

# AGENDA

## **ECONOMIC & SMART COMMUNITIES STRATEGIC REFERENCE GROUP**

Notice is hereby given that a meeting of the Economic & Smart Communities Strategic Reference Group will be held in the Council Chambers, Manly on

**WEDNESDAY 26 SEPTEMBER 2018**

Beginning at 6:00pm for the purpose of considering matters included in this agenda.

## Committee Members

Mayor Michael Regan (Chair)

Cr David Walton

Cr Sue Heins

Cr Roslyn Harrison

Saul Carroll

Small local business

Andy West

Paul Billingham

Stuart White

Microsoft Australia

Drew Johnson

Manly Business Chamber

Peter Middleton

Newport Residents Association

Ngaire Young

Northern Beaches Campus, TAFE NSW

Lauren Hosking

Geri Moorman

Gordon Lang

Alan McNamara

Alexander Coxon

## Council Officer Contacts

Kath McKenzie

Executive Manager, Community Engagement & Communications

Nathan Rogers

Chief Information Officer

Tamara Lukic

Governance Officer

## Quorum

A majority of members including the Chair or one of the elected Councillors.

**Agenda for Economic & Smart Communities  
Strategic Reference Group Meeting  
to be held on Wednesday 26 September 2018  
in the Council Chambers, Manly  
Commencing at 6:00pm**

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**NEXT MEETING Wednesday 12 December 2018**

## 1.0 APOLOGIES

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All members are expected to attend the meetings or otherwise tender their apologies to the Chair and Governance at [councilmeetings@northernbeaches.nsw.gov.au](mailto:councilmeetings@northernbeaches.nsw.gov.au).

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## 2.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

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Members 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."*

Members 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.

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## 3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### 3.1 MINUTES OF ECONOMIC & SMART COMMUNITIES STRATEGIC REFERENCE GROUP MEETING HELD 20 JUNE 2018

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#### RECOMMENDATION

That the Minutes of the Economic & Smart Communities Strategic Reference Group meeting held 20 June 2018, copies of which were previously circulated to all Members, be confirmed as a true and correct record of the proceedings of that meeting.

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## 4.0 AGENDA ITEMS

<b>ITEM 4.1</b>	<b>SMART COMMUNITIES FRAMEWORK UPDATE</b>
<b>REPORTING OFFICER</b>	<b>EXECUTIVE MANAGER STRATEGY, PERFORMANCE AND IMPROVEMENT</b>
<b>TRIM FILE REF</b>	<b>2018/584201</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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### EXECUTIVE SUMMARY

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#### PURPOSE

To provide the Economic and Smart Communities Strategic Reference Group with an update on:

The development of Council's Smart Northern Beaches Framework (initially referred to as a strategy) to support the Northern Beaches Council with a consistent, integrated and endorsed approach to the identification, selection and implementation of Smart Community related projects, in order to optimise future opportunities for pilots, projects, partnerships and grant funding.

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#### RECOMMENDATION OF EXECUTIVE MANAGER STRATEGY, PERFORMANCE AND IMPROVEMENT

That the Economic and Smart Communities Strategic Reference Group note the work undertaken on Council's Smart Northern Beaches Framework and seek feedback from the Committee on the initial high level Framework.

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## REPORT

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### 1. Smart Communities Framework Background

The development of Council's Smart Northern Beaches Framework (SNBF) (initially referred to as a strategy) is to support the Northern Beaches Council with a consistent, integrated and endorsed approach to the identification, selection and implementation of Smart Community related projects, in order to optimise future opportunities for pilots, projects, partnerships and grant funding.

In addition the framework is designed to assist Council in the delivery of its Community Strategic Plan (CSP) and Delivery Programs goals and deliverables.

It has been determined that a Framework is the most suitable document to develop in order to support Council's Digital Transformation Strategy (DTS) and Community Strategic Plan rather than compete or confuse a single cascading approach (CSP to DTS to SNBF).

