

Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 10 November 2015.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

ITEM	TITLE	PAGE
1.	TECHNICAL SERVICES	3
1.1	Traffic Committee	3
1.2	Wedderburn Access	17
2.	OPERATIONAL SERVICES	20
	No reports this round	20
3.	ASSETS AND SUPPLY SERVICES	20
3.1	T15/25 Special Event Audio Production and Staging	20
3.2	T15/26 Tree Pruning and Arboriculture Services	24
4.	EMERGENCY SERVICES	29
4.1	State Emergency Services Quarterly Activity Report	29
5.	GENERAL BUSINESS	32
21.	CONFIDENTIAL ITEMS	32
21.1	Confidential Report Directors of Companies - City Works	32

Minutes of the City Works Committee held on 10 November 2015

Present

His Worship the Mayor, Councillor P Hawker
Councillor S Dobson (Chairperson)
Councillor F Borg
Councillor G Brticevic
Councillor A Chanthivong
Councillor W Glynn
Councillor P Lake
Councillor C Mead
Acting Director Community Services - Mrs J Uluibau
Director City Works - Mr W Rylands
Acting Manager Assets and Supply Services - Mr W Miller
Manager Emergency and Facility Management - Mr R Blair
Manager Executive Services - Mr N Smolonogov
Manager Financial Services - Mrs C Mears
Manager Healthy Lifestyles - Mr M Berriman
Manager Library Services - Mr G White
Manager Operational Services - Mr A Davies
Manager Technical Services - Mr K Lynch
Policy and Governance Coordinator - Ms J Warner
Executive Assistant - Mrs D Taylor

Apology Nil

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Dobson.

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. TECHNICAL SERVICES

1.1 Traffic Committee

Reporting Officer

Manager Technical Services

Attachments

1. Minutes of the Local Traffic Committee Meeting of 15 October 2015 (contained within this report)
2. Minutes of the Campbelltown Traffic Committee Meeting on 15 October 2015 (contained within this report)

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee and Campbelltown Traffic Committee meeting held on 15 October 2015.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE ON 15 OCTOBER 2015

Reports Listed for Consideration

LTC 15/22 Woodroffe Street, Minto - Proposed Traffic Calming

That Council approve the traffic calming concept plan for Woodroffe Street, Minto and proceed to detailed design and installation.

General Business

LTC 15/23 Delegation of Local Traffic Committee

That a report be presented to the Traffic Committee detailing possible changes to the current meeting format.

RECOMMENDATIONS OF THE CAMPBELLTOWN TRAFFIC COMMITTEE ON 15 OCTOBER 2015

CTC 15/24 Cary Grove and Saggart Field Road, Minto - B-Double route application

That Council approve the use of Cary Grove and Saggart Field Road (eastern leg), Minto as a 26m B-Double route with the condition of restricted hours between 6pm to 6am.

Officer's Recommendation

That the recommendations of the Local Traffic Committee and Campbelltown Traffic Committee as detailed in the Minutes of the meeting held on 15 October 2015 be adopted.

Committee's Recommendation: (Hawker/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 November 2015 (Dobson/Glynn)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 212

That the Officer's Recommendation be adopted.

ATTACHMENT 1



LOCAL TRAFFIC COMMITTEE MINUTES

15 October 2015

LOCAL TRAFFIC COMMITTEE

Traffic matters related to the functions delegated to councils under the *Transport Administration Act 1988*.

Minutes Summary

ITEM TITLE

LOCAL TRAFFIC COMMITTEE MINUTES

- 1. ATTENDANCE**
- 2. APOLOGIES**
- 3. CONFIRMATION OF MINUTES**
- 4. BUSINESS ARISING FROM MINUTES**

REPORTS LISTED FOR CONSIDERATION

LTC 15/22 Woodroffe Street, Minto - Proposed Traffic Calming

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

LTC 15/23 Delegation of Local Traffic Committee

8. DEFERRED ITEMS

No reports this round

LOCAL TRAFFIC COMMITTEE MINUTES

Traffic matters related to the functions delegated to Councils under the *Transport Administration Act 1988*.

