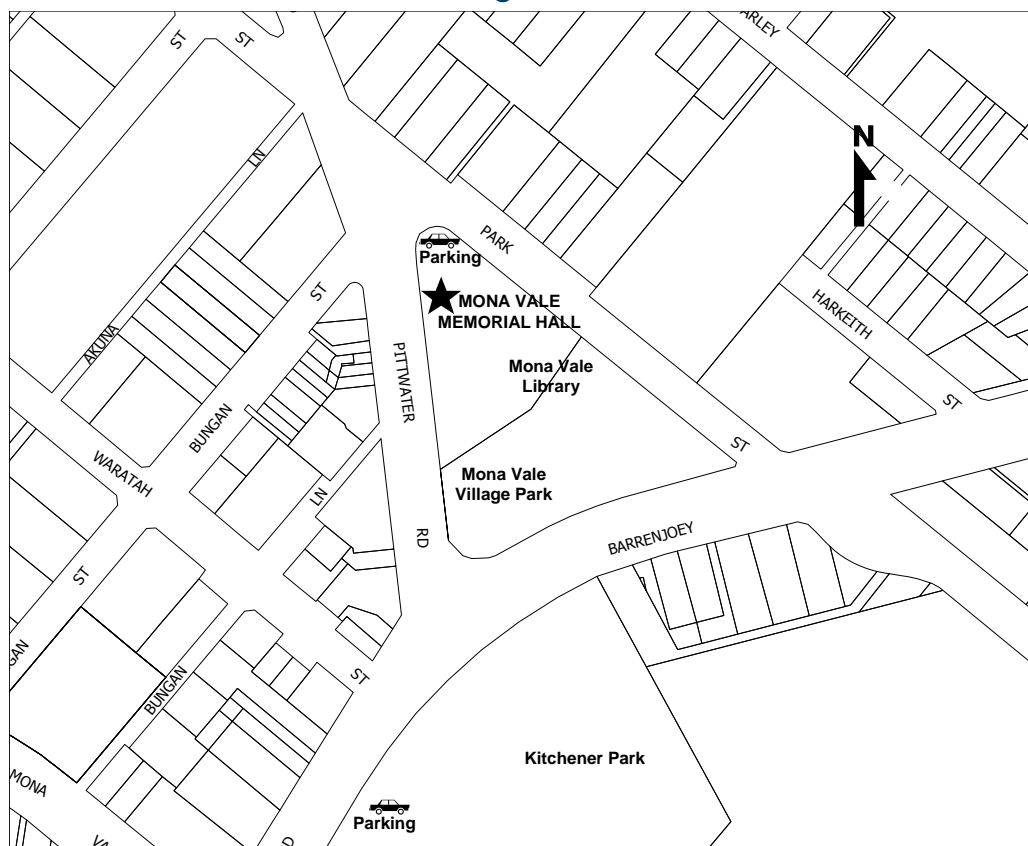
M J Ferguson  
General Manager



## 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.**

## IMPORTANT NOTE FOR COUNCILLORS

The Council has received Confidential Advice in relation to the matters 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 matters. 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 the matter 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 Confidential discussion concerning the Confidential Advice the Council should resolve back into Open Session to continue the debate as required, excluding any reference to the Confidential 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:

Item No	Item	Page No
C10.1	Tender T02/16 - Provision of Tree Maintenance Services to Council	54

Mark Ferguson  
**GENERAL MANAGER**

# Council Meeting

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## Appendix 1 - Confidential Advice

### **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 Evaluation - Tender T02/16 - Provision of Tree Maintenance Services to Council**

**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 18 April 2016.

Minutes of the Extraordinary Council Meeting held on 21 April 2016.

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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 six speakers may address on any one item, with a maximum of three speakers in support of the recommendation in the report, and three 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>Councillor Questions with Notice</b>
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Nil.

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<b>6.0</b>	<b>Mayoral Minutes</b>
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<b>C6.1</b>	<b>Pittwater Celebration</b>
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**Meeting:** Council

**Date:** 2 May 2016

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## **MAYORAL MINUTE**

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### **BACKGROUND**

This week Pittwater celebrates its 24<sup>th</sup> birthday. Pittwater has been a leading example of local government in the policy, sustainability and service delivery area. The success of Pittwater Council has in part come about from the connection it has with its community through our volunteers, reference group members and resident associations.

To ensure council acknowledges their contribution and also to celebrate the success of Pittwater Council, I seek council's support to hold a thank you celebration (on a date to be notified).

It is timely for this to occur as the community worked so hard with council during this proposal public inquiry process. Also, there is a strong likelihood that the government will seek to dissolve councils that have been through the merger proposal process. Therefore it may be the last opportunity council has to acknowledge those groups or individuals.

Funding is available for the event within existing budgets.

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### ***Motion***

***That a celebration of Pittwater be held on a date to be notified.***

Cr Jacqueline Townsend  
**MAYOR**

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## **7.0 Business by Exception**

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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## **8.0 Council Meeting Business**

Nil.

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## **Connecting Communities Committee**

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## **9.0 Connecting Communities Committee Business**

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## **C9.1 Proposed Amendment to Impounding Act 1993**

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**Meeting:** Connecting Communities Committee

**Date:** 2 May 2016

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**COMMUNITY STRATEGIC PLAN STRATEGY:** Building Communities

**COMMUNITY STRATEGIC PLAN OBJECTIVE:**

- To support community initiatives that respond to community needs
- To maintain Pittwater as a safe community
- To ensure all levels of government provide infrastructure to meet the community's needs and expectations

**DELIVERY PROGRAM ACTION:**

- Ongoing enforcement program to achieve effective utilisation of car parking space
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### **1.0 EXECUTIVE SUMMARY**

#### **1.1 SUMMARY**

The NSW Government has extended an invitation to Pittwater Council to participate in a pilot program to implement the *Impounding Amendment (Unattended Boat Trailers) Act 2015* legislation.

Each year, Council receives a significant number of complaints from residents and businesses in relation to boat trailers that are causing parking issues, road safety concerns, residential and visual amenity issues. The change in Legislation is to enable Councils to improve the management of boat trailer parking on residential streets, to encourage the use of off-street storage and to better address the community concerns.

Council endorses its participation in this program and that the measures be applied to include the Pittwater Council Local Government Area in its entirety. This is to ensure a consistent approach across the LGA with a view to preventing boat trailers being relocated within close proximity in the surrounding area.

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### **2.0 RECOMMENDATION**

- 1. That Council note the *Impounding Amendment (Unattended Boat Trailers) Act 2015* will commence on 1 July 2016.**
- 2. That Council endorse its participation in the three month pilot program being undertaken by the Office of Local Government to implement the new legislation.**
- 3. That Council approve the measures being applied to include the Pittwater Council Local Government Area in its entirety.**

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### 3.0 BACKGROUND

#### 3.1 PURPOSE

To outline Council's participation in a pilot program for *Impounding Amendment (Unattended Boat Trailers) Act 2015* new legislation.

#### 3.2 BACKGROUND

The *Impounding Amendment (Unattended Boat Trailers) Act 2015* will commence by proclamation on 1 July 2016.

This will enable councils and other impounding authorities to take action against boat trailers for parking for more than 28 days.

#### 3.3 POLICY IMPLICATIONS

- Nil

#### 3.4 RELATED LEGISLATION

- *Impounding Amendment (Unattended Boat Trailers) Act 2015*

### FINANCIAL ISSUES

#### 3.5.1 Budget

- There are no budget implications.

#### 3.5.2 Resources Implications

- This pilot program offers an opportunity for Council to assess the resource implications related to the enforcement of the *Impounding Amendment (Unattended Boat Trailers) Act 2015*.

### 4.0 KEY ISSUES

- 4.1 Council has received an invitation from The Hon Paul Toole MP, Minister for Local Government to participate in a three month pilot program to implement the *Impounding Amendment (Unattended Boat Trailers) Act 2015*. (**Attachment 1**)

Council has accepted the invitation to participate in the trial project and it is recommended that the measures be applied to include the Pittwater Council Local Government Area in its entirety. This is to ensure a consistent approach across the LGA with a view to preventing boat trailers being relocated within close proximity in the surrounding area.

Once the *Impounding Amendment (Unattended Boat Trailers) Act 2015* comes into effect, Council's and other impounding authorities can apply the new measures to all or part of their operational area. This will provide flexibility to meet the specific needs of different communities. Areas where the measures apply must be published in the NSW Government Gazette.

The operation of the Act will require that, in areas where the measures apply, boat trailers must move at least every 28 days, at least as far as a different block section of the same street. Council must provide at least 15 days notice before impounding a trailer.

- 4.2 A workshop is to be held in May 2016 in conjunction with the three Councils participating in the pilot program (Woollahra Council, Canada Bay Council & Pittwater Council), Roads & Maritime Services & Transport NSW. The workshop will provide Council an opportunity to discuss concerns surrounding enforcement and appropriate community engagement measures.

The legislation is aimed at stopping repeat boat trailer parking offenders, freeing up parking spaces for residents, to encourage the use of off-street storage and to better address the community concerns.

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## **5.0 ATTACHMENTS / TABLED DOCUMENTS**

**Attachment 1** – Correspondence received from The Hon Paul Toole MP, Minister for Local Government, dated 4 April 2016.

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## **6.0 SUSTAINABILITY ASSESSMENT**

### **6.1 GOVERNANCE & RISK**

#### **6.1.1 Community Engagement**

A Community Engagement Plan will be developed following a workshop in May 2016 in conjunction the three Councils participating in the pilot program, Roads & Maritime Services & Transport NSW. The Office of Local Government has encouraged Councils to clearly communicate to residents, businesses and visitors any areas where the restrictions may apply. It is proposed that this can be achieved through the following methods of engagement as a minimum:

- Changes are to be advertised on Council website and e-news
- Changes to be advertised in the Manly Daily newspaper
- Council to notify adjoining Councils of the three month trial period of the new legislation
- Communication with key resident groups

#### **6.1.2 Risk Management**

Relevant risk management assessments will be undertaken in relation to the program following the workshop to be held in May 2016. It is believed that the program poses minimal risk to Council's financial, social and governance viability with any mitigating factors considered.

### **6.2 ENVIRONMENT**

#### **6.2.1 Environmental Impact**

The pilot program does not impose impacts to the environment and aims to address abandoned boat trailers in reserves and streets within the Pittwater LGA.

#### **6.2.2 Mitigation Measures**

Nil.

## 6.3 **SOCIAL**

### 6.3.1 **Address Community Need & Aspirations**

Each year, Council receives a significant number of complaints from residents and businesses in relation to boat trailers that are causing parking issues, road safety concerns, residential and visual amenity issues. The change in Legislation is to enable Councils to improve the management of boat trailer parking on residential streets, to encourage the use of off-street storage and to better address the community concerns.

### 6.3.2 **Strengthening local community**

Throughout the three month pilot program, Council intends to hold an active community engagement program to ensure the community are aware of changes to the Pittwater Local Government Area and allow the community an opportunity to provide feedback on the proposed new legislation.

## 6.4 **ECONOMIC**

### 6.4.1 **Economic Development**

- Nil

Report prepared by

Ashleigh Sherry  
**ACTING MANAGER, ENVIRONMENTAL COMPLIANCE**



**The Hon Paul Toole MP**  
Minister for Local Government

– 4 APR 2016

Ref:  
MIN:  
Doc ID: A471326



Clr Jacqueline Townsend  
Mayor  
Pittwater Council  
PO Box 882  
MONA VALE NSW 1660

Dear Clr Townsend

I am writing to advise that the *Impounding Amendment (Unattended Boat Trailers) Act 2015* will commence by proclamation on 1 July 2016, and to invite Pittwater Council to participate in a three month pilot process to implement the new legislation.

The amendments will enable councils and other impounding authorities choosing to opt in, to take impounding action against boat trailers parked for more than 28 days. Where the measures apply, boat trailers must be moved at least every 28 days at least as far as a different block section of the same street.

Each council and impounding authority can choose whether to apply the measures and whether they ought to apply to all or part of their areas of operations. This provides flexibility to meet the needs of local communities and specific stakeholders.

To ensure that the initial implementation of the legislation is thoroughly assessed, the Office of Local Government (OLG) is undertaking a pilot process involving three councils that have identified unattended boat trailers as a key issue in parts of their local government area.

I am inviting your Council to advise OLG of its agreement to participate in the pilot process, and to nominate the intended areas to which the measures will apply, by **22 April 2016**.