Additionally, it was the request of the Economic and Smart Communities Strategic Reference Group to research other guiding documents in this space to ascertain a best practice approach. It was found that the Sunshine Coast's Smart City Framework and Newcastle's Smart City Strategy were the best approach for the Northern Beaches Council to undertake in developing our own suite of Smart Community guiding documentation.

In re-iteration, Council's Digital Transformation Strategy is designed to shape a way forward to guide Council in the strategic use of digital technologies, processes, values and culture to move Council to a digital operating model. This operating model gives Council a solid foundation to be future ready and to be a realistic player in the Smart Community space. The Strategy provides for a number of Goals that will assist this process.

The goals of the Strategy are:

Goal 1: Digitally Connected Community – We are a leader in our digitally connected community

Goal 2: Available Anywhere, Anytime – We are available when you are, where you are

Goal 3: Customer Needs Anticipated – We anticipate your needs and make your life simpler

Goal 4: Ideas Incubator – No one's ideas go unexplored

Goal 5: Digital Workplace – Work is an exciting thing we do, not just a place we go to

Accordingly, Council's Smart Northern Beaches Framework will be designed to complement the Digital Transformation Strategy.

## 2. Definition of a Smart Community for Northern Beaches Council

A smart community uses technology and data to accelerate achieving community goals. These goals are set out in the Northern Beaches Community Strategic Plan.



## 3. Overview of The Draft High Level Smart Communities Framework

### 3.1 Draft Structure

The draft framework structure is:

1. Definition of what is a Smart Community for Northern Beaches Council
2. Key Strategic Drivers
3. Council Commitments
4. Smart Solution Principles
5. Themes for Smart Solutions
6. The Smart Wheel
7. How to Submit Smart Solutions
8. Solution Evaluation Process and Scoring Matrix
9. Benefits Realisation.

### **3.2 Draft Council Commitments**





1. Council embraces its role to initiate, lead, collaborate and support Smart Community initiatives.
2. Leadership that supports the development of a Smart Community Program that is performance focused and outcome driven.
3. Governance that enables idea generation, evaluation, piloting and implementation of solutions.
4. Investment in people, systems and processes to develop organisational capacity and capability.
5. Engagement with internal and external stakeholders and the establishment of partnerships.
6. Support for the piloting and testing of new ideas and solutions in a transparent, agile environment.


### **3.3 Smart Solution Principles**





No.	Principle	Description
1	Align with the Community Strategic Plan	The solution aligns with one or more Community Strategic Plan goals
2	Support existing activities	The solution aligns with one or more activities identified in the Delivery Program
3	Enhance infrastructure and/or services	The solution leads to Council's better delivery of services and/or maintenance/use of assets
4	Be economic	The solution is economically viable and has the potential to create funds which can be reinvested into the community
5	Be innovative and forward thinking	The solution is creative and leads to new discoveries
6	Be responsive and adaptable	The solution is built for resilience and is proactive
7	Be community centric	The solution is built around community needs and done with the community, not to them
8	Be inclusive	The solution brings people on the journey and ensure no one is left behind
9	Be open and collaborative	The solution creates strong partnerships, shares data and imparts knowledge
10	Build capacity and capability	The solution increases the ability of Council and/or the community to accomplish smart community solutions






### 3.4 Themes for Smart Solutions

Theme	Description
<b>Smart Connectivity</b> 	Connectivity is a foundation element of a smart community. It enables the ubiquitous digitisation of the community by connecting people, places and things across the LGA. This connectivity can be via a variety of technologies including Wi-Fi, mobile and LPWAN (Low Powered Wide Area Network).
<b>Smart Economy</b> 	Smart economy includes the: <ul style="list-style-type: none"> <li>• Use of technology and data to drive the local economy</li> <li>• New economic opportunities through the implementation and invention of smart solutions</li> <li>• Growth of STEM skills to support the future local economy</li> </ul>
<b>Smart Transport</b> 	Smart transport is about ensuring safe, efficient mobility of people and freight around, in and out of the LGA.
<b>Smart Parking</b> 	Council manages 52 car parking areas with approx. 14,400 car spaces, five parking stations and 2,704 beach reserve car parks. Smart parking is about effective utilisation of spaces to best meet the needs of the community. It is about making it easy to find a spot, pay and know when time is up.