Minutes of the Local Traffic Committee held on 15 October 2015

1. ATTENDANCE

Campbelltown City Council

Councillor Paul Lake (Chairperson)
Manager Technical Services – Mr Kevin Lynch
Coordinator Traffic and Road Design – Mr Ajay Arora
Senior Project Designer – Mrs Shalini Lokoju
Support Officer – Miss Leanne Abello

Roads and Maritime Services

Ms Kaye Russell

Police Representatives

Senior Constable Maree Davies

Bus Companies

Nil

Representatives of Local Members of Parliament

Nil

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Paul Lake

2. APOLOGIES

Police Representative - Sergeant Marcus Cotton
Busabout – Mr Stephen Burrridge (arrived at the conclusion of the meeting)
Interline – Mr Joe Oliveri
Representative of Local Member of Parliament – Mr R James
Team Leader Traffic Investigation – Mr Frank Sirc
Administrative Assistant – Mrs Sue Lambert

New Chairperson

Councillor Paul Lake advised the Committee that at Council's Extraordinary Meeting held on 22 September 2015 he was elected the new Chairperson for the Traffic Committee.

Councillor Lake advised the meeting that Councillor Greiss was unable to attend this meeting but asked that he thank the Committee for their service, support and commitment to the Committee.

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 10 September 2015 were recommended by the City Works Committee on 20 October 2015 and adopted by Council on 27 October 2015.

4. BUSINESS ARISING FROM MINUTES

No reports this round

REPORTS LISTED FOR CONSIDERATION

LTC 15/22 Woodroffe Street, Minto - Proposed Traffic Calming

Previous Report: Nil
Electorate: Macquarie Fields
Author Location: Traffic and Road Design Unit

Attachments

1. Locality Plan
2. Speed survey results for Woodroffe Street
3. Concept plan

Background (15/10/2015)

Council has received numerous concerns from the local community regarding the safety of pedestrians in Woodroffe Street, Minto, due to speeding traffic.

Woodroffe Street links Gawler Avenue and Guernsey Avenue and borders the public reserve of Redfern Park (refer to Attachment 1). Redfern Park being a large park has become very popular with the local community because of facilities for children's play area, Ron Moore Community Centre and attached recreational facilities.

In response to community concerns, Council Officers had installed a traffic counter in Woodroffe Street. Although the results indicate that average traffic speeds equates to the general urban speed limit of 50kph, and the 85th percentile speed being 57kph, there were many incidences of speeds exceeding 80kph (refer to Attachment 2) which is a concern for the safety of children and pedestrians in the precinct.

As a result, Council Officers prepared a concept plan of traffic calming devices for Woodroffe Street (refer to Attachment 3) for resident consultation.

The main features of the concept plan are as follows:

1. Median treatment at the intersection of Gawler Avenue and Woodroffe Street. This includes a raised median in Woodroffe Street and mountable central medians in Gawler Avenue.
2. Mountable median treatment on all 3 legs at the intersection of Woodroffe Street and Macedon Street.
3. Speed cushion devices at two locations, approximately 70m apart in the midblock section of Woodroffe Street between Macedon Street and Guernsey Avenue.
4. The installation of double barriers lines for the whole length of Woodroffe Street and similar lines on the approaches to medians where required.

Consultation letters were sent to 36 residents in the vicinity of the proposed devices together with a copy of the concept plan for their comments. The consultation period, which

commenced on 8 September 2015 and closed on 22 September 2015, resulted in five responses. All five responses supported the proposal requesting that these traffic calming devices be installed as soon as possible.

In regards to the safety of vulnerable pedestrians using Redfern Park it is recommended that Council approve the concept plan for Woodroffe Street, Minto, and continue with the design of the traffic calming devices in accordance with Australian Standards and Roads and Maritime Service guidelines.

Officer's Recommendation

That Council approve the traffic calming concept plan for Woodroffe Street, Minto and proceed to detailed design and installation.

Discussion (15/10/2015)

The Committee discussed the matter and supported the recommendation as presented.

Recommendation of Local Traffic Committee

That Council approve the traffic calming concept plan for Woodroffe Street, Minto and proceed to detailed design and installation.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

LTC 15/23 Delegation of Local Traffic Committee

Previous Report: Nil

Electorate: All Electorates

Author Location: Traffic and Road Design Unit

Attachments

Section 5.3 from RMS document "Delegation to Councils for the Regulation of Traffic)

Discussion (15/10/2015)

A general discussion was held at the meeting as to alternate methods to a face to face meeting that could be used to facilitate the agenda in situations where the Agenda comprised a small number of items that were not complicated.