Assuming Pittwater wishes to participate in the pilot, your Council will also need to ensure that all areas to be declared for the measures appear in the NSW Government Gazette by the end of June 2016. However, to ensure consistency, OLG will work with your own and the other two proposed pilot councils (Canada Bay and Woollahra) to coordinate the gazettal process.

OLG will shortly issue a Circular to all councils, requesting that other councils nominate their intention to commence implementing these measures from 1 October 2016, at the end of the pilot process. It is anticipated that a further round of councils will commence implementing the measures from early 2017.

GPO Box 5341, Sydney NSW 2001  
Phone: (61 2) 8574 7000 Fax: (61 2) 9339 5552 Email: [office@toole.minister.nsw.gov.au](mailto:office@toole.minister.nsw.gov.au)



It is important that the general public and any affected organisations, including adjoining councils, receive clear and consistent advice about where and how the new law will apply, and councils will be requested to provide an appropriate period of notice. As this is a high priority issue in your area, I ask you to confirm that your Council has undertaken appropriate consultation with your local community and other stakeholders on the potential impacts of these measures before the trial begins.

It will be critical that your Council again communicate the measures and the areas to which they apply, particularly to local residents and visitors in the lead up to the commencement of the pilot period. OLG and Transport for NSW will also help to communicate key aspects of the new framework to relevant agencies, industry bodies and other key stakeholders in the lead up to the pilot process.

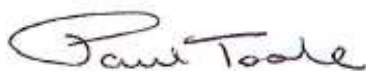
OLG will use the information provided by the three pilot councils to develop a public fact sheet clearly displaying the areas where the measures will apply. This material will be publicly available prior to the commencement of the pilot process, and will be updated over time as any new areas appear in the Gazette.

OLG will also host a workshop for pilot councils in the lead up to the commencement to achieve a consistent approach to compliance and enforcement. However, the new measures are not intended to replace the discretion of council officers to undertake other appropriate enforcement action. For example, the measures do not apply to boat trailers where a residential parking permit has been issued by a local council and is displayed.

Finally, with regard to the council merger proposal review process, of which your Council is currently a part, I can advise that appropriate action will be taken to ensure that boat trailer impounding measures remain applicable in previously gazetted areas, should specific mergers proceed.

If you require any further information about this issue please contact Mr Glen Colley, Principal Program Officer at OLG on (02) 4428 4129.

Yours sincerely



**Paul Toole MP**  
**Minister**

Cc: Mr Mark Ferguson, General Manager  
[pittwater\\_council@pittwater.nsw.gov.au](mailto:pittwater_council@pittwater.nsw.gov.au)

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## **C9.2 Palm Beach Walkway Project Update**

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**Meeting:** Connecting Communities Committee

**Date:** 2 May 2016

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**COMMUNITY STRATEGIC PLAN STRATEGY:** Traffic & Transport  
Town & Village

**COMMUNITY STRATEGIC PLAN OBJECTIVE:**

- To reduce the use of and reliance on private motor vehicles
- To create an active transport network (including roads, pathways, cycle ways)
- To improve road and footpath safety to encourage use by community
- To promote regional access to and from of Pittwater

**DELIVERY PROGRAM ACTION:**

- Provide planning, design, investigation and management of traffic and transport infrastructure
  - To provide works for a range of active transport infrastructure including footpaths, shared paths, line marking, safety barrier, bus stop upgrades and other works directly associated with pedestrian, bicycle and other non-car transport modes on roads
- 

### **1.0 EXECUTIVE SUMMARY**

Significant staff resources have been dedicated to progress the design for an active travel project for a proposed Palm Beach Walkway connecting Palm Beach Wharf and Governor Phillip Park. Council committed to developing a project design and estimated cost by the end of April 2016.

This is a complicated project due to the difficult terrain, location of existing structures and need for input and advice from external agencies. Council has developed designs and cost estimates for this project with a view to working with residents associations to advocate for external funding for project delivery as it is estimated of significant cost and no funds are available in Council's budget.

Draft designs have now been completed (summary included refer **Attachment 1**). The project is estimated based on the concept designs at a cost of \$1.638 million. This design and cost estimate has been independently peer reviewed.

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### **2.0 RECOMMENDATION**

- 1. That Council endorse as a priority the proposed Palm Beach Walkway connecting Palm Beach Wharf and Governor Phillip Park and note the draft designs.***
- 2. That Council note the estimated funding required for the project based on the concept designs is \$1.638 million.***
- 3. That in addition to directly seeking funding from the NSW Government for the construction of the project, Council works closely with and supports the Palm Beach Walkway Working Group, the Palm Beach & Whale Beach Association and interested residents to advocate for project funding.***

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### 3.0 BACKGROUND

#### 3.1 PURPOSE

This report is to inform and update the Council of the current status of the proposed active travel project relating to the Palm Beach Walkway, connecting Palm Beach Wharf and Governor Phillip Park.

#### 3.2 BACKGROUND

3.2.1 Palm Beach is a tourist destination with many visitors arriving at Palm Beach by ferry and walking to local attractions, such as the Palm Beach Light House and Palm Beach markets. The only existing pedestrian route between Palm Beach Wharf and Governor Phillip Park is via Barrenjoey Road, which acts as a gateway to these local attractions.

3.2.2 Pedestrian access on Barrenjoey Road between Palm Beach Wharf and Governor Phillip Park is difficult with no continuous designated path for pedestrians providing no alternative but to share the road with vehicles at some locations.

3.2.3 To seek to address these safety concerns Council resolved on 1 December 2014:

*“1. To establish a working group comprising:*

- Interested Councillors*
- Palm Beach Whale Beach Residents Association*
- Other north ward community groups if interested*
- Representatives from Roads and Maritime Services (RMS)*
- Other government and non-government organisations as may be interested*

*2. Council staff report to council identifying the issues needing to be resolved and produce an indicative time line and cost for the design.*

*3. Through the working group identify all methods of funding and agencies involved in order for council to lobby for funds.”*

3.2.4 A working group was formed comprising of the above members and other stakeholders. Meetings have been held to discuss the project; Tuesday 16 December 2014, Tuesday 24 February 2015 and Thursday 25 February 2016.

3.2.5 This is a complicated project due to the difficult terrain, location of existing structures and needs for input and advice from external agencies.

3.2.6 Council committed to preparing designs and cost estimates for this project with a view to advocating for external funding for project delivery as it is estimated of significant cost and no funds are available in Council's budget.

3.2.7 To date the following works have been completed:

- Preliminary Geotechnical Investigations
- Detailed survey of the region between Palm Beach Wharf and Palm Beach Golf Course
- An initial concept plan (Drawing 2014-23) of the proposed alignment
- Detailed survey of the property boundaries of the adjoining properties
- Identification of possible encroachments into the Road Reserve which may be affected by the path construction

- Identification of existing car-stand areas which may be affected by the path construction
- Liaising with RMS regarding technical requirements relating to guard rails and pedestrian safety
- Investigations into lease agreements relating to access over council road reserves connecting to car parking structures
- Investigations into alleged boundary encroachments
- Traffic counts on Barrenjoey Road, near the Palm Beach Wharf
- Pedestrian observations between Palm Beach Wharf and Governor Phillip Park
- A detailed concept plan (Drawing 2016-01) of the proposed alignment
- An initial cost estimate and review of the design by an independent third party.

3.2.8 As part of its consideration of the 2016-17 Delivery Plan and Budget, Council at its meeting of 18 April 2016 resolved:

*“That Council seek funding from the NSW Government for \$1,000,000 to assist with the construction of a walkway from the Wharf at Palm Beach to Governor Phillip Park.”*

### 3.3 **POLICY IMPLICATIONS**

No policy implications

### 3.4 **RELATED LEGISLATION**

*Environmental Planning and Assessment Act 1979*

*Environmental Planning and Assessment Regulation 2000*

*Local Government Act 1993*

*Roads Act 1993*

*State Environmental Planning Policy (Infrastructure) 2007*

### 3.5 **FINANCIAL ISSUES**

#### 3.5.1 **Budget**

- Council allocated funding during 15/16 to undertake initial investigations relating to this project and this has been used to develop the project designs and cost estimates.
- Project construction based on the concept designs is estimated to require funding of \$1.638 million and this figure has been confirmed via an independent peer review.
- No funding is available at this time for construction of the proposed walkway in Council's budget.

#### 3.5.2 **Resources Implications**

- Staff resources will be required to seek project and funding and, if successful, conduct the community engagement on the project and then project manage its construction.

## **4.0 KEY ISSUES**

### **4.1.1 Project designs**

Council staff have developed designs for the project (overview at **Attachment 1**). These designs are for a continuous and largely cantilevered walkway travelling from the Palm Beach Ferry Wharf to Governor Phillip Park. The designs take into account and incorporate the existing structures currently in the road reserve and also seek to minimise impacts on residents who are closely situated to the road through the use of privacy screening. The designs enable safe traffic flow, maintenance of the bus bay and also ensure safe pedestrian access.

### **4.1.2 Funding**

Funding is not confirmed for this project in order for construction to commence. Council has resolved to seek \$1million in funding from the NSW Government to assist with construction. Council will continue to work with all stakeholders on the design, community engagement and any other issues that may arise.

The draft designs and cost estimates were reviewed by an independent third party.

Should the NSW Government agree to contribute to the project Council will need to consider how to fund the balance of the works as part of its 2017-18 Delivery Program and Budget. The project could for example be eligible for funding from the Community Infrastructure Grants provided by the NSW Government to newly merged councils, should the mergers proceed.

### **4.1.3 RMS Approval**

Roads and Maritime Services (RMS) is the road authority for Barrenjoey Road along which the project is to be undertaken. Under the Roads Act 1993 Section 75 a public authority may not carry out road work on a classified road, being work that involves the deviation or alteration of the road unless the plans and specifications for the proposed work have been approved by RMS. RMS is a member of the working group and Council will continue to work with the RMS on the details of the design in particular the safety barrier systems that would be required to ensure the safety of Pedestrians along Barrenjoey Road.

### **4.1.4 Encroachments and existing structures**

It has been identified from the initial concept plan that there are locations along the proposed walkway where there is an encroachment of private structures onto the Council Road Reserve. Legal advice has been sought and negotiations will commence with the affected stakeholders once the proposed alignment is finalised.

### **4.1.5 Approvals**

Under Part 5 of the Environmental Planning and Assessment Act 1979 (EP&A Act) public authorities are generally permitted to carry out a range of activities without the need for development consent under Part 4 of the Act. Despite the activity not requiring development consent, Part 5 requires that an environmental assessment of all potential impacts associated with the proposal is required to be undertaken prior to works commencing. This assessment is referred to as an Environmental Impact Assessment (EIA).

#### **4.1.6 Next steps including community engagement**

It is planned Council will update working party members on the progress of the Palm Beach Walkway and will provide necessary concept designs and resources, where possible, to assist in obtaining funding for construction of the project. Council will also directly seek funding from the NSW Government for the project.

Council will contact property owners along the proposed walkway route to advise of the Palm Beach Walkway project, outlining impacts to existing structures, privacy and boundary encroachments, with a commitment to work on agreeable outcomes to ensure that construction can commence should funding becomes available.

The final design will be agreed with the RMS as outlined above.

### **5.0 ATTACHMENTS / TABLED DOCUMENTS**

**Attachment 1** - Draft concept plan for Palm Beach Walkway: Stage 1 (2016-01-97)

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### **6.0 SUSTAINABILITY ASSESSMENT**

#### **6.1 GOVERNANCE & RISK**

##### **6.1.1 Community Engagement**

- The Palm Beach Walkway Working Group has been engaged in the project design and planning.
- Palm Beach Whale Beach Residents Association and Clareville Bilgola Residents Associations have held consultation with their members and will continue to do so through this process.
- A community engagement plan has been prepared for this project and will commence should project funding be secured.

##### **6.1.2 Risk Management**

###### *Strategic Risk*

- There is a current Council resolution to progress the project to design stage and as such there is a community expectation that this project will be delivered.
- This project has significant interest from resident groups in the local area and carried significant reputational risk to Council based on the scope and scale of the works.

###### *Financial Risk*

- Funding is not currently available for this project to be constructed through any current walking priority programs.
- Council is not able to commit further funds to this project at this stage, due to the current NSW Government proposal for a merger of Council.
- The NSW Government may determine not to fund construction of this project.

#### *Operational Risk*

- Project Management – it is intended if further funding is secured the project will be project managed by Urban Infrastructure.
- Work, Health & Safety will be managed in accordance with legislative requirements and Council's guidelines.
- The project will be constructed in accordance with the requirements of the EIA, REF, SEPP Infrastructure, relevant specifications, approvals and licences.