Theme	Description
<b>Smart Participation</b> 	Smart participation is about using technology and data to increase genuine community participation not only in decision making, but also enabling community lead innovation and collaboration.
<b>Smart Customer Service</b> 	Smart customer service is about improving the customer experience across all channels of communication.
<b>Smart Beaches</b> 	Council manages 23 beaches (21 patrolled) along 80kms of coastline. On average each year the professional lifeguard service performs over 1,261 rescues, manages 2,916 major incidents & carries out 338,824 preventative actions. The Smart Beaches project combines smart infrastructure technologies with advanced data analytics and machine learning to generate new real-time and forecasted insights into beach visitation and conditions to improve beach safety and the visitor experience.

Theme	Description
<b>Smart Water</b> 	Smart water is about optimising the use and management of water, including stormwater through technology and data.
<b>Smart Energy</b> 	Smart waste is about optimising the use and production of energy through technology and data.
<b>Smart Waste</b> 	Smart waste is about optimising the management of waste through technology and data.
<b>Smart Lighting &amp; Furniture</b> 	<p>There are many different forms and components of smart lighting, LED light bulbs, a sensor to tell you when the light has an issue, improved controls to turn lights on and off and housing for technologies such as Wi-Fi access points, sensors, speakers, information displays and electric vehicle chargers.</p> <p>Smart furniture is the inclusion of technology in street furniture such as a sensor to tell when a park bench is used, incorporating device charging ports and Wi-Fi access points.</p>