The RMS representative advised that under the delegation of the Local Traffic Committee that when Agendas only consist of minor issues a face to face meeting at Council need not be held. An electronic meeting between the Committee representatives is acceptable or a combination of face to face and electronic could be implemented. It was also highlighted that the interval between meetings could be extended.

It was discussed that Council would seek advice from the RMS representative, NSW Police representative and bus representatives prior to the meeting to seek any issues they wished to raise. These could be included in the electronic Agenda.

It was suggested that should Council receive objections or concerns to the recommendations of an item on the Agenda then the matter could be raised in a conference call between the Committee representatives.

The Committee representatives agreed in principal to the proposal.

The Chairperson supported the suggestion that future meetings could be held every six weeks instead of monthly.

Under Section 5.3.1 of the regulations advice of any meeting format changes should be discussed with the RMS prior to any final decision being made.

A further report will be prepared for the consideration of a future Traffic Committee outlining possible format meeting options.

Officer's Recommendation

That a report be presented to the Traffic Committee detailing possible changes to the current meeting format.

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 9.20am.

P Lake
CHAIRPERSON

ATTACHMENT 2



CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

15 October 2015

CAMPBELLTOWN TRAFFIC COMMITTEE

Traffic related items to Council requiring technical advice and are outside of the Delegation functions issued to councils by the Road and Maritime Services.

Minutes Summary

ITEM	TITLE
-------------	--------------

CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES	
---	--

- | | |
|-----------|---|
| 1. | ATTENDANCE |
| 2. | APOLOGIES |
| 3. | CONFIRMATION OF MINUTES |
| 4. | BUSINESS ARISING FROM MINUTES |
| 5. | REPORTS LISTED FOR CONSIDERATION |

CTC 15/24	Cary Grove and Saggart Field Road, Minto- B -Double route application
------------------	--

6.	LATE ITEMS
-----------	-------------------

No reports this round

7.	GENERAL BUSINESS
-----------	-------------------------

No reports this round

8.	DEFERRED ITEMS
-----------	-----------------------

No reports this round

CAMPBELLTOWN TRAFFIC COMMITTEE MINUTES

Traffic related items to Council requiring technical advice and are outside of the Delegation functions issued to Councils by the Road and Maritime Services.

Minutes of the Campbelltown Traffic Committee held on **15 October 2015**

1. ATTENDANCE

Campbelltown City Council

Councillor Paul Lake (Chairperson)
Manager Technical Services – Mr Kevin Lynch
Coordinator Traffic and Road Design – Mr Ajay Arora
Senior Project Designer – Mrs Shalini Lokoju
Support Officer – Miss Leanne Abello

Roads and Maritime Services

Ms Kaye Russell

Police Representatives

Senior Constable Maree Davies

Representatives of Local Members of Parliament

Nil

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Paul Lake

2. APOLOGIES

Police Representative - Sergeant Marcus Cotton
Busabout – Mr Stephen BurrIDGE (arrived at the conclusion of the meeting)
Interline – Mr Joe Oliveri
Representative of Local Member of Parliament – Mr Ray James
Team leader Traffic Investigation – Mr Frank Sirc
Administrative Assistant – Mrs Sue Lambert

New Chairperson

Councillor Paul Lake advised the Committee that at Council's Extraordinary Meeting held on 22 September 2015 he was elected the new Chairperson for the Traffic Committee.

Councillor Lake advised the meeting that Councillor Greiss was unable to attend this meeting but asked that he thank the Committee for their service, support and commitment to the Committee.

3. CONFIRMATION OF MINUTES

The Minutes of the previous meeting held on 10 September 2015 were recommended by the City Works Committee on 20 October 2015 and adopted by Council on 27 October 2015.