## **6.2 ENVIRONMENT**

### **6.2.1 Environmental Impact**

The environmental Impact Assessment under part 5 of the NSW Environmental Planning Assessment Act 1979 for the Palm Beach Walkway is to be undertaken after the finalisation of the detailed design.

## **6.3 SOCIAL**

### **6.3.1 Address Community Need & Aspirations**

- The pedestrian walkway will address the long term concerns of residents and key stakeholders in the Palm Beach area regarding pedestrian safety between the Palm Beach ferry wharf and Governor Phillip Park.
- This proposal will have a health benefit to the community by promoting walking and will reduce the use of private motor vehicle for short trips.
- The 40km High Pedestrian Area will result in reduced vehicle speeds through this area and will provide a safer pedestrian environment.
- The relocation of the existing pedestrian crossing will provide a more direct connection between the Palm Beach ferry wharf and local businesses to public bus stops.

### **6.3.2 Strengthening local community**

- The Palm Beach walkway will provide an improved pedestrian connection between the Palm Beach ferry wharf and Governor Philip Park.

## **6.4 ECONOMIC**

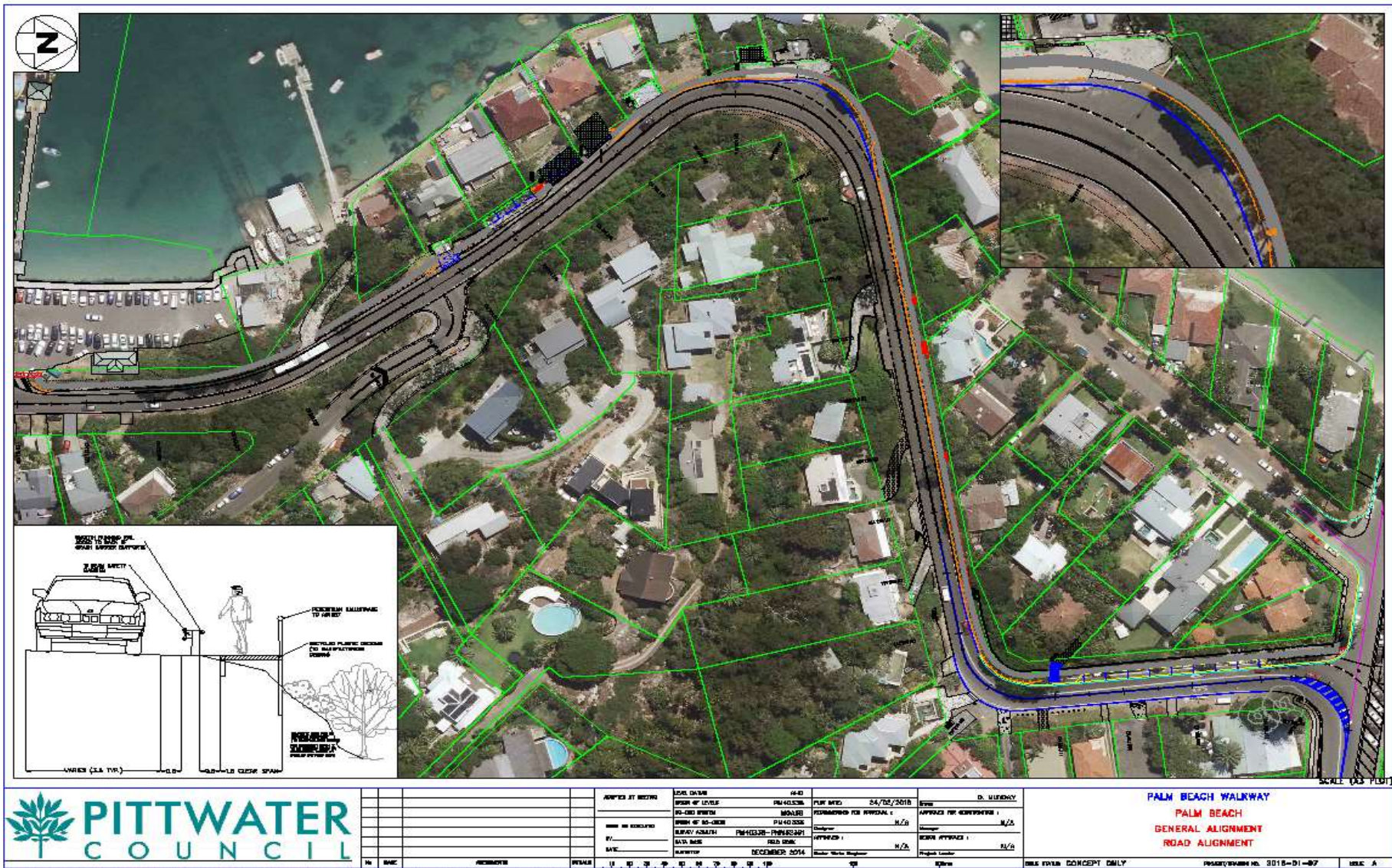
### **6.4.1 Economic Development**

- The Palm Beach walkway will create and support opportunities for local employment, business and tourism.

Report prepared by  
Michelle Carter, Active Travel Projects Officer

Andrew Davies  
**MANAGER, URBAN INFRASTRUCTURE**







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<b>C9.3</b>	<b>Minutes of the Traffic Committee Meeting held on 12 April 2016</b>
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**Meeting:** Connecting Communities Committee

**Date:** 2 May 2016

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**COMMUNITY STRATEGIC PLAN STRATEGY:** Traffic & Transport

**COMMUNITY STRATEGIC PLAN OBJECTIVE:**

- To improve road and footpath safety to encourage use by community
- To provide suitable parking arrangements for business, community and commuter transport including park and ride facilities

**DELIVERY PROGRAM ACTION:**

- Provide planning, design, investigation and management of Traffic & Transport Infrastructure
- 

**1.0 EXECUTIVE SUMMARY**

**1.1 SUMMARY**

To present to Council the recommendations of the Traffic Committee contained in the minutes of the meeting of 12 April 2016 for Council's consideration.

---

**2.0 RECOMMENDATION**

*That the Traffic Committee recommendations contained in the Minutes of the Meeting of 12 April 2016 be adopted.*

---

**3.0 BACKGROUND**

**3.1 PURPOSE**

To present to Council for consideration the Traffic Committee Minutes of 12 April 2016.

**3.2 BACKGROUND**

The Traffic Committee recommendations for the Traffic Committee of 12 April 2016 (refer **Attachment 1**) are referred to Council for consideration. In accordance with the delegation of the Roads and Maritime Services (RMS) of NSW to Council, Council must consider the advice of the Traffic Committee before making a decision with respect to the management of traffic in Pittwater. Plans of the proposals are included in **Attachment 2**.

**3.3 POLICY IMPLICATIONS**

Road Reserve and Streetscape Management Policy

**3.4 RELATED LEGISLATION**

Transport Administration Act, 1988.

### 3.5 FINANCIAL ISSUES

#### 3.5.1 Budget

The funding source for the works is from the RMS grant fund for traffic signs and linemarking which is confirmed at the start of each financial year.

#### 3.5.2 Resources Implications

The works will be scheduled and prioritised within current workload commitments, with future maintenance of the traffic signs and linemarking to be carried out under Council's maintenance program.

### 4.0 KEY ISSUES

A summary of the Traffic Committee recommendations is outlined below.

#### 4.1 Macpherson Street Warriewood - Temporary Road Closure

Temporary road closure of Macpherson Street, between Boondah Road and Warriewood Road, required to undertake the road raising works and construction of the bridge over Narrabeen Creek. It is anticipated that the works will commence in July 2016, with an estimated duration of 6-12 months.

**Traffic Committee supported.**

#### 4.2 Boondah Road Warriewood - Proposed Changes to 5 Hour Parking Restrictions

Proposal to change the existing 5 hour parking (8.30am-6pm every day) restrictions to apply only from Monday to Friday, for the Nelson Heather Centre car park and southern section of Boondah Road, to enable longer term parking for weekend events.

**Traffic Committee recommendation to defer this item for further consultation with other user groups and consideration of surrounding parking demand with the report to be brought back to the next Traffic Committee meeting.**

#### 4.3 Namona Street North Narrabeen - Proposed Changes to Parking Restrictions

Proposal to provide additional on street car parking in Namona Street during construction works at the Northern Beaches Indoor Sports Centre, and changes to Bus Zone hours as requested by Sydney Buses.

**Traffic Committee supported the proposal, and also recommended that the temporary changes to the parking restrictions be reviewed upon completion of the construction works for potential permanent implementation on weekends.**

#### 4.4 Narrabeen Park Parade Warriewood - Proposed Mobility Parking

Proposal to improve amenity and accessibility for people with disabilities to the Warriewood Beach shops.

**Traffic Committee supported.**

#### 4.5 Pittwater Road Mona Vale - Proposed No Parking and P5 Parking Restrictions

Proposal to introduce parking restrictions in Pittwater Road to increase turnover for dropoff / pickup outside Pittwater High School, and to improve traffic safety.

**Traffic Committee supported.**

- 4.6 **Avalon Tattoo - Saturday 11 June 2016**  
The Avalon Tattoo has been cancelled for this year.

**Traffic Committee noted.**

- 4.7 **The Bloody Long Walk - Sunday 4 September 2016**  
Temporary closure of Governor Phillip Park carpark and safety controls on local roads, to allow the event to proceed.

**Traffic Committee supported.**

- 4.8 **Pub to Pub Charity Fun Run Walk - Sunday 28 August 2016**  
Street closures to allow the Pub to Pub Charity Fun Run Walk to proceed.

**Traffic Committee supported.**

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## **5.0 ATTACHMENTS**

**Attachment 1:** Minutes of the Pittwater Traffic Committee Meeting held on 12 April 2016  
**Attachment 2:** Traffic Committee Plans

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## **6.0 SUSTAINABILITY ASSESSMENT**

A sustainability assessment is not required for Minutes of Meetings.

Report prepared by  
Ricky Kwok - Civil Design & Traffic Engineer - Strategy, Investigation and Design

Andrew Davies  
**MANAGER, URBAN INFRASTRUCTURE**



# TRAFFIC COMMITTEE MEETING

## MINUTES

12 April 2016

Commencing at 1.07pm

M J Ferguson  
General Manager



[WWW.PITTWATER.NSW.GOV.AU](http://WWW.PITTWATER.NSW.GOV.AU)

## **Attendance**

### **Voting Members of the Committee are invited to attend, namely:**

Cr Young - Chairperson

Ms Jill Dubois – Representing the Member for Pittwater (excluding Development Matters)

Mr Alex Coates - Roads and Maritime Services (RMS)

Sgt Nino Jelovic - Traffic Sergeant, NSW Police (Northern Beaches)

### **And Non-Voting Representatives from Bus Providers including State Transit Authority**

Mr Evan Van Leeuwen - State Transit Authority

### **Council Staff:**

Mr Ben Taylor – Deputy General Manager – Urban & Environmental Assets

Mr Ricky Kwok - Civil Design & Traffic Engineer

Ms Michelle Carter – Active Travel Projects Officer

Ms Leeanne Kelly – Social Planning & Community Development Coordinator

Ms Pat Rudgley – Community Facilities Coordinator

Ms Sandra DaSilva – Ranger

Ms Sherryn McPherson – Governance Support Officer

Ms Annie Laing - Governance Support Officer

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

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<b>5.0</b>	<b>Next Meeting</b>	

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## **1.0 Apologies**

### **Note:**

That apologies be received and accepted from:

- Mr Paul Davies - Principal Engineer, Strategy Investigation and Design
- Mr Scott Conroy - Ranger
- Mr David Maitland - Forest Coach Lines
- Mr Andrew Davies – Manager, Urban Infrastructure
- Mr Mark Salvaterra - Acting Principal Engineer, Strategy Investigation and Design
- Sgt Nino Jelovic – Northern Beaches Police Service

and leave of absence be granted from the Traffic Committee Meeting held on 12 April 2016.

---

## **2.0 Declarations of Pecuniary Interest**

Nil.

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## **3.0 Confirmation of Minutes**

That the Minutes of the Traffic Committee Meeting held on 12 April 2016, be confirmed as a true and accurate record of that meeting.

(Mr Alex Coates / Cr Young)

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## **4.0 Committee Business**

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<b>TC4.2</b>	<b>Boondah Road Warriewood - Proposed Changes to 5 Hour Parking Restrictions</b>
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**COMMITTEE RECOMMENDATION**

That this item be deferred for further consultation with other user groups and in consideration of surrounding parking demand and is brought back to the next Traffic Committee meeting on 14 June 2016.