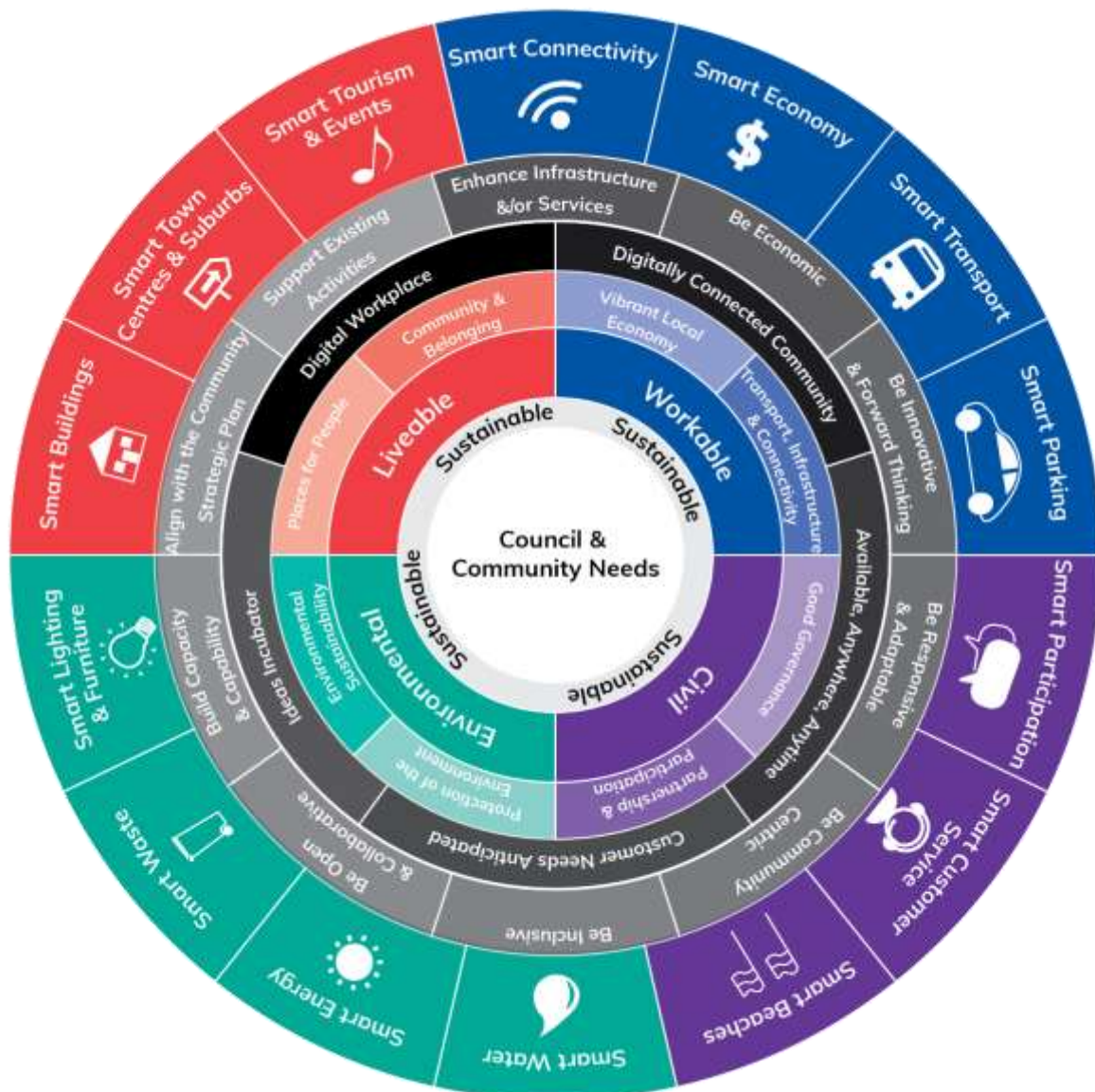
Theme	Description
<b>Smart Buildings</b> 	Smart buildings react live to changes in their internal and external environments. They do this through internal and external sensors which collect information on, for example, temperature and feeds this back to a platform that controls the building's services such as heating, cooling and lighting.
<b>Smart Town Centres &amp; Suburbs</b> 	<p>Smart town centres and suburbs includes:</p> <ul style="list-style-type: none"> <li>• Ensuring planning, place making and development is designed and built to not hinder the application of smart solutions for the future.</li> <li>• Applying a multitude of smart solutions in the one area to help solve local issues</li> </ul>
<b>Smart Tourism &amp; Events</b> 	<p>Smart tourism is about assisting local tourism and improving the visitor experience through the use of technology and data.</p> <p>Smart events is about improving the management and understanding of the event user and vendor experience through the use of technology and data.</p>

### 3.5 The Smart Wheel

The Smart Wheel provides a summary of the Smart Communities Framework in one image.

From inside to outside:

- Centre: Needs
- Ring 1: General categorisation
- Ring 2: Community Strategic Plan outcomes
- Ring 3: Digital Transformation Strategy goals
- Ring 4: 10 principles for smart solutions
- Ring 5: Smart solution themes.



### 3.6 Draft Concept of How to Submit a Smart Solution

- It is anticipated that a Smart Communities register/information page will be created to inform, guide and provide an avenue for smart ideas to be identified by the community and Council staff alike
- A scoring matrix is to be developed in conjunction with the Smart Communities Framework's principles and themes to assist with the exploration of Smart Community ideas and solutions
- A concept will be developed whereby proposals will be submitted by a form, similar to [Gold Coast Council](#)
- Additionally, a concept is being considered whereby all proposals will be made publically available and we will allow the community to like and comment on these submissions, similar to Madrid's [Consul](#) to gain insight into the community's appetite for such 'smart' initiatives.