4. BUSINESS ARISING FROM MINUTES

No reports this round

5. REPORTS LISTED FOR CONSIDERATION

CTC 15/24 Cary Grove and Saggart Field Road, Minto- B -Double route application

Previous Report: CTC 15/18, CTC 15/11, CTC 15/5 and CTC 14/8

Electorate: Campbelltown

Author Location: Traffic and Road Design Unit

Attachments

Nil

Background (15/10/2015)

The Traffic Committee at its meeting of 13 August 2015 addressed a report on an application by SX-Trailers for a 26m B-Double route on Cary Grove and Saggart Field Road (eastern leg), Minto to their business address at 24-26 Saggart Field Road. The Committee recommended that an onsite trial be undertaken by SX-Trailers with a 26m B-Double with the assistance of NSW Police.

It was previously discussed by the Committee that due to on-street parking, the applicant be asked to restrict their B-double access outside the business hours of 7am-4pm. Following further discussions, the applicant agreed to restrict operation hours between 6pm and 6am.

The Committee is advised that a trial was carried out on 15 September 2015 in the presence of NSW Police representatives from both the Macquarie Fields and Campbelltown Local Area Command together with Council Officers. Prior to the trial, SX-Trailers made arrangements with businesses on the bend of Saggart Field Road to remove on-street parking to assimilate evening parking conditions.

It was observed during the trial that the 26m B-double travelled clear of all kerbs and the central median in Cary Grove at its intersection with Saggart Field Road. The B-double was also able to satisfactorily negotiate the roundabout on Ben Lomond Road both for entry and exit from Cary Grove. No modifications are required to be undertaken on Council's assets when the street is clear of parking at the bend in Saggart Field Road.

In the knowledge that overflow on-street parking is not in great demand outside business hours, it is recommended that Cary Grove and Saggart Field Road be approved as a 26m B-double route for the restricted hours between 6pm to 6am.

Officer's Recommendation

That Council approve the use of Cary Grove and Saggart Field Road (eastern leg), Minto as a 26m B-Double route with the condition of restricted hours between of 6pm to 6am.

Discussion (15/10/2015)

The Committee discussed the matter and supported the recommendation as presented.

Recommendation of Campbelltown Traffic Committee

That Council approve the use of Cary Grove and Saggart Field Road (eastern leg), Minto as a 26m B-Double route with the condition of restricted hours between of 6pm to 6am.

6. LATE ITEMS

No reports this round

7. GENERAL BUSINESS

No reports this round

8. DEFERRED ITEMS

No reports this round

There being no further business the meeting closed at 9.05am.

P Lake
CHAIRPERSON

1.2 Wedderburn Access

Reporting Officer

Manager Technical Services

Attachments

Nil

Purpose

To provide Council with an update on the access to Wedderburn.

History

There has been a long history surrounding the access into Wedderburn, ever since the old Wedderburn Road Bridge and causeway was destroyed by flood in 1986. The causeway was replaced the following year, however the bridge has never been replaced.

Numerous possible solutions for better access into Wedderburn have been examined over time. Investigations accelerated in 2005 with the provision of a grant from the then Roads & Traffic Authority (now Roads and Maritime Services - RMS). Schemes for both Blackburn Road and Wedderburn Road were developed and considered by Council, however by 2007 Council decided not to proceed with any new or upgraded access for Wedderburn given the range and significance of other budget priorities. The RMS grant was subsequently foregone.

In August 2014 Council resolved for staff to prepare concept designs and cost estimates to extend Blackburn Road through to Appin Road.

A consultant was engaged to investigate concept designs for a bridge over the Georges River near to the existing fire trail on Blackburn Road. As part of preparing the design and associated report, the consultant was asked to take into consideration the following issues:

- Road corridor width
- Environmental impacts
- Flooding
- Mine subsidence
- Aesthetics.

At a briefing on 17 March 2015 Council was presented with a report indicating three possible options. Council determined that staff should proceed to obtain detailed concept reports on two of the options and preliminary price estimates were obtained.

When staff were provided with the consultant's preliminary estimates, there was consensus that the cost to extend Blackburn Road through to Appin Road may be cost prohibitive.

As such, senior management sought input from the consultant to review previous designs to upgrade the Wedderburn Causeway that could still operate in a 1 in 100 year storm event as an alternate option to improve access.

Report

At the Council briefing night of 3 November 2015 Council was presented with the findings of the Blackburn Road Extension consultant's report along with further information on the possible upgrade to the Wedderburn Causeway.