(Ms Jill Dubois / Cr Young)

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<b>TC4.1</b>	<b>Macpherson Street Warriewood - Temporary Road Closure</b>
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**COMMITTEE RECOMMENDATION**

That the Traffic Committee supports the temporary road closure of Macpherson Street, between Boondah Road and Warriewood Road, to allow the Macpherson Street and Warriewood Road Upgrade in accordance with the Warriewood Valley Roads Master Plan, subject to the following conditions:

1. That the TCP be prepared in accordance with the RMS Traffic Control at Work Sites Manual and Australian Standards.
2. That any traffic control to only be carried out by persons with appropriate Traffic Control qualifications acceptable to the RMS.
3. That barriers and signs to be used in the road closures are to be to RMS standards.
4. That the road closure be staffed at all times or other appropriate measures be put in place to allow access for affected businesses/properties, and to ensure barriers are not moved.
5. That the Project Manager as determined by Council advises bus providers 2 months prior to the commencement of works so that arrangements and any necessary changes to existing bus routes can be undertaken in advance of the road closure.
6. That the Project Manager as determined by Council advises the various emergency services of the closure.
7. That the closure be advertised in the Saturday edition of "The Manly Daily" 2 weeks before the day of the closure, and repeated 1 week beforehand.
8. That notification of the affected residents and businesses in the affected area by a letterbox drop 2 weeks in advance of the road closures with details of access restrictions.
9. That any Variable Message Sign (VMS) advertising used for the event is to be in accordance with RMS guidelines.

(Mr Alex Coates / Ms Jill Dubois)

**Note:**

Ms Sandra DaSilva, Council Ranger joined the Traffic Committee meeting at 1.45pm.



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<b>TC4.3</b>	<b>Namona Street, North Narrabeen - Proposed Changes to Parking Restrictions</b>
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**COMMITTEE RECOMMENDATION**

That the Traffic Committee supports the following measures in Namona Street, North Narrabeen:

1. Temporarily change 'No Stopping' restrictions in the turning area to 'No Stopping 8am-4pm School Days' to provide additional car parking during the construction works at the Northern Beaches Indoor Sports Centre.
2. Change the Bus Zone time restrictions outside North Narrabeen Public School to 'Bus Zone 8am-9am, 2.30pm-3.30pm School Days' as requested by Sydney Buses.
3. That upon completion of the construction works to the Northern Beaches Indoor Sports Centre the proposed temporary changes to the parking restrictions be reviewed to consider permanent implementation on weekends.

(Ms Jill Dubois / Cr Young)

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<b>TC4.4</b>	<b>Narrabeen Park Parade Warriewood - Proposed Mobility Parking</b>
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**COMMITTEE RECOMMENDATION**

1. That the Traffic Committee supports the following measures to improve amenity and accessibility for people with disabilities to the Warriewood Beach shops:
  - i) Converting two existing with 2 hour (9am-5pm Everyday) restricted car park spaces in Narrabeen Park Parade (each 2.5m wide) and providing one new mobility parking space (3.6m wide) and one motorcycle parking space (1.4m wide), including the construction of a kerb access ramp to the western footpath.
  - ii) Remove one existing mobility car park space in Hunter Street and replace it with one unrestricted car park space.
2. That the adjacent businesses be advised of the Traffic Committee's recommendations prior to consideration of the matter by Council.

(Mr Alex Coates / Cr Young)

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<b>TC4.5</b>	<b>Pittwater Road Mona Vale - Proposed No Parking and P5 Parking Restrictions</b>
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**COMMITTEE RECOMMENDATION**

1. That the Traffic Committee supports the following measures to improve traffic safety outside Pittwater High School on Pittwater Road:
  - i) Provision of 'No Parking 8am-9.30am and 2.30pm-4pm School Days' restrictions on the eastern side of Pittwater Road (north of the pedestrian crossing) between the School Zone flashing lights and the existing 'No Stopping' sign.
  - ii) Provision of 'No Parking 8am-9.30am and 2.30pm-4pm School Days' restrictions on the eastern side of Pittwater Road (south of the existing pedestrian crossing) between the existing 'No Stopping' sign and the proposed 'Bus Zone'.
  - iii) Provision of 'P5 Minute 8am-9.30am and 2.30pm-4pm School Days' restrictions on the western side of Pittwater Road (south of the existing pedestrian crossing) between the existing 'No Stopping' signs.
  - iv) Upgrade the existing bus stops on the eastern and western side of Pittwater Road to 'Bus Zones' to cater for articulated buses.
2. That the Principal of Pittwater High School and the President of the P&C be advised of the Traffic Committee's recommendation prior to the consideration of the matter by Council.

(Ms Jill Dubois / Mr Alex Coates)

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<b>TC4.6</b>	<b>Avalon Tattoo - Saturday 11 June 2016</b>
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**Note:**

That the Avalon Tattoo event proposed for Saturday 11 June 2016 has been cancelled.

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<b>TC4.7</b>	<b>The Bloody Long Walk - Sunday 4 September 2016</b>
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**COMMITTEE RECOMMENDATION**

1. That the Traffic Committee note this report.
2. That the Traffic Committee approve the implementation of the Traffic Management Plan for the 'The Bloody Long Walk' to take place along the proposed route on 4 September 2016.
3. That the approval be subject to the following conditions:
  - (i) That the TCP be prepared in accordance with the RMS Traffic Control at Work Sites Manual and Australian Standards.
  - (ii) That any traffic control to only be carried out by persons with appropriate Traffic Control qualifications acceptable to the RMS.

- (ii) that barriers and signs to be used in the road closures are to be to RMS standards.
- (iii) that the road closure be staffed at all times to allow access for emergency vehicles, and to ensure barriers are not moved.
- (iv) that approvals being granted by Council for the use of the public reserves specified in the application and for the use of the road reserve for drink stations etc.
- (v) that the applicant advises Sydney Buses, Forest Coach Lines and the various emergency services of the closure.
- (vi) that the temporary road closure be advertised in "The Manly Daily" the week prior to the event
- (vii) that the affected properties in the affected area be notified by a letterbox drop 1 month in advance of the event with details of access restrictions, followed by a second letterbox drop 1 week prior to the event. The notification letter must also provide a contact phone number of the organisers should residents have any enquiries
- (viii) that Variable Message Signs (VMS) be used in accordance with RMS guidelines to provide details of the road closure on the day of the event and also give information on upcoming changes to traffic conditions 1 week prior to the event.
- (ix) the organiser promote the use public transport (advising on route numbers and times), to the event in advertisings and publications to reduce car usage and traffic congestion on the surrounding road network.
- (x) that the approval be subject to any approvals or conditions required by the RMS.
- (xi) that the approval is for a maximum of 3000 participants.

4. That the applicant be advised accordingly.

(Mr Alex Coates /Ms Jill Dubois)

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<b>TC4.8 Pub to Pub Charity Fun Run Walk - Sunday 28 August 2016</b>
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#### **COMMITTEE RECOMMENDATION**

1. That the Traffic Committee note this report.
2. That the Traffic Committee approve the implementation of the Traffic Management Plan for the Pub to Pub Charity Fun Run & Walk to take place along Narrabeen Park Parade, Surfview Road, Bassett Street, Orana Road, Grandview Parade, Barrenjoey Road, Palm Road and Myola Road on 28 August 2016.
3. That the approval be subject to the following conditions:
  - (i) that the TCP be prepared in accordance with the RMS Traffic Control at Work Sites Manual and Australian Standards.
  - (ii) that any traffic control to only be carried out by persons with appropriate Traffic Control qualifications acceptable to the RMS.

- (iii) that barriers and signs to be used in the road closures are to be to RMS standards.
- (iv) that the road closure be staffed at all times to allow access for emergency vehicles, and to ensure barriers are not moved.
- (v) that approvals being granted by Council for the use of the public reserves specified in the application and for the use of the road reserve for drink stations etc.
- (vi) that the applicant advises Sydney Buses, Forest Coach Lines and the various emergency services of the closure.
- (vii) that the temporary road closure be advertised in "The Manly Daily" the week prior to the event.
- (viii) that the affected properties in the affected area be notified by a letterbox drop at least 2 weeks in advance of the event with details of access restrictions, followed by a second letterbox drop 1 week prior to the event. The notification letter must also provide a contact phone number of the organisers should residents have any enquiries.
- (ix) that Variable Message Signs (VMS) be used in accordance with RMS guidelines to provide details of the road closure on the day of the event and also give information on upcoming changes to traffic conditions 1 week prior to the event.
- (xi) that the applicant obtain the necessary RMS approvals to hold the event on the Main roads.

4. That the applicant be advised accordingly.

(Mr Alex Coates / Cr Young)

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## **5.0 Next Meeting**

That the 2016 Traffic Committee meeting schedule is as follows:

- 14 June 2016
- 13 September 2016
- 8 November 2016

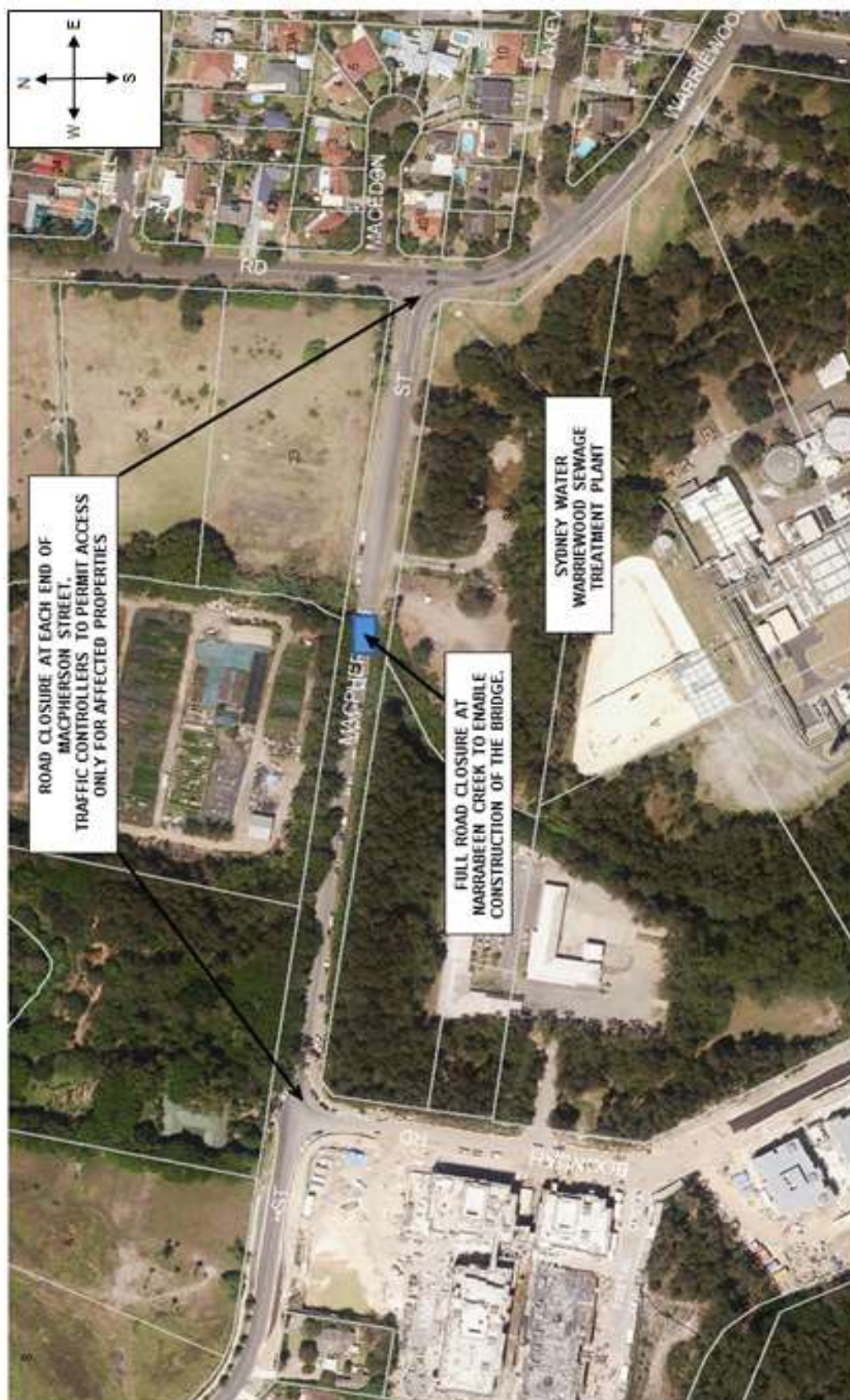
To be held in the Level 3 conference room, 5 Vuko Place, Warriewood commencing at 1.00pm.