### 3.7 Scoring Matrix (Example)

	Criteria	Score out of	Weighting	Proposal
<b>Smart Score</b>	Alignment with CSP Outcomes Each goal met counts as one point	22	25%	x
	Alignment with Digital Transformation Strategy Goals Each goal met counts as one point	5	25%	x
	Alignment with Principles Each principle met counts as one point	10	25%	x
	Alignment with Themes Each theme met counts as one point	14	25%	x
	Total Smart Score	100		x
<b>Risk</b> (higher score = lower risk)	Potential controversy	25		x
	Legal implications	25		x
	Procurement implications	25		x
<b>Internal Requirements</b>	Internal resourcing currently available	25		x
	Internal senior management sponsorship	25		x
	Budget available	25		x
<b>Total</b>		250		x

A minimum score will need to be established (mainly associated with risk and internal requirements) as initiatives may be infrequent and therefore may not be scored against each other.

#### **4.0 Strategic Reference Group Input**

We are looking for feedback on the above components in particular the principles, themes and submission of proposals process.

1. In principle, do you think the concepts and outline of the draft Framework will meet the expectations of the 'Northern Beaches Smart Community'?
2. Do the principles allow for enough flexibility, while giving a clear direction to follow?
3. Do you have any feedback on the themes? Have we missed anything of importance?
4. Do you think that the submission process will work for private industry to make unsolicited proposals?

<b>ITEM 4.2</b>	<b>NORTHERN BEACHES EMPLOYMENT STUDY</b>
<b>REPORTING OFFICER</b>	<b>TEAM LEADER, ECONOMIC DEVELOPMENT &amp; TOURISM</b>
<b>TRIM FILE REF</b>	<b>2018/522927</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

## ISSUE

To plan for future job growth and to support a robust and balanced local economy, a Northern Beaches wider Employment Study is required as a key input into both Council's Local Environmental Plan (LEP) Review and Economic Development Plan. In particular, this study will outline how to plan for job targets for Strategic Centres set by the Greater Sydney Commission and build a greater understanding of actual current and future jobs across the LGA (i.e. changing work patterns).

As an initial input into the Employment Study, Council staff will facilitate a workshop with the Economic and Smart Communities SRG members at the 26 September meeting, to identify what are the existing and what could be the emerging industry and job trends across the Northern Beaches over the next 20 years.

## BACKGROUND

Northern Beaches Council is proposing to commence an Employment Study to inform the strategic directions for job and economic growth of the Northern Beaches region over the next 20 years. The Employment Study will be a key technical report to inform both Council's Local Environmental Plan (LEP) Review and Economic Development Plan. This will be the first comprehensive Employment Study for the whole Northern Beaches area.

The study will identify what is the current state of our economy and what are the key industry trends that will drive jobs and business activity in the region into the future. It will consider the capacity of our existing employment lands (commercial and industrial) to meet job growth and cater to the changing needs of industry over the next 20 years.

The Employment Study would contribute to a range of strategies in Council's Community Strategy Plan (Shape 2028), including *'Ensure that employment lands are retained & cater for a diverse range of businesses & industry (13a); Facilitate innovative environments & hubs where start-up businesses, entrepreneurs & innovators are supported & connected (13c); Facilitate & promote flexible work options to reduce commuting (14c); and 'Provide diversified job growth & create industry clusters in our villages, strategic & district centres (15b)'*.

The Employment Study will provide an evidence base to inform strategic planning decisions, such as finalising the Brookvale Structure Plan and informing Planning Proposal determinations that impact future employment land capacity.

It will also enable Council to respond to actions in the Greater Sydney Commission's North District Plan. This includes achieving the job targets for the four Strategic Centres (for Mona Vale, Manly, Brookvale-Dee Why and Northern Beaches Hospital precinct), as well as a Strategic Review of Industrial Lands, which the Greater Sydney Commission specifies needs to be informed by a 'local government industrial strategy' and/or 'retail and employment strategy'.