The consultant's report included the following costs and significant issues worthy of Council's consideration:

Blackburn Road

Estimated costs

The costs for the project included provision of a bridge, road construction, purchase of land, construction of a new intersection with Appin Road, geotechnical investigation, detailed environmental impact assessment and design for two options:

- | | | |
|----|--|---------|
| 1. | Concrete arch bridge with reinforce earth embankment | \$7.83m |
| 2. | Concrete span bridge | \$9.64m |

Environmental and heritage issues

A preliminary environmental assessment was carried out on the proposed location and it was determined that a full environmental and cultural heritage assessment would be required for the site.

It was also identified from the NSW Office of Environment and Heritage Bionet Wildlife Atlas that there were 375 threatened and protected species located within the area. It is understood that the area is also classified core Koala habitat.

From these findings it became clear that a full and detailed environmental impact assessment would need to be undertaken and that both State and Federal statutory requirements would need to be satisfied, prior to any works being commenced.

Wedderburn Causeway

As part of this investigation, Council specified that all design options had to be above the 1% annual exceedance probability (AEP) storm event (1 in 100 year), access was to be maintained, and that the project was to have the least possible environmental impact.

The consultant provided three options with estimates for the construction of the structures only:

- | | | |
|----|----------------------|--------|
| 1. | Concrete arch bridge | \$1.1m |
| 2. | Concrete span bridge | \$1.6m |
| 3. | Concrete culverts | \$0.8m |
-

All three options satisfied the design criteria set by Council. The third option was seen to have the least environmental impact with the shortest estimated construction time.

The Federal Government recently announced Round Two of the Bridge Renewal Program. Council applied for funding to upgrade the existing Wedderburn causeway. The funding submission is currently being reviewed and grants are expected to be announced before the end of this year. This funding agreement requires matching funding to be provided by Council. If received, the grant must be utilised by the end of 2018.

With the road works, design, investigation and structure construction expenses the concrete culvert option has been estimated to cost \$2.882m.

Considering the significant cost associated with the Blackburn Road and Bridge option and the potential extended timeframe in seeking environmental approvals, it is recommended that Council proceed with the upgrade of Wedderburn Causeway and not proceed with the Blackburn Road option.

Officer's Recommendation

1. That Council endorse the grant application to the Federal Government to upgrade the Wedderburn Causeway.
2. That should Council be successful in obtaining the grant, matching funding be provided to upgrade the Wedderburn Causeway prior to the end of 2018.

Committee's Recommendation: (Hawker/Lake)

1. That Council supports the construction of a new bridge, using option three of the report, across the Georges River to access Wedderburn.
2. That Council immediately commences the design phase of the bridge including the traffic plan using funds already allocated within the 2015-2016 budget.
3. That Council endorses the grant application to the Federal Government to upgrade the Wedderburn Causeway.
4. That should Council be successful in obtaining the grant, matching funding be provided to upgrade the Wedderburn Causeway prior to the end of 2018.

CARRIED

Council Meeting 17 November 2015 (Dobson/Glynn)

That the Committee's Recommendation be adopted.

Council Resolution Minute Number 212

That the Committee's Recommendation be adopted.

2. OPERATIONAL SERVICES

No reports this round

3. ASSETS AND SUPPLY SERVICES

3.1 T15/25 Special Event Audio Production and Staging

Reporting Officer

Manager Communications and Marketing and Acting Manager Assets and Supply Services

Attachments

The following confidential attachment has been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for special event audio and staging and recommend that Council accept the tender submitted by Mobile Stage Truck Pty Ltd.

History

Council's Communications and Marketing department identified a requirement for a contract for the provision of audio production and staging for Council's range of special events.

Report

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of one year with the option of two 12 month extensions to be exercised at Council's discretion.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 3 and 10 August 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

Organisations were requested to submit the following information with their tender response:

- company details
- references
- company experience, particularly as they relate to these services
- details of any subcontractors and their experience, particularly as they relate to the services
- staging and production experience
- specifications of equipment proposed to be used
- cancellation policy
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 25 August 2015. Six on-time responses were received from the following organisations:

- Catapult Creative Productions Pty Ltd
 - Forefront Productions ALV Pty Ltd
 - Fusion Entertainment Australia Pty Ltd
 - Hot Ice Production Services Pty Ltd
 - Mobile Stage Truck Pty Ltd
 - The Trustee for the TD Trust t/as Sound Agents.
-

Evaluation Process

The Evaluation Panel, consisting of officers from Communications and Marketing, Cultural Services and Technical Services evaluated the tenders against the following weighted assessment criteria:

- experience of the company and subcontracting
- staging and production experience
- specifications of equipment to be used
- cancellation policy
- suitability of quoted prices
- Work Health and Safety
- environmental commitment.