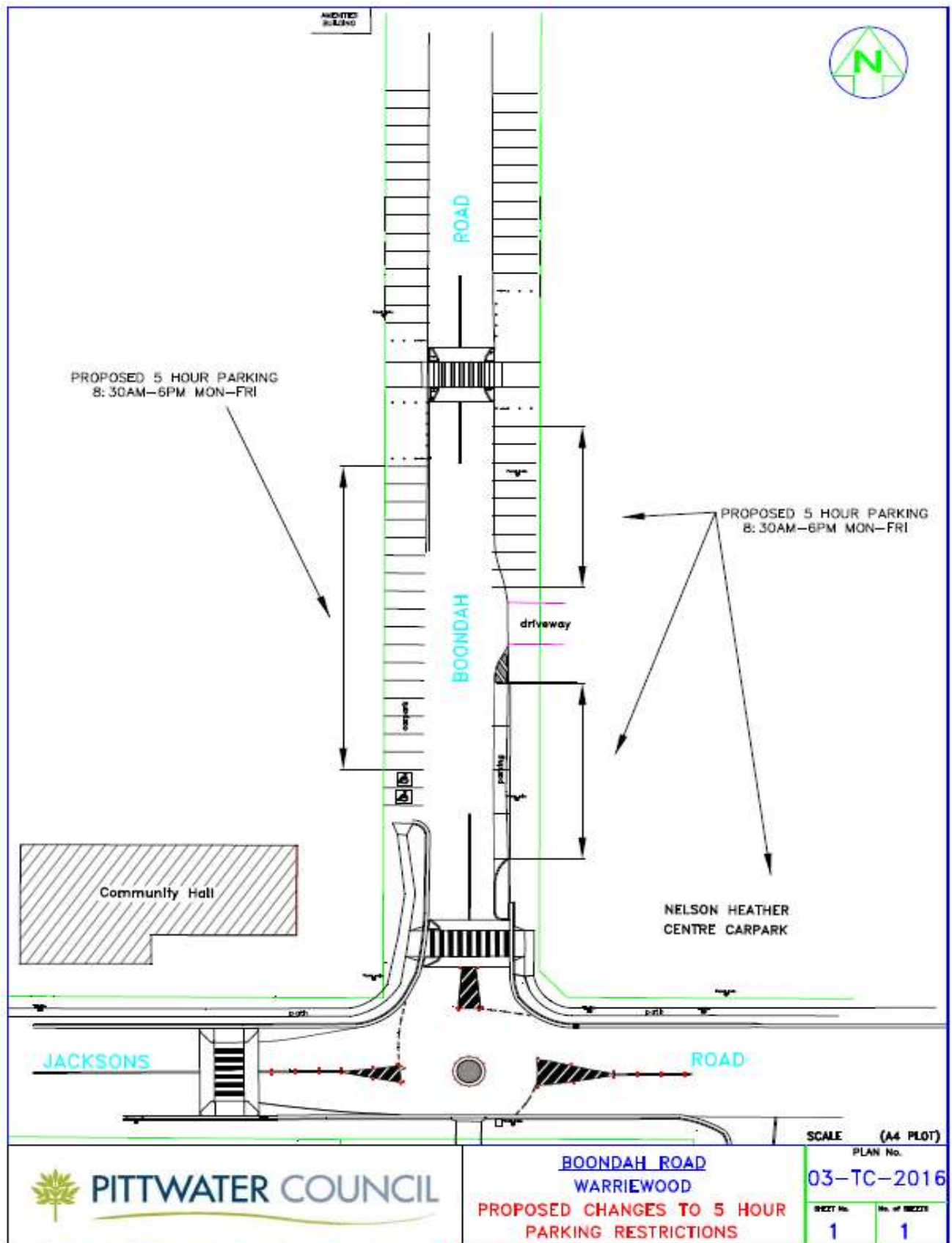
**THERE BEING NO FURTHER BUSINESS  
THE TRAFFIC COMMITTEE MEETING CONCLUDED AT 2.47PM  
ON TUESDAY, 12 APRIL 2016**