## DISCUSSION

Council's Strategic Planning and Place and Economic Development teams are developing the Employment Study's scope. Feedback is being sought from SRG members (both 'Economic and Smart Communities' and 'Places for People') on research approaches and available data and industry contacts that may assist. Direction is also being sought from the Greater Sydney Commission on the scope of the study to ensure it aligns with their expectations and best practice.

The study will identify trends in demand/supply for retail, office and industrial space across the region over the next 20 years. Through industry research, interviews and surveys, the study will identify which industries/clusters are expected to grow fastest and also which align with the skills of the resident workers on the Northern Beaches; how work/commuting practices are changing; and industry trends and subsequent impacts to patterns of land use activity. It is proposed that some components of the study (such as a land use audit and/or employment floorspace projections) would be outsourced to industry experts.

As an initial input into the Employment Study, a workshop session with the Economic and Smart Communities SRG members will be facilitated to engage their expertise on what they see as the future trends likely to shape jobs and business activity on the Northern Beaches. This will consider:

### Overview of Trends

- Our Changing resident workforce (increasingly managers & professionals)
- Our Changing community – ageing population requiring services (low skilled job growth).

### Discussion

- If these trends continue what will this mean for the Northern Beaches businesses & resident workforce?
- What interventions might be required to 'shift the needle'?
- What types of research will provide an appropriate evidence base to support these interventions?

The Employment Study will result in directions and recommendations on how to plan for future job growth to sustain a robust local economy that meets the needs of its current and future resident workforce and business community. It will directly inform land use zoning priorities for the Local Strategic Planning Statement and wider LEP Review.

The study will also provide a technical report which Council's Economic Development Plan will then respond to, in regards to actions to support the industry trends and changing business and workforce needs, identified in the study.

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## RECOMMENDATION OF TEAM LEADER, ECONOMIC DEVELOPMENT & TOURISM

- A. That the Economic and Smart Community SRG members:
- a. Note the development of Council's Employment Study, as an input into Council's Local Environmental Plan Review and Economic Development Plan.
  - b. Participate in a workshop to identify what are the existing and what could be emerging industry and job trends across the Northern Beaches over the next 20 years.
  - c. Provide advice on research approaches or industry contacts to assist the Employment Study's development.
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<b>ITEM 4.3</b>	<b>UPDATE NORTHERN BEACHES DESTINATION MANAGEMENT PLAN</b>
<b>REPORTING OFFICER</b>	<b>TEAM LEADER, ECONOMIC DEVELOPMENT &amp; TOURISM</b>
<b>TRIM FILE REF</b>	<b>2018/576079</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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## EXECUTIVE SUMMARY

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### PURPOSE

To inform the Economic Development & Smart Communities SRG of the proposed community engagement framework for developing the Northern Beaches Destination Management Plan (DMP).

### BACKGROUND

Northern Beaches Council has a responsibility to sustainably manage tourism through maximising the economic impact of visitor expenditure, whilst also considering the needs of the community. To do this, Council will recruit a strategic tourism consultant to create an effective Destination Management Plan (DMP), the purpose of which is to achieve a consistent approach to tourism across the Northern Beaches as a newly amalgamated Council.

A DMP is a guide on how we manage tourism into the future. It is a process of leading, influencing and coordinating the management of key aspects of a destination. It contributes to a visitor's experience, considering the needs of visitors, local residents, businesses and the environment.

There is a requirement of Council to respond to the Community Strategic Plan (CSP) - particularly in terms of delivering on the 'Vibrant Local Economy' community outcome, and subsequent Delivery Program commitment:

- CSP - Goal 15d: Enhance and extend opportunities for sustainable tourist economy throughout the area
- Delivery Program - Goal 15: Develop a Northern Beaches Destination Management Plan.

Critical to the success of the DMP will be for the consultant to work with Council to conduct a comprehensive community engagement process, to build community awareness of the current state of play of tourism on the Northern Beaches and opportunities and challenges to manage its future.