The Evaluation Panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined based on the total price for provision of each of Council's special events over a three year period.

Recommendation of the Evaluation Panel

Mobile Stage Truck Pty Ltd provided the best response to Council and is recommended for the provision of audio production and staging as they provided:

- satisfactory details of their company experience, particularly as it relates to the Services
- satisfactory details of staging and production experience that meets Council's needs
- detailed specifications and maintenance information on the equipment proposed to be used for Council's events which meets Council's requirements
- a fair and competitive cancellation policy which provided flexibility to Council
- satisfactory Work Health and Safety and environmental systems documentation.

Tenders Not Recommended

Forefront Productions ALV Pty Ltd and The Trustee for the TD Trust t/as Sound Agents are not recommended as their:

- experience was not as detailed as the recommended organisation
- cancellation policy was not as suitable as the recommended organisation
- pricing was more expensive than the recommended organisation.

Hot Ice Production Services Pty Ltd and Catapult Creative Productions are not recommended as they:

- did not provide comprehensive details of their experience as it relates to the service
 - did not provide satisfactory details of their equipment.
-

Fusion Entertainment Australia Pty Ltd is not recommended as they tendered a more expensive price than the recommended organisation. The evaluation panel deemed there to be no benefit in recommending a more expensive organisation.

Assurance of the Process Undertaken

In accordance with Council's Procurement Procedures, a Tender Review Panel, consisting of members of Council's Executive reviewed the Tender to assure the process was undertaken in a manner that was fair, transparent and resulted in the best value outcome to Council.

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of Mobile Stage Truck Pty Ltd for the provision of special event audio production and staging for a period of one year with the option of two 12 month extensions.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Borg/Brticevic)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 November 2015 (Dobson/Glynn)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 212

That the Officer's Recommendation be adopted.

3.2 T15/26 Tree Pruning and Arboriculture Services

Reporting Officer

Manager Operational Services and Acting Manager Assets and Supply Services

Attachments

The following confidential attachment has been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for tree pruning and arboriculture services and recommend that Council accept the tender submitted by a number of organisations as a panel contract arrangement.

History

Council currently has in place a panel contract for tree pruning and arboriculture services which is due to expire on 2 December 2015. As Council continues to utilise the panel contract and expenditure over the term of the contract exceeds the legislative threshold of \$150,000, Council invited tenders for the new contract.

Report

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Procedures.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of two years with the option of two 12 month extensions to be exercised at Council's discretion.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 4 and 11 August 2015. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tender Document

Organisations were requested to submit the following information with their tender response:

- Company details
- References
- Company experience, particularly as they relates to these services
- Details of any subcontractors and their experience, particularly as they relate to the services
- details of recent similar local government contracts
- resources including details of nominated staff and their qualifications and details of their commitment in the event of an emergency situation (storm)
- specifications of equipment
- detailed information in response to fictional scenarios including a visual tree assessment report, safe operating procedures, traffic control plans, site hazard and risk assessments and a list of work crews and plant and equipment required for each scenario
- a detailed quotation in response to fictional scenarios in accordance with the Tenderer's pricing schedule
- pricing
- insurances
- environmental practices
- Work Health and Safety management systems
- conflict of interest declaration
- collusive submission declaration
- additional terms of contract, if proposed.

Tenders Received

Tenders closed on Tuesday 25 August 2015. Twelve on-time responses were received from the following organisations:

- Above All Tree Services Pty Ltd
 - Amazon Tree Services Pty Ltd
 - Ascending Tree Services Pty Ltd t/as CPE Tree Services
 - Asplundh Tree Expert (Australia) Pty Ltd
 - BJ's Tipper Hire Pty Ltd t/as BJ's Tree Service
 - Citywide Service Solutions Pty Ltd t/as Citywide
 - CJ Murphy Tree Recycling Services Pty Ltd
 - Devivo Pty Ltd t/as Friendly Fred's Tree Services
 - Plateau Tree Service Pty Ltd
 - TreeServe Pty Ltd
 - Treeworks Pty Ltd t/as Waratah Tree Services
 - Woodnutt Enterprises Pty Ltd t/as Bohmers Tree Care.
-

Evaluation Process

The Evaluation Panel, consisting of officers from Operational Services and Community Resources and Development evaluated the tenders against the following weighted assessment criteria:

- experience of the company and subcontracting
- resources and equipment
- fictional scenario response
- suitability of quoted prices for fictional scenarios
- work health and safety
- environmental commitment.