# **Traffic Committee Plans**

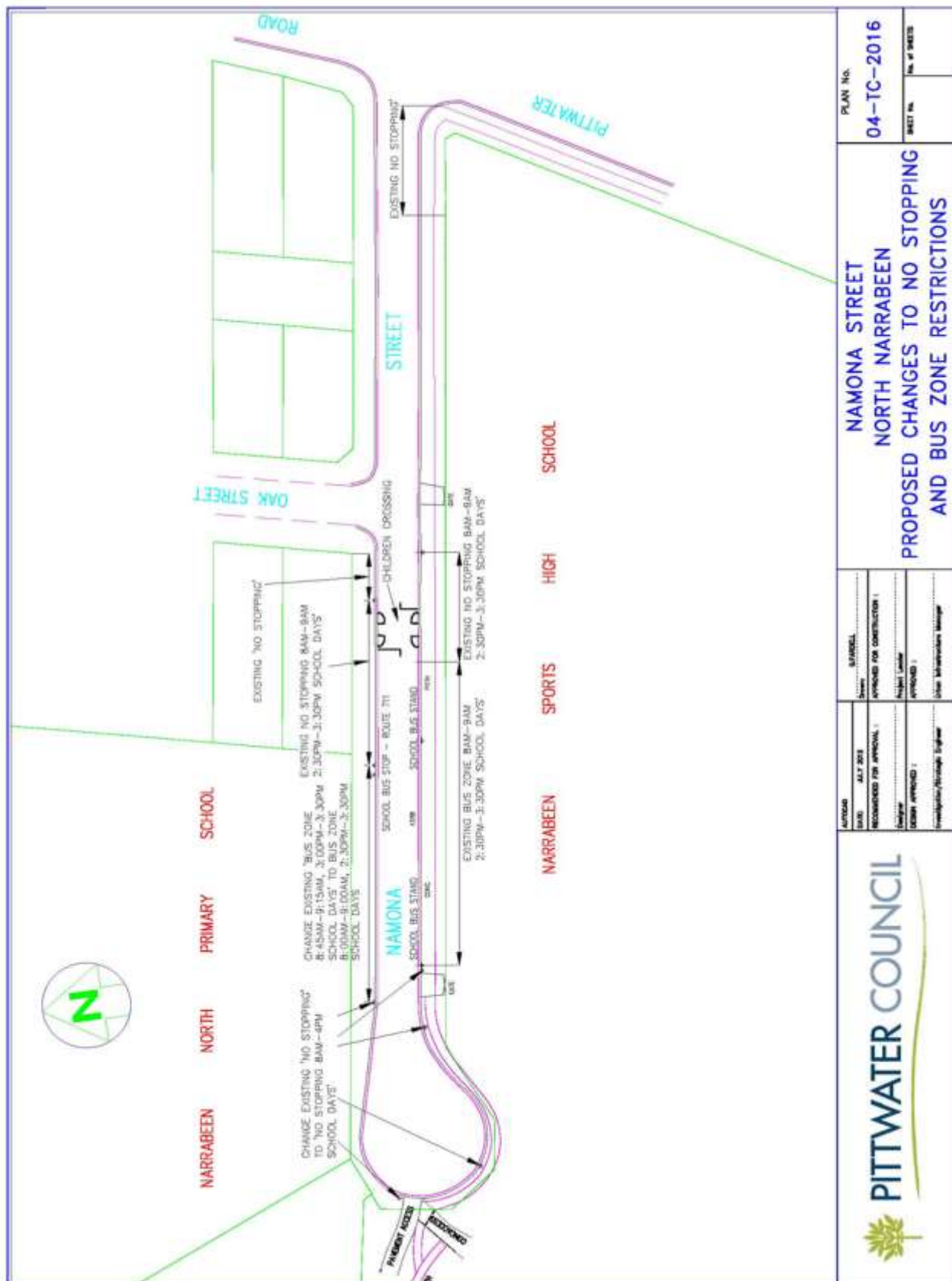


**Figure 2: Proposed Road Closure**

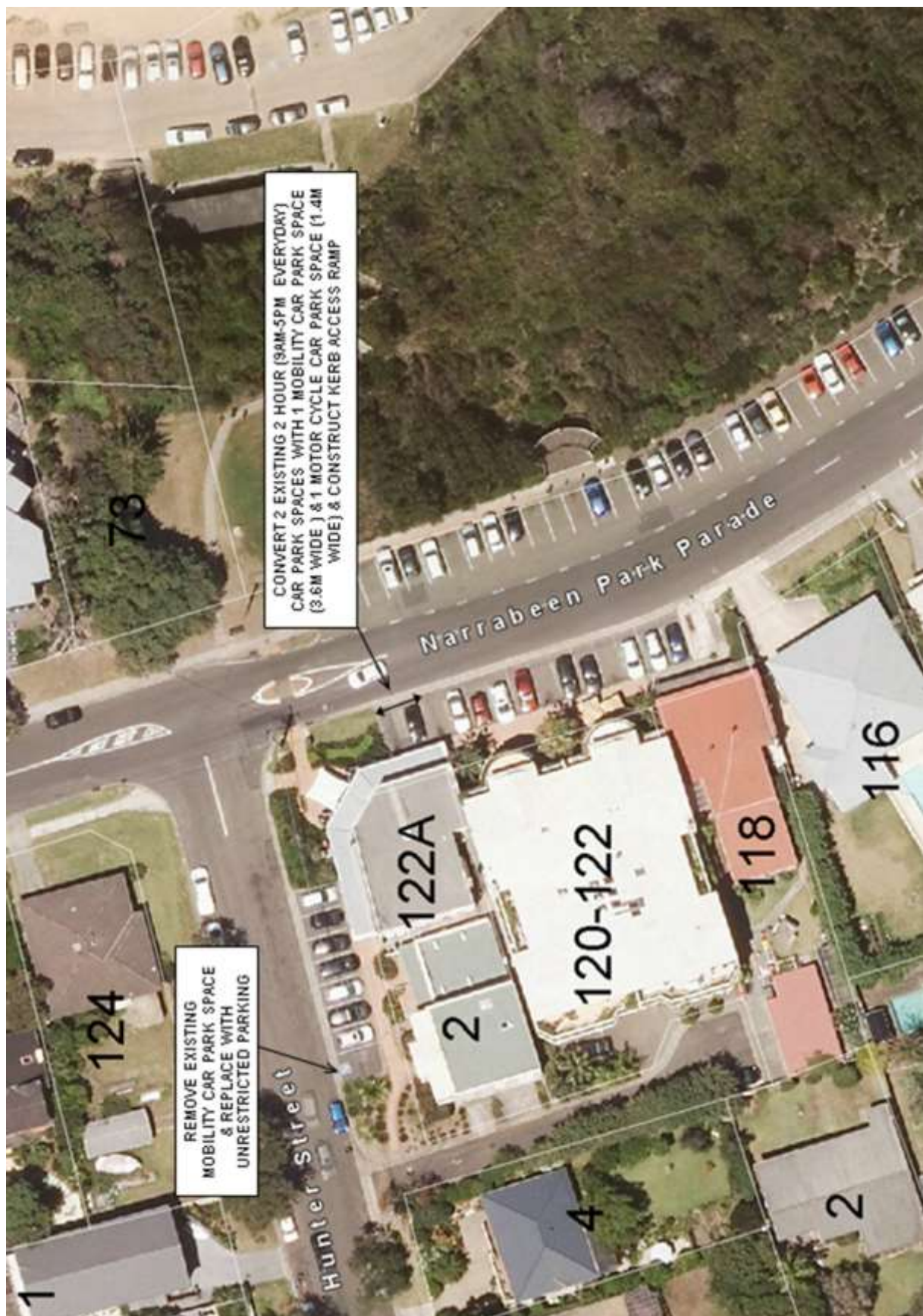




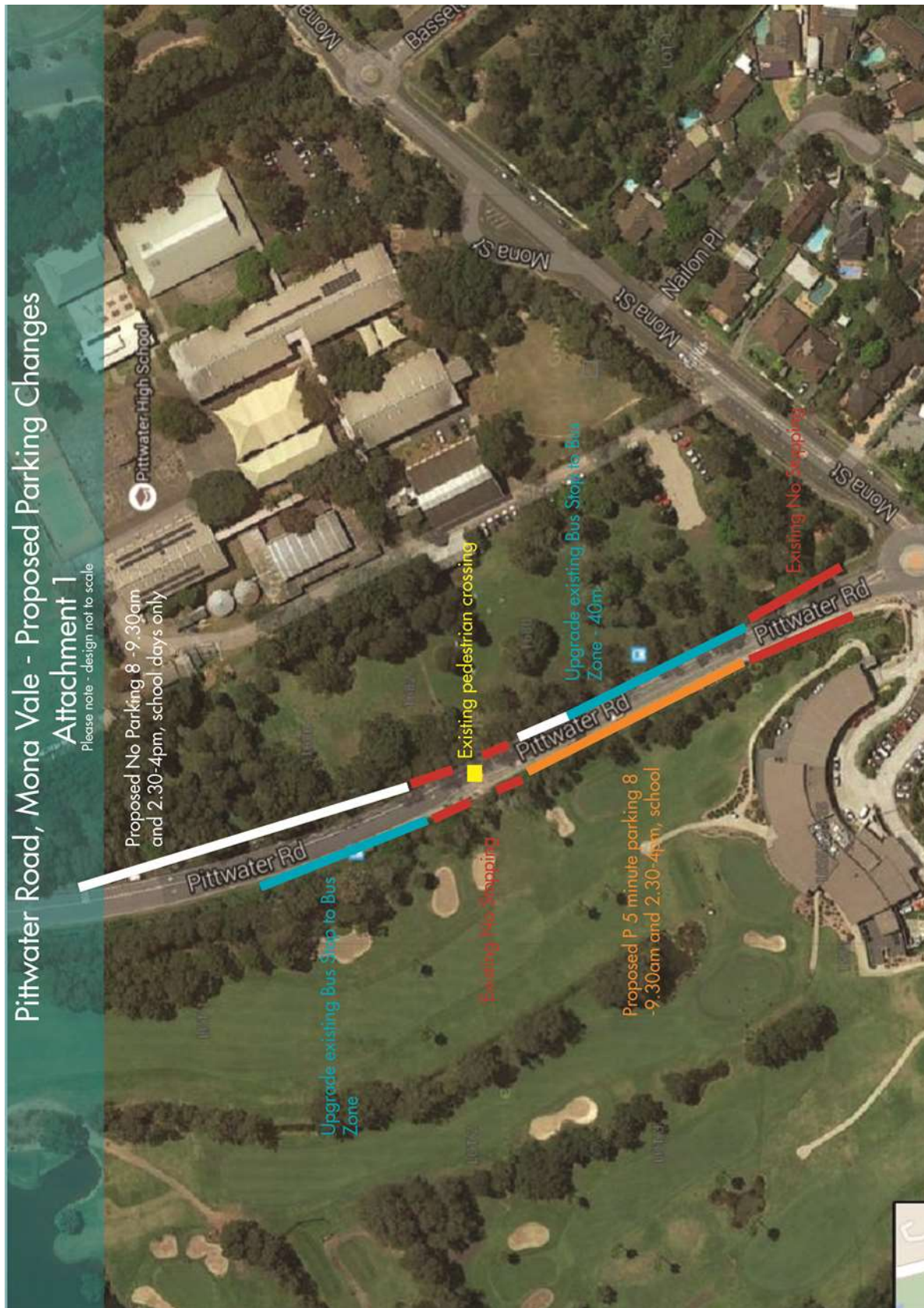


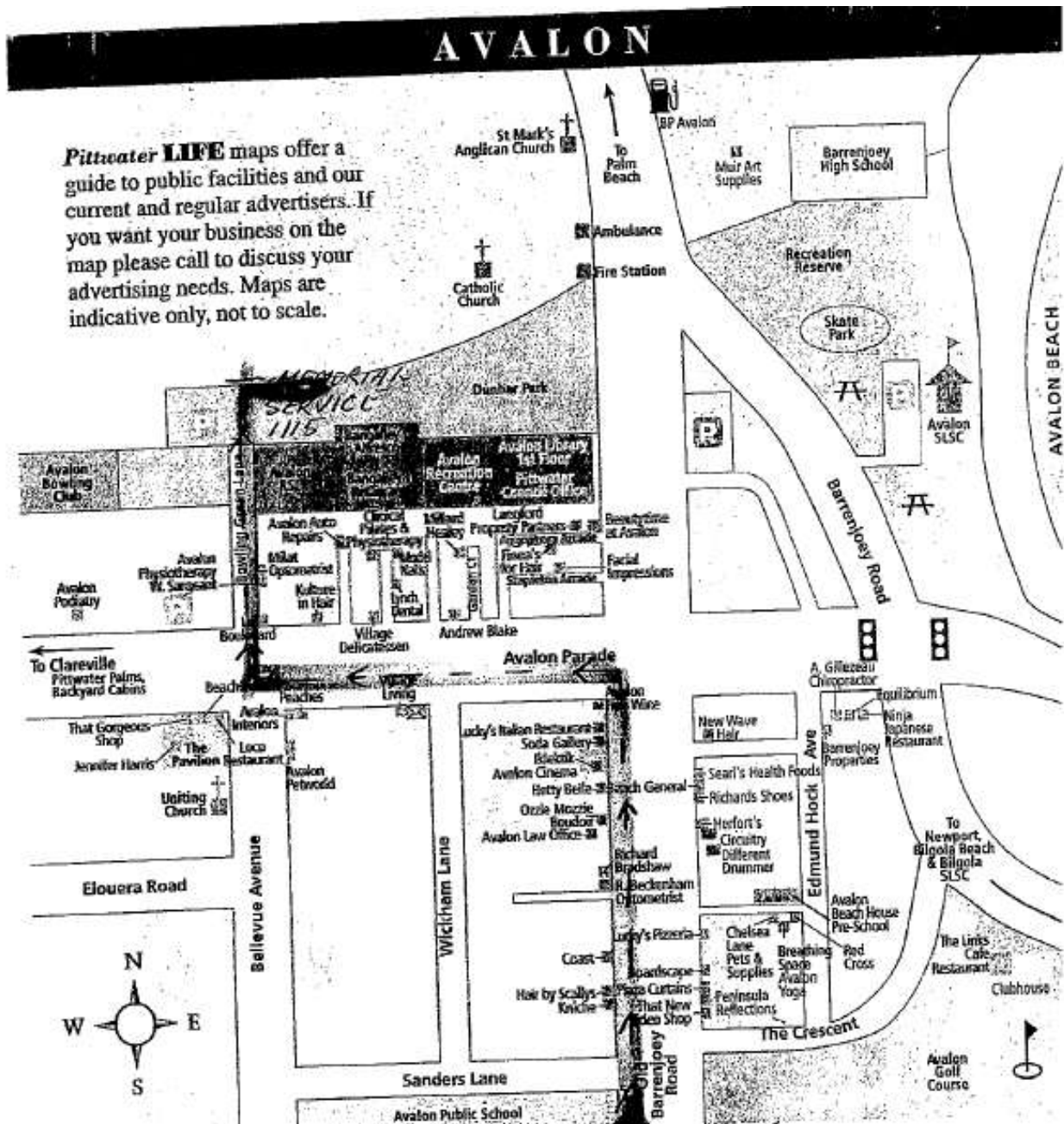






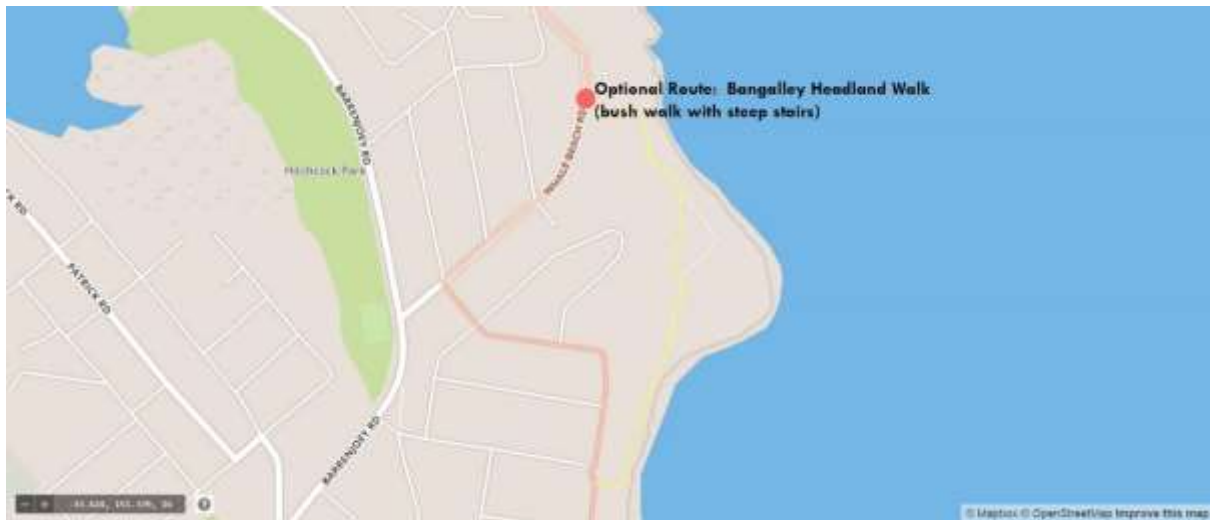


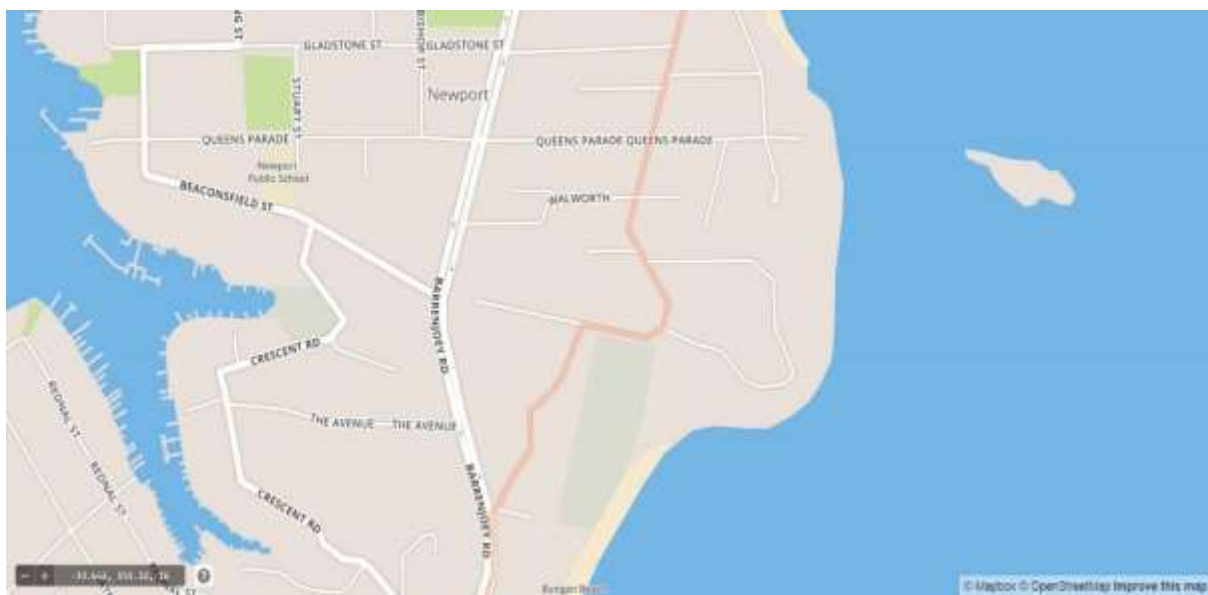
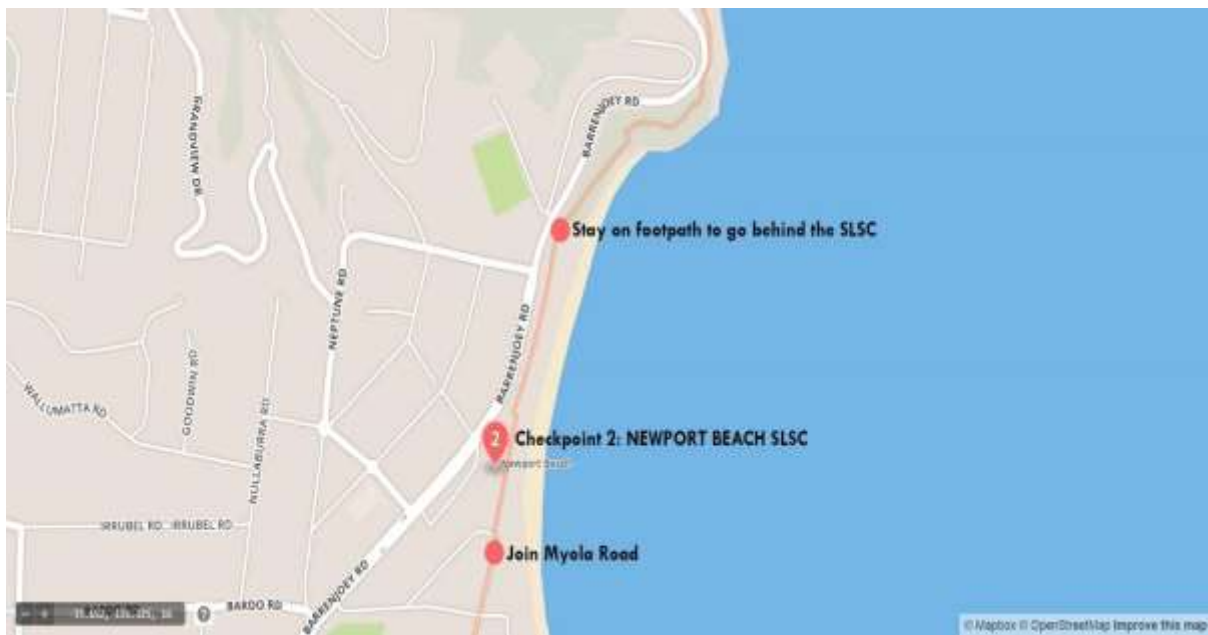