### CONSULTATION

Tourism can be considered an emotive topic that could trigger negative community reaction if communication as to why Council is developing a DMP is not clear. There is potential for misperceptions that Council is focusing on significantly increasing the number of tourists.

To reduce this risk, Council is proposing to work with the DMP consultant to undertake a 3 stage consultative process with the wider community and key industry stakeholders, which will underpin the development of the DMP.



**Stage 1: Community education campaign:**

There is need to bring the community along on an educational journey to have an informed discussion on the current and potential contribution and impact of tourism to the Northern Beaches' economy (the 'visitor economy'). This includes what defines a 'visitor' to the Northern Beaches (day trippers, but also visiting friends and family and international students) and facts on visitation trends and expenditure. As well as data analysis, the DMP consultant will conduct in-depth interviews with key industry stakeholders and a visitor survey (building on the 2018 Visitor Survey) to understand visitor trends and issues for the Northern Beaches.

Based on this analysis, a media 'tourism awareness' campaign is proposed during the peak visitor season to highlight: current tourism markets; visitor offerings (key products and experiences); and impacts (social, economic and environmental). A 'Your Say' page to capture community sentiment will be established.

**Stage 2: Tourism Summit**

To facilitate a high level discussion with the community on the best practice approaches to managing tourism, it is proposed that Council hosts a Tourism Summit in early 2019. This will form the second stage of community engagement for the DMP development.

The intention is to have a panel of leading thinkers on tourism management to discuss some of the hot topics of this industry. It will be an opportunity to hear from experts in the travel industry, other councils experiencing similar challenges/opportunities, tourism associations and government. This may include discussion of emerging trends, such as: the 'shared economy' (i.e. AirBnB); skill development and capacity in the hospitality sector; and which visitor niche markets are forecast to grow over the next decade.

By engaging a range of stakeholders in the Summit (intention for 200+ participants), this will provide a platform for further feedback on options for sustainable management of tourism on the Northern Beaches, through a proposed Options Paper.

**Stage 3: Consult draft DMP**

Following the engagement on an Options Paper, the consultant will prepare a draft DMP (including an action plan). Community feedback on the draft DMP will be sought through information sessions, briefings and the Your Say page. This will inform a final DMP to be presented to Council for approval.

**TIMING**

The process has commenced to engage a strategic tourism consultant to prepare the Northern Beaches DMP. The DMP development and 3 stage consultation is proposed to run from October 2018 to June 2019.

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**RECOMMENDATION OF TEAM LEADER, ECONOMIC DEVELOPMENT & TOURISM**

The Economic and Smart Communities SRG will be an important stakeholder in validating the development of the DMP and feedback is sought from this group on the proposed community engagement framework.

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<b>ITEM 4.4</b>	<b>NSW SMALL BUSINESS MONTH ACTIVITIES</b>
<b>REPORTING OFFICER</b>	<b>TEAM LEADER, ECONOMIC DEVELOPMENT &amp; TOURISM</b>
<b>TRIM FILE REF</b>	<b>2018/578045</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

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## EXECUTIVE SUMMARY

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### PURPOSE

Northern Beaches Council is participating in the NSW Government Small Business Month initiative by holding a series of events in October targeted at supporting local businesses. The Economic & Smart Communities SRG members are invited to attend and to share with their networks.

### BACKGROUND

Northern Beaches Council agreed in May 2018 to participate in the NSW Government Small Business Month initiative, which funds all participating councils \$5,000 to hold one or more events during October for their local business community.

As part of this month of celebrating of small business, Council is holding a series of information sessions for local businesses on *'Doing Business with Council'*. The information sessions are a joint initiative between Council's Economic Development and Procurement Teams and are scheduled for the following dates/venues:

- Newport Community Centre, Monday 8 October 6-7.30pm
- Manly Town Hall, Council Chambers, Monday 15 October 12noon -1.30pm
- Glen Street Theatre, Monday 15 October 6-7.30pm
- Dee Why Council Chamber, Tuesday 16 October 12noon-1.30pm.

