



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that of a meeting of the Manly Tramway Loop Feasibility Working Group will be held:

DATE: Wednesday 18th May 2011

TIME: 2 pm – 4pm

PLACE: Councillors Room, Town Hall, 1 Belgrave Street, Manly

COMMITTEE MEMBERS:

Councillors

Cllr Hugh Burns

Manly Council

Other Representatives

Council Staff

HT Wong

Anthony Hewton

Ian Abbottsmith

Christina Femia

Michael Giddey

John Gilroy

Andrew Kandelas

Anneli Karlsson

Helen Lever

Jennie Minifie

Bronwen Regan

Param Rajah

Ted Williams

General Manager

Head of Strategy, Convenor

Operations Coordinator

Catchments Project Officer

Building Inspector

Manager, Organisational Development
Ranger

Transport Planner

Manager, General Manager's Office

Manager, Landuse and Planning

Manager, Communications

Divisional Manager, Civic & Urban Services

Senior Manager, Waste & Cleansing

All other Councillors are invited to attend the Working Group meetings.

Anthony Hewton

Head of Strategy

Date: 12th May 2011



TO: Manly Tramway Loop Feasibility Working Group

MEETING DATE: 18 May 2011

AUTHOR: Anthony Hewton, Head of Strategy

SUBJECT: **Draft Terms of Reference**

1. INTRODUCTION

The Manly Tramway Loop Feasibility Working Group has been established following Council Resolution 20/11. The objective of the Working Group is to investigate the feasibility of the installation of a tramway that runs around the periphery of the Manly CBD, and is conditional upon the *Manly2015* Masterplan being adopted by Council.

2. INFORMATION

Councillor Hugh Burns put a Notice of Motion to Council's meeting of the 14th February 2011 wherein he proposed that the viability of the *Manly2015* vision would be assisted by the installation of a tramway that runs around the periphery of the CBD with stops at the various attractions, destinations, and arrival and departure points (e.g. car parks, bus stops and Manly Wharf).

The Manly Tramway Loop Feasibility Working Group has been established following Council Resolution 20/11.

A Terms of Reference has been drafted, and is attached for the review of the Working Group.

3. RECOMMENDATION:

The Working Group recommends to Council that:

- 1) The draft Terms of Reference for the Manly Tramway Loop Feasibility Working Group be adopted.

Anthony Hewton, Head of Strategy
16 May 2011

ATTACHMENTS

Draft Terms of Reference, 7 pages



Manly Council Manly Tramway Loop Feasibility Working Group

***This Working Group has been established under the Local
Government Act, 1993***

The Status of the Working Group is purely advisory

Terms of Reference

The Working Group shall be known as the Manly Tramway Loop Feasibility Working Group (hereinafter called the Working Group).

1. Role and Objectives

- 1.1 This is a Working Group, convened by Council Resolution 20/11 to provide a forum for discussion and recommendation on issues relevant to Manly Council to:
 - Consider, in relation to the *Manly2015* Masterplan, the feasibility of a Manly Tramway Loop, by researching and reviewing all data available to Council in terms of technical, engineering, social, environmental, traffic, and financial considerations.
- 1.2 This Working Group will provide a report back to Council within 12 months of establishment on the feasibility of a Manly Tramway Loop.
- 1.3 The role of this Working Group is advisory in relation to the proposal and may not commit Council resources. It will make recommendations to Council for ratification.

2. Management

A. *Membership of Working Group*

The Working Group shall consist of at minimum:

One (1) Councillor representative (and the Mayor ex officio). Note: all Councillors are invited to attend meetings of the Working Group.

Thirteen (13) members are appointed as 30 March 2011, including suitably qualified representatives from the local community.

The quorum for the Working Group is 7 members.

This Working Group meets monthly over a 12-month period at a regular time and day to be fixed by the Working Group.

B. *Absence from Meetings*

A Working Group member absent from three (3) consecutive meetings of the Working Group without approval of the Working Group shall forfeit his/her place on the Working Group.

C. *Resignation from the Working Group*

Any member of the Working Group may, by notice in writing addressed to the Working Group, resign his/her office as a member.

D. *Notification of Vacancies*

- The Working Group shall notify the Council, through the Secretariat, promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Working Group.
- The Working Group shall submit to the General Manager within 28 days the name of a person considered by the Working Group to be suitable for appointment.
- The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the working group so that they can comply with the proper conduct of meetings.

3. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Terms of Reference, and Council's Code of Meeting Practice;
- Facilitate the discussion of items on the agenda in a timely manner;
- Facilitate the moving of recommendations and voting by Working Group members;
- Ensure all Working Group members have the opportunity to participate in the meetings;
- Determine the agenda for the meetings in consultation with Council's Secretariat;
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Working Group;
- Provide professional advice and administrative support;
- Comply with Council's Guide to Ethical Behaviour: Staff;
- Keep all minutes and conduct the correspondence;
- Keep a record of attendance for every member of the Working Group;
- Forward copies of minutes to all Working Group Members and to the General Manager of Council as soon as practicable;
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.

C. Members

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and any relevant training);
- Work co-operatively with other members in achieving the objectives of the Working Group;
- Contribute ideas and suggestions relating to items on the agenda;
- Show respect for their peers, councillors, staff and others during Working Group meetings;
- Provide advice and recommendations to Council on items relating to the agenda;
- Action and follow up on relevant recommendations provided by the Working Group and resolved by Council.