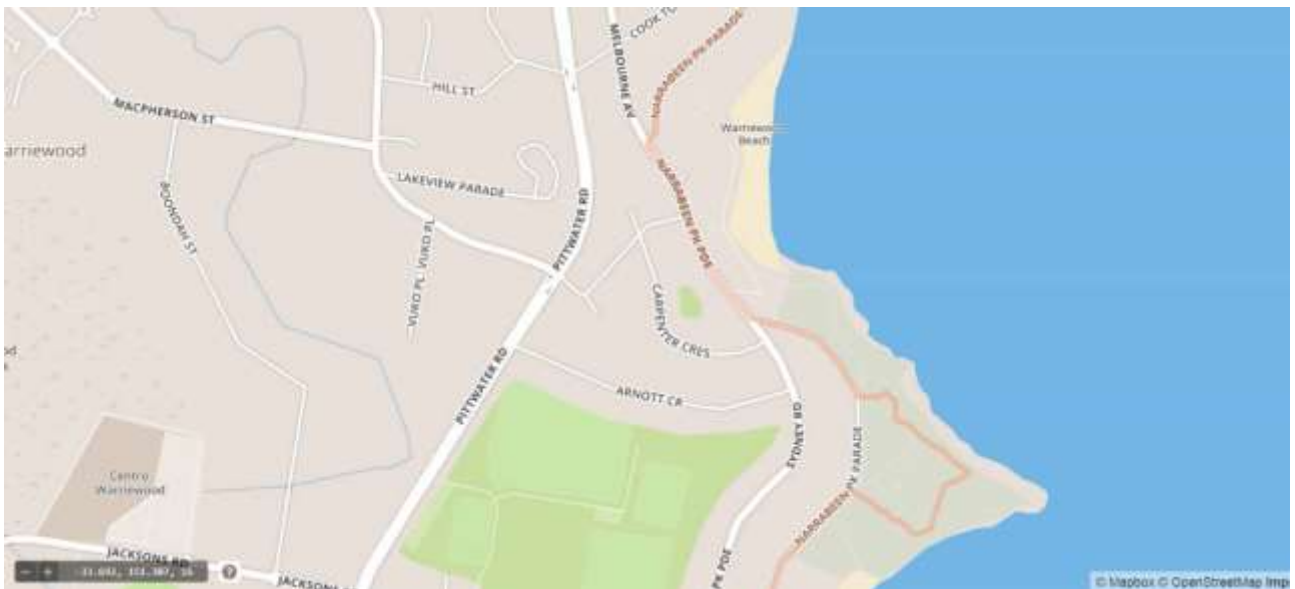
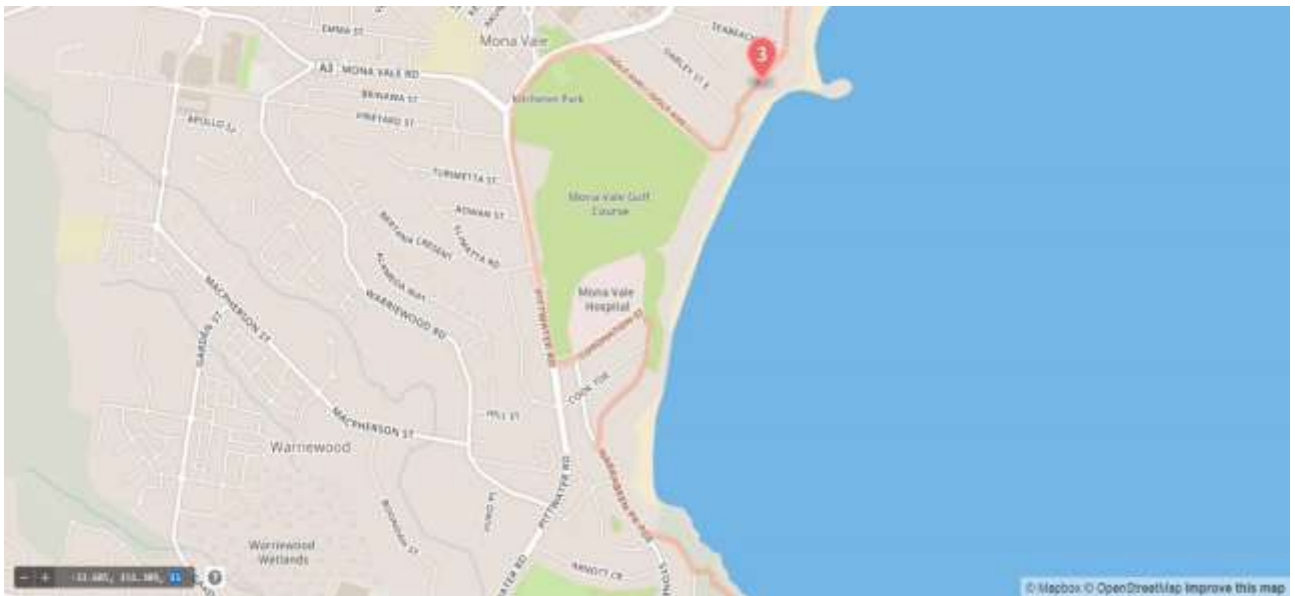