The information sessions will include a presentation from Council's procurement team clarifying local government procurement requirements and providing tips for responding to Council's Request for Tenders and Quotations.

They will also outline two procurement systems used by Council: Tenderlink, Council's e-tendering platform; and the VendorPanel Marketplace tool, which Council is implementing to make it easier for Council staff to identify local businesses to procure lower value goods and services from. Council staff will encourage local businesses to register in VendorPanel Marketplace on the day. There will be opportunity for businesses to network at the start and end of the information sessions. Catering (light lunch or dinner and refreshments) will be provided.

In addition to the *'Doing Business with Council'* information sessions, Council is also partnering with Realise Business (a NSW Government subsidised business advisory service) to hold two workshops for existing or emerging small businesses during October, as part of NSW Small Business Month. The workshop topics are:

- *'7 ways to promote your small business that cost nothing'* on Wednesday 10th October 6-8pm (Mona Vale Co-Beaches)
- *'The Good, the Bad and the very Ugly of Start-ups'* on Wednesday 17th October 6-8pm (Seaforth Village Community Centre).

As part of the agreement with the Department of Industry, all of the events will be co-branded as a NSW Small Business Month activity with Northern Beaches Council's logo. It will also be promoted through the NSW Small Business Month portal, including registrations. A report back to the NSW Department of Industry on the event held and number of attending local businesses is also requested.

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**RECOMMENDATION OF TEAM LEADER, ECONOMIC DEVELOPMENT & TOURISM**

That the Economic and Smart Communities SRG members note Council's series of business events, as part of NSW Small Business Month in October, and are encouraged to attend and share with their networks.

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<b>ITEM 4.5</b>	<b>BRIEFING NOTE - REACTIVE VEGETATION AND LANDSCAPE MAINTENANCE SERVICES PANEL TENDER</b>
<b>REPORTING OFFICER</b>	<b>MANAGER, PROCUREMENT</b>
<b>TRIM FILE REF</b>	<b>2018/593348</b>
<b>ATTACHMENTS</b>	<b>NIL</b>

## ISSUE

Notification of the Reactive Vegetation and Landscape Maintenance Services Panel tender, issued Saturday 8th September.

## BACKGROUND

It has previously been noted that the reference group are not always aware of upcoming tender opportunities which may be of interest to the local business community.

## DISCUSSION

There are several opportunities coming up as Council consolidates requirements from the three former Councils and renews its panel contracts. These opportunities will be discussed at local business presentations in October, however prior to this there is a tender being issued that we are hoping to attract interest from local businesses.

The Reactive Vegetation and Landscape Maintenance Services Panel tender was issued on Saturday 8<sup>th</sup> September through Tenderlink and the documents are available for download from the site <https://www.tenderlink.com/northernbeaches/> The tender is split into four categories of service:

Sub-Panel 1	Vegetation Maintenance of Road Reserves (up to 6 contractors may be appointed to this sub-panel)
Sub-Panel 2	Vegetation Maintenance of Reserves and Linkage pathways (up to 6 contractors may be appointed to this sub-panel)
Sub-Panel 3	Maintenance of Landscaped Asset Areas (up to 6 contractors may be appointed to this sub-panel)
Sub-Panel 4	Landscape Construction (up to 6 contractors may be appointed to this sub-panel).

Tenderers may apply and be selected for more than one sub-panel. To qualify for inclusion Tenderers are required to respond to the Request for Tender (RFT). Responses to the RFT will be evaluated and preferred Tenderers recommended within the maximum numbers required by the Council for each sub-panel.

The contract term is a maximum of five years made up of an initial 3-year period with 2 optional extensions of 1 year each at Council's sole discretion.

Tenders close **Thursday October 11<sup>th</sup> 2018, 2pm.**

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## RECOMMENDATION OF MANAGER, PROCUREMENT

That this information be forwarded to the reference group for wider circulation to any interested parties.

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