4. Meetings

- A meeting cannot take place unless a quorum of members is present. A **QUORUM** shall comprise of 7 members on the Working Group.
- If a quorum of members is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting, the meeting will be adjourned to a time, date and place fixed by the Chair, or, in his or her absence, by the majority of the members present.
- If the Chair is not present and a quorum of members is present, the Lead Officer should preside over the election of a chair for the meeting.
- The first item on the agenda for all meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any member who has a pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the Working Group is voting on any question in relation to the matter.
- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the Working Group. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor Working Group member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the Working Group is voting on any question in relation to the matter.
- As the Working Group is advisory it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Working Group shall have one vote and decisions shall be by simple majority. If there is more than one person present from an external organisation that is a member of the Working Group, then only one of the representatives will be entitled to vote. In the event of the votes and the members being equal, the Chair of the meeting shall have a casting vote in addition to his/her deliberative vote.

5. Agendas, Reports and Minutes

- The agendas and minutes of the Working Group shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Working Group for confirmation. The draft minutes will then be circulated to Working Group members. Any questions by members regarding the minutes are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.
- Minutes will be completed within 2 weeks of the Working Group meeting and then reported to the next available Council Meeting.
- All agendas shall be published on Council's website prior to the meeting.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- Members of the Working Group are not permitted to speak to the media as representatives of the Working Group unless approved by Council.

8. Insurance

Council shall affect personal accident insurance on Working Group members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Working Group and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

The Working Group shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

10. Dissolution

- All Working Groups are automatically dissolved from the date of the quadrennial election.

Adopted

Modified

DRAFT

Addendum:

Staff Officer / Convenor:

Anthony Hewton, Head of Strategy

Name(s) of Councillor Representative:

Councillor Hugh Burns

Note: all Councillors are invited to attend meetings of the Working Group.

Working Group members:

Manly Council:

HT Wong	General Manager
Anthony Hewton	Head of Strategy, Convenor
Ian Abbottsmith	Operations Coordinator
Christina Femia	Catchments Project Officer
Michael Giddey	Building Inspector
John Gilroy	Manager, Organisational Development
Andrew Kandelas	Ranger
Anneli Karlsson	Transport Planner
Helen Lever	Manager, General Manager's Office
Jennie Minifie	Manager, Landuse and Planning
Bronwen Regan	Manager, Communications
Param Rajah	Divisional Manager, Civic & Urban Services
Ted Williams	Senior Manager, Waste & Cleansing

Community Members:

To be advised



TO: Manly Tramway Loop Feasibility Working Group

MEETING DATE: 18 May 2011

AUTHOR: Anthony Hewton, Head of Strategy

SUBJECT: **Consideration of a Community Representative on the Working Group**

1. INTRODUCTION

Expressions of Interest from community members to participate on the Manly Tramway Loop Feasibility Working Group were called in March 2011. To date Council has received one Expression of Interest from the local community.

2. INFORMATION

The General Manager called for Expressions of Interest from staff and the community via an email to staff on 2nd March 2011.

To date Council has received one Expression of Interest from the local community. Mr Terry Boardman (refer to Attachment 1) has been a driver of heritage trams at the Sydney Tramway Museum for the past 15 years.

3. RECOMMENDATION:

The Working Group recommends to Council that:

- 1) Mr Terry Boardman be invited to sit on the Manly Tramway Loop Feasibility Working Group as a community representative.

Anthony Hewton, Head of Strategy

16 May 2011

ATTACHMENTS

Manly2015 Heritage Tramway Loop Expression of Interest, 1 page

5th March 2011

General Manager's Office- Attention Anthony H or Helen L

Manly 2015 – Heritage Tram Loop - Expression of Interest

My son, who is a Council Lifeguard, has told me that Mr Wong is seeking expressions of Interest from people who have expertise or technical know-how in heritage trams

I have been a tram driver of heritage trams at the Sydney Tramway Museum at Loftus for the past 15 years and with Bendigo Tramways for the past five years

The operation at Loftus uses, in the main, trams that operated in the Sydney area up until 1961 when the system closed. Some did in fact also run on the Manly system prior to its closure in 1939. The museum's lines cross public roads but do not run along them

Operations at Bendigo would be closer to the type of operation that seems to be envisaged for Manly. All trams are heritage and were sourced from Bendigo, Melbourne, Adelaide and elsewhere

The service in Bendigo is mainly directed at tourists. Trams run from the Central Deborah Mine, a tourist facility, along the main street through the commercial heart of the city passing many historic buildings and interesting landmarks and then along lesser streets past Lake Weeroona to North Bendigo and the historic Joss House, another tourist attraction

The tram tracks are owned by the City of Bendigo and the trams by the Bendigo Trust, a not for profit organisation that was formed by the City Council in 1970 to manage Council owned tourist attractions

Tram crews, and other workers on the tramway, comprise a mixture of unpaid volunteers and paid staff. These work in complete harmony

Trams run to either a 60 or 30 minute timetable, depending on the time of the year, and between 9.30 am and 4 pm seven days a week. Special services cater for groups and additional services run on holidays and at busy periods. The round trip is 8.4km in length and with a commentary lasts about 55 minutes

The Bendigo Tramways web site, and its links, give details of the Tramway and the Trust. See <http://www.bendigotramways.com/>

Please accept this document as an expression of interest

Terry Boardman

25 Curban Street

Balgowlah Heights 2093

0421 077 747

terry.boa@bigpond.com