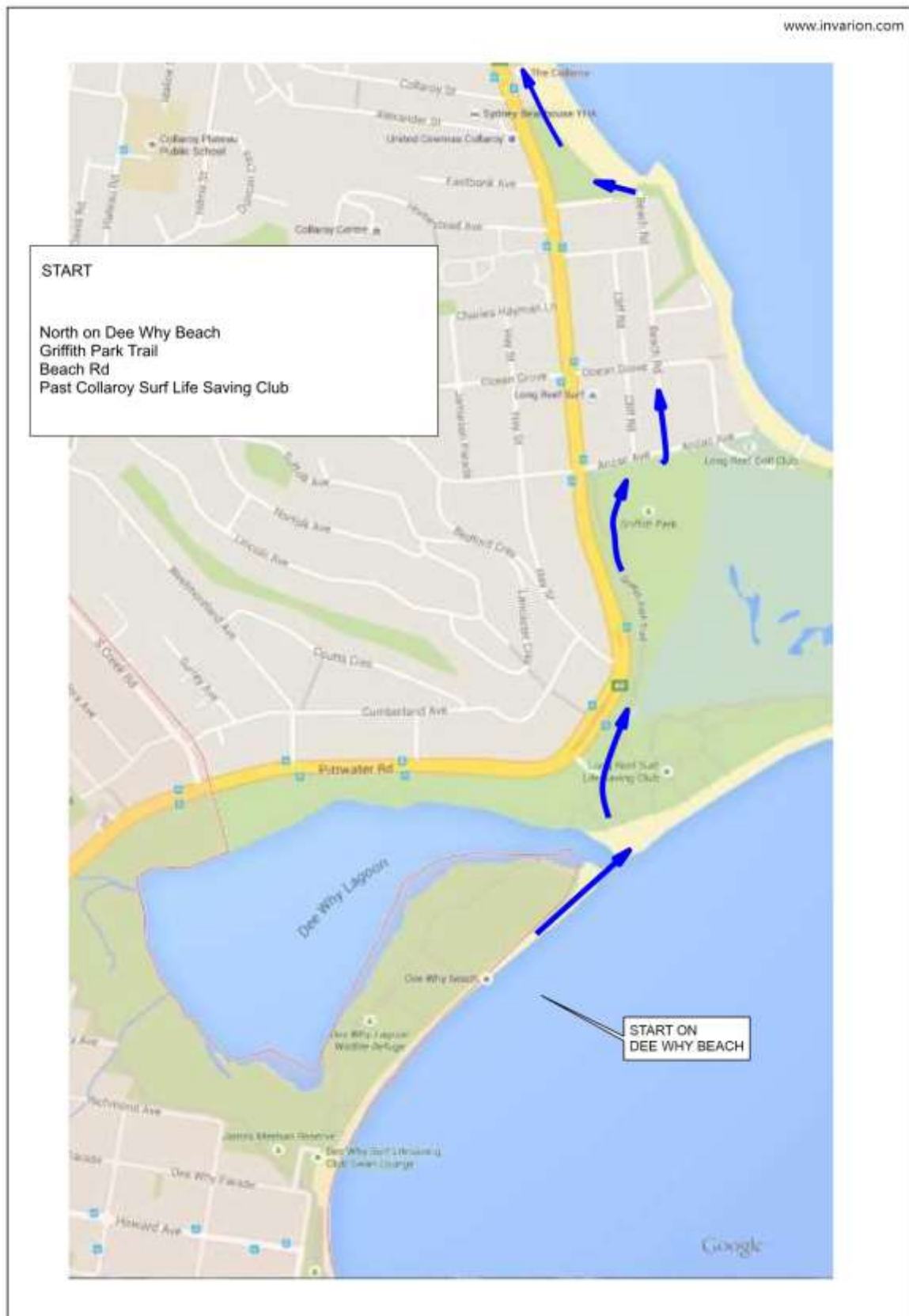




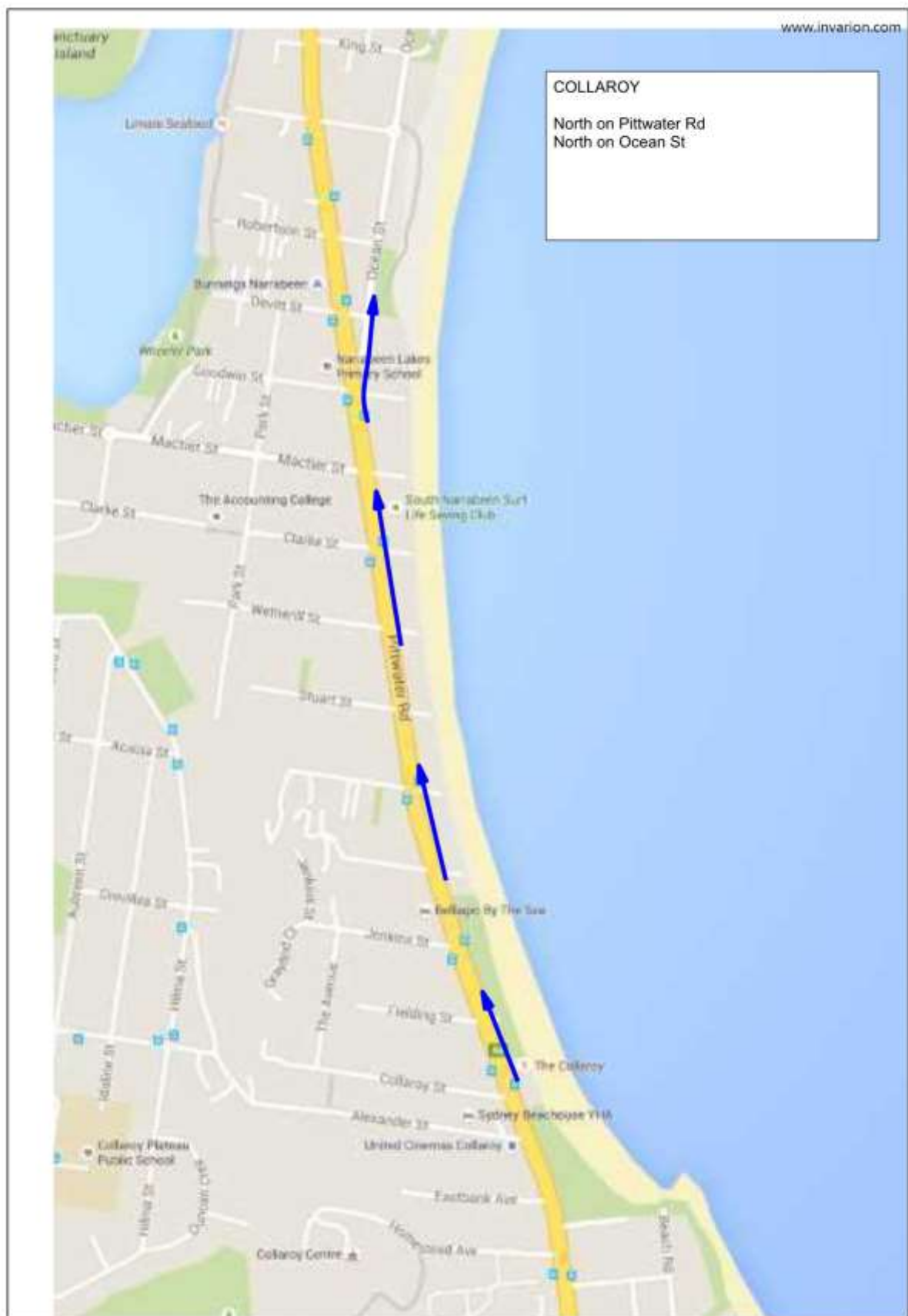


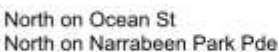


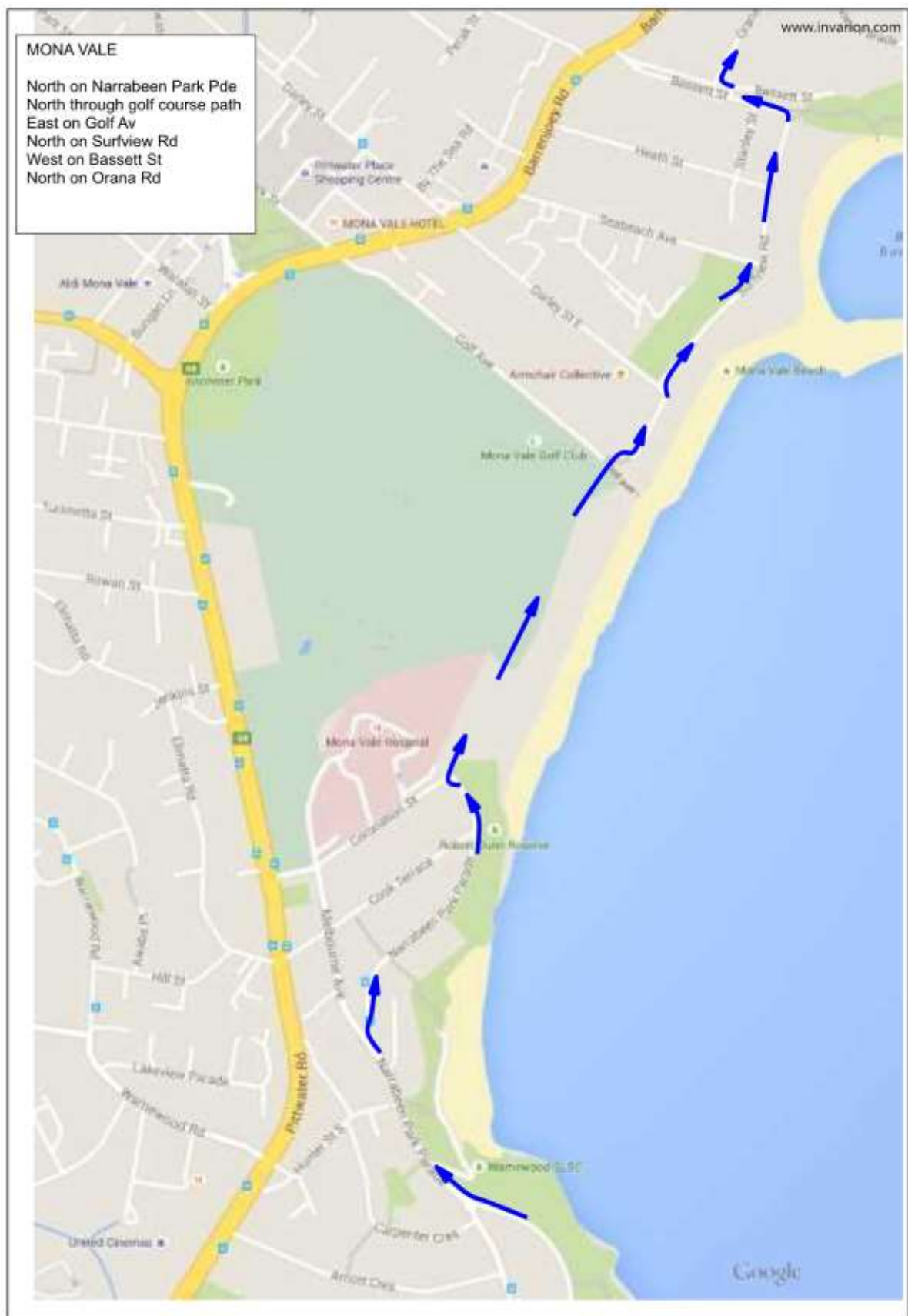


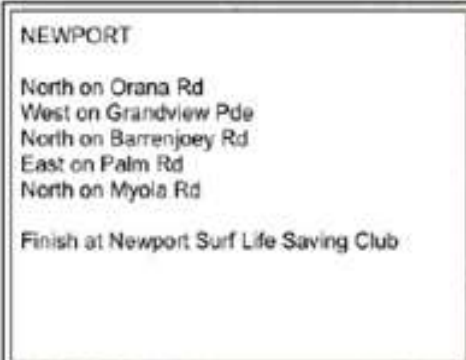












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## **Natural Environment Committee**

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### **10.0 Natural Environment Committee Business**

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<b>C10.1</b>	<b>Tender T02/16 - Provision of Tree Maintenance Services to Council</b>
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**Meeting:** Natural Environment Committee

**Date:** 2 May 2016

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**COMMUNITY STRATEGIC PLAN STRATEGY: Flora & Fauna**

**COMMUNITY STRATEGIC PLAN OBJECTIVE:**

- To enable Council to carry out works in kind, towards the provision, extension or augmentation of services and facilities that will, or are likely to be, required as a consequence of tree maintenance services.
- To provide and maintain the preservation and health of trees within the Pittwater Local Government Area.
- To improve the safety of Pittwater residents through the program of tree maintenance works.

**DELIVERY PROGRAM ACTION:**

- Ongoing maintenance of Pittwater Public Land Tree assets.
- 

**1.0 EXECUTIVE SUMMARY**

**1.1 SUMMARY**

- 1.1.1 Pittwater Council is responsible for the general management and maintenance, including pruning and removal, of all trees on Council managed lands. All tree related works are to be undertaken by approved contractors under the terms of a written contract for these services. The Request for Tender (RFT) seeks to establish a panel of up to three (3) suitably qualified applicants to undertake such works on behalf of Council throughout the LGA.
  - 1.1.2 The contract period offered to market was a minimum two (2) years with two (2) optional extensions of one (1) year each.
  - 1.1.3 A Tender was released on February 18 2016 for the nominated services which closed on Thursday 10 March 2016. Seven (7) companies submitted tenders for the services.
- 

**2.0 RECOMMENDATION**

*That the recommendation contained in the report in the Confidential section of this Agenda be adopted.*

---

**3.0 BACKGROUND**

**3.1 PURPOSE**

To seek Council approval for the acceptance of the three (3) top scored tenders to form a panel for the provision of tree maintenance services.

### 3.2 BACKGROUND

The provision of tree maintenance services addresses the public services and facilities that will be required to meet the needs of the community. The scope of services required comprise the provision of labour, equipment, material and any other things necessary to provide the nominated services to Council.

Work required of Contractors will include, but is not limited to the following:-

- Pruning of trees to remove dead wood, correct branch loading, crown lifting, crown thinning for light and filtered views;
- Removal of dead/hazardous trees or parts thereof;
- Removal/pruning of trees associated with approved Council construction work;
- Removal (grinding) of stumps and re-instatement of existing ground levels;
- Installation of plastic root barriers;
- Removal of dumped foliage;
- Mulching of vegetation.
- Emergency call outs (24 hours) for tree works as directed.

#### **Tenders**

Council advertised an open tender for the provision of tree maintenance services.

The tender package was placed on Tenderlink on 18 February 2016 and seven (7) companies:

- TreeServe Pty Ltd
- Skyline Landscape Services Pty Ltd
- Plateau Tree Service Pty Ltd
- C.J Murphy Tree Recycling Services Pty Ltd
- Aura Tree Services Pty Ltd
- Ashplundh Tree Expert
- Active Tree Services Pty Ltd

submitted a tender.

Tenderers were asked to submit a schedule of rates for the nominated services for the first one (1) year period as outlined in the specification. The tender closed at 11am on Thursday March 10, 2016

On Thursday, 10 March, following the closing time, tenders were opened. Seven (7) companies submitted tenders and these were evaluated by the Tender Panel which consisted of Council's Procurement and Contracts Officer, Tree Management Officer, Assistant Tree Management Officer and Administration/WH&S Coordinator.

The results of the tender evaluation are presented to Council in a report contained within the Confidential section of this agenda.

### 3.3 POLICY IMPLICATIONS

This report relates to Council's Procurement Policy No 193

### 3.4 RELATED LEGISLATION

This report relates to requirements imposed on Council by the Local Government Act 1993 and the Local Government (General) Regulations 2005.

### **3.5 FINANCIAL ISSUES**

#### **3.5.1 Budget**

The recommended contractor's costs to provide tree maintenance to Council trees located on public land can be serviced through the allocated budget.

#### **3.5.2 Resources Implications**

Tendering for external contractors to provide these services is the most efficient use of council resources.

---

### **4.0 KEY ISSUES**

Council advertised an open tender for the provision of tree maintenance services. The tender package was placed on Tenderlink on 18 February 2016.

The provision of tree maintenance services addresses the public services and facilities that will be required to meet the needs of the community. The scope of services required comprise the provision of labour, equipment, material and any other things necessary to provide the nominated services to Council.

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### **5.0 ATTACHMENTS / TABLED DOCUMENTS**

Confidential Evaluation Report on Tender T02/16 is provided in the Confidential Section of the Agenda.

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### **6.0 SUSTAINABILITY ASSESSMENT**

#### **6.1 GOVERNANCE & RISK**

##### **6.1.1 Community Engagement**

Community consultation was not required as part of the tender process, however the Tender was advertised within the community, and Tenders were received from local companies.

##### **6.1.2 Risk Management**

- The tender process includes an assessment of Work Health and Safety policies, procedures and risk assessment documents required by the tendering companies.
- The tender process also included an assessment of staff and experience to ensure all proposed personnel are of a required skill level and competence to undertake the required works, thus minimising reputational risk to Council and the contractors
- The tenderer was required to nominate comparable contracts where similar type works are currently or have recently been undertaken.

The tenderer was required to respond site specific tree removal scenario by providing a detailed methodology as to how the site would be accessed and managed taking into consideration the public, traffic and difficult location.



## 6.2 ENVIRONMENT

### 6.2.1 Environmental Impact

The specification of the tender clearly states that all tree works are carried out in accordance with Australia Standards AS4373- 2007 Pruning of Amenity trees. Well maintained trees are a positive feature of the Environment.

Companies also provided an Environmental Management Policy which included procedures related to environmental awareness and green fleet operations

### 6.2.2 Mitigation Measures

Council's tree management officers carry out regular random inspections of works being carried out to ensure the contractors are complying with all regulatory requirements to protect the environment.

## 6.3 SOCIAL

### 6.3.1 Address Community need and Aspirations

Well maintained trees are considered a community asset as they provide beauty, shade and a sense of wellbeing for the community.

## 6.4 ECONOMIC

### 6.4.1 Economic Development

The recommended tenderers employ locally based staff.

Report prepared by  
Robert Clarke – Tree Management Officer, Reserves & Recreation

Les Munn  
**MANAGER, RESERVES & RECREATION**

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**Council Meeting**

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**11.0          Adoption of Connecting Communities Committee  
Recommendations**

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**12.0          Adoption of Natural Environment Committee  
Recommendations**

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**Appendix 1 - Confidential Advice**

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