The Evaluation Panel used Council's standard 0-10 scoring system for all non-pricing criteria with 10 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined based on the combined quoted prices of the fictional scenarios.

Recommendation of the Evaluation Panel

The Evaluation Panel recommended three companies to act as a panel for the contract.

Ascending Tree Services Pty Ltd t/as CPE Tree Services is recommended as they provided:

- comprehensive details of the company experience in similar works, confirmed through satisfactory reference checks
- satisfactory details of staff including training records and qualifications
- satisfactory details of plant and equipment
- comprehensive documentation for the fictional scenarios
- suitable details of resources committed to Council in the event of an emergency situation
- satisfactory Work Health and Safety and environmental systems.

BJ's Tipper Hire Pty Ltd t/as BJ's Tree Service is recommended as they provided:

- comprehensive details of company experience in similar work, confirmed through satisfactory reference checks
 - comprehensive details of subcontractors
 - comprehensive details of staff, including qualifications and training
 - satisfactory response to an emergency situation
 - satisfactory details of plant and equipment
 - comprehensive documentation in response to the fictional scenarios
 - satisfactory Work Health and Safety and environmental systems.
-

TreeServe Pty Ltd is recommended as they provided:

- comprehensive details of company experience in similar work, confirmed through satisfactory history with Council
- satisfactory details of staff, including experience, qualifications and training
- satisfactory details of plant and equipment
- comprehensive documentation in response to the fictional scenarios
- satisfactory Work Health and Safety and environmental systems.

Tenders Not Recommended

- Above All Tree Services Pty Ltd is not recommended as they did not provide comprehensive information in relation to their company experience and their pricing for the fictional scenarios was more expensive than the recommended tenderers
- Amazon Tree Services Pty Ltd is not recommended as they did not provide comprehensive information in relation to their company experience and fictional scenarios. Their pricing for the fictional scenarios was more expensive than the recommended tenderers
- Asplundh Tree Expert (Australia) Pty Ltd is not recommended as they did not provide satisfactory details on their resources and fictional scenarios
- Citywide Service Solutions Pty Ltd t/as Citywide is not recommended as they did not provide satisfactory details on their resources and their response to the fictional scenarios was not as detailed as the recommended tenderers
- CJ Murphy Tree Recycling Services Pty Ltd is not recommended as their response to the fictional scenarios was not as detailed as the recommended tenderers
- Devivo Pty Ltd t/as Friendly Fred's Tree Services is not recommended as their response to the fictional scenarios and resources was not as detailed as the recommended tenderers
- Plateau Tree Service Pty Ltd is not recommended as they provided a more expensive price based on the fictional scenarios and their response to the fictional scenarios was not as detailed as the recommended tenderers
- Treeworks Pty Ltd t/as Waratah Tree Services were deemed as non confirming as they did not provide a response to the fictional scenario in accordance with the Request for Tender
- Woodnutt Enterprises Pty Ltd t/as Bohmers Tree Care is not recommended as their response to the fictional scenarios was not as detailed and was more expensive than the recommended tenderers.

Assurance of the Process Undertaken

In accordance with Council's Procurement Procedures, a Tender Review Panel, consisting of members of Council's Executive reviewed the Tender to assure the process was undertaken in a manner that was fair, transparent and resulted in the best value outcome to Council.

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of Ascending Tree Services Pty Ltd t/as CPE Tree Services for the provision of tree pruning and arboriculture services for a period of two years with the option of two 12 month extensions.
2. That Council accept the offer of BJ's Tipper Hire Pty Ltd t/as BJ's Tree Service for the provision of tree pruning and arboriculture services for a period of two years with the option of two 12 month extensions.
3. That Council accept the offer of TreeServe Pty Ltd for the provision of tree pruning and arboriculture services for a period of two years with the option of two 12 month extensions.
4. That the Contract documents be executed under the Common Seal of Council.
5. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Brticevic/Hawker)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 November 2015 (Dobson/Glynn)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 212

That the Officer's Recommendation be adopted.

4. EMERGENCY SERVICES

4.1 State Emergency Services Quarterly Activity Report

Reporting Officer

Manager Emergency Management and Facility Services

Attachments

Nil

Purpose

To inform Council of the activities of the Campbelltown State Emergency Service for the quarter ending 30 September 2015.

Report

Emergency Requests:

A total of 54 requests for assistance requiring volunteer hours were completed during this quarter with the unit being fully operational on three occasions. Tasks involved tarping of roofs, making trees safe and general assistance to residents and commercial premises due to heavy rain, wind and local flooding.

Volunteer Numbers: **58** Volunteer Hours: **111**

Community Events

The State Emergency Services volunteers assisted and participated in the following events.

- Reserve Forces Services Day
- Leumeah High School visited LHQ for Science
- St Thomas Moore School Fete
- City to Surf
- Rosehill Race Day
- Riverfest
- Campbellfield School Fete
- Campbelltown Challenge.

Volunteer Numbers: **76** Volunteer Hours: **629**

Other Events Attended

Campbelltown Challenge Meetings
Bus Driver for Sydney Southern Region event

Volunteer Numbers: **39** Volunteer Hours: **81**

Conference and Meeting Attendance

A number of volunteers participated in planning meetings including the following:

- Team Leader Meetings
- Flood Rescue Meetings
- Training Coordinator Meeting and Conference
- Council Meetings
- LEMC Meetings
- Management Team Meetings
- Cadet Program Meetings.

Regional Meetings were also attended

Training:

Training in: Map Reading, Storm and Water Damage, Level 2 and Level 3 Flood Boat workshops, Rescue from Vehicles in Water, 4 Wheel Drive, Driver Training for Operational Vehicles for Upgrading Licences, Flood Rescue, Swift Water Awareness, Cadet Training, Participating in a Rescue Operation (PIARO), First Aid and Electrical Awareness Training, were covered this quarter.

Volunteer Numbers: **104** Volunteer Hours: **3233**

Involvement in Other units through Assessing and Training:

Members were involved in training and assessing for other units on a number of occasions. These included: Storm and Water Damage at Camden, Urban Search and Rescue for SSR Fundamentals at Campbelltown, beacon training at SSR and at Campbelltown, First Aid at Sutherland, First Aid at Campbelltown, and Participate in a Rescue Operation at City of Sydney and Bankstown.

Volunteer Numbers: **13** Volunteer Hours: **94**

Ambulance Assist:

Two members of the Swift Water Team were involved in assisting the NSW Ambulance in rescuing a person from falling off a cliff.

Volunteer Numbers: **2** Volunteer Hours: **4**

Administration and Maintenance Hours:

Administration and maintenance at the unit headquarters but outside of the normal SES training night.

Volunteer Numbers: **62** Volunteer Hours: **155**

Controller, Deputy Controllers, Catering, Operations and Administration Hours Outside of Sign on Book:

These are hours spent by these officers conducting SES business but not accounted for in the sign on book at headquarters.

Volunteer Numbers: **8** Volunteer Hours: **638**

Certificates attained for Training Qualifications:

Total number of certificates attained by members in this three months period.

45 certificates

Total Volunteer Hours for this Quarter: **4945**

Officer's Recommendation

1. That Council note the activities undertaken by the Campbelltown SES.
2. That Council thank the Campbelltown SES for the ongoing assistance they provide to the Campbelltown community.

Committee's Recommendation: (Lake/Mead)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 17 November 2015 (Dobson/Glynn)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 212

That the Officer's Recommendation be adopted.

5. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Borg/Bricevic)

That the Committee in accordance with Section 10A of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

21. CONFIDENTIAL ITEMS

21.1 Confidential Report Directors of Companies - City Works

Reason for Confidentiality

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

Motion: (Borg/Lake)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to re-open the meeting to the public.

CARRIED

There being no further business the meeting closed at 8.18pm.

S Dobson
CHAIRPERSON
