



Minutes

of an Ordinary Meeting
held at 6.00pm

18 October 2010

Note:
Minutes subject to confirmation at
a meeting of the Council to be held on
15 November 2010

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Minutes of an ordinary meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 18 October 2010 commencing at 6.00pm.

Councillors attendance

Cr Jan Bonde (Acting Mayor)	Cr Lionel Bonde
Cr John Deacon	Cr Amanda Diprose
Cr David Dry	Cr Cheryl Fuller
Cr Ken Haines	Cr Gerry Howard
Cr Brian Robertson	Cr Tony van Rooyen
Cr Philip Viney	

Employees attendance

General Manager (Ms Sandra Ayton)
Acting Director Corporate & Community Services (Mr Stuart Arnot)
Director Development & Regulatory Services (Mr Michael Stretton)
Director Engineering Services (Mr Bevin Eberhardt)
Executive Services Officer (Mr Graeme Marshall)

Media attendance

The Advocate newspaper.

Public attendance

Three members of the public attended during the course of the meeting.

Prayer

The Meeting opened in Prayer

312/2010 The late Mayor, Cr Mike Downie

A minute's silence was observed in recognition of the passing of the Mayor, Cr Mike Downie.

The Acting Mayor reported as follows:

“Mayor Mike Downie sadly passed away on 23 September 2010 after a long illness, having served on the Penguin Council from 1979 to 1991 and with the Central Coast Council from 1993. He was elected Mayor in 1998 and held that position until his passing.

Mayor Downie was a visionary and strategic thinker, respected by Councillors, staff, his community and throughout all levels of Government. He was passionate about local government and a strong advocate for the Central Coast and the North West Region.

He will be remembered for his encouragement, his friendly manner and good humour, and his unwaning passion for his community and the Collingwood football club. He was a Mayor for the people, always ready to listen and help wherever he could.

Mayor Downie led by example wearing his ‘Hello’ badge proudly, believing our community would be a better place if we lifted our heads, smiled and said ‘Hello’.

Our community is a better place for his leadership and he will be sadly missed by Councillors, staff and the Central Coast community.”

- Cr Deacon moved and Cr Haines seconded, “That the Council record its sorrow at the passing of Mayor Mike Downie on 23 September 2010, and that it express its gratitude for his leadership and representation of the Council and the Central Coast community.”

Carried unanimously

- Cr Haines moved and Cr Robertson seconded, “That the Council recognise the organisational work undertaken by the staff who were ushers and who maintained traffic control during the funeral of our late Mayor, Mike Downie. The Council thanks you and appreciates all your efforts.

And that a special thankyou be made to the General Manager, Sandra Ayton, and all other staff who, during a sad and difficult time, were so supportive.”

Carried unanimously

At this time the Acting Mayor conveyed the Council’s thoughts and sympathy to Cr Lionel Bonde upon the passing of his daughter, Carolyn Faulkner.”

CONFIRMATION OF MINUTES OF THE COUNCIL

313/2010 Confirmation of minutes

The Executive Services Officer reported as follows:

“The minutes of the previous ordinary meeting of the Council held on 20 September 2010 have already been circulated. The minutes are required to be confirmed for their accuracy.

The *Local Government (Meeting Procedures) Regulations 2005* provide that in confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.”

■ Cr Robertson moved and Cr Viney seconded, “That the minutes of the previous ordinary meeting of the Council held on 20 September 2010 be confirmed.”

Carried unanimously

Cr (L) Bonde left the meeting at this stage.

COUNCIL WORKSHOPS

314/2010 Council workshops

The Executive Services Officer reported as follows:

“The following council workshops have been held since the last ordinary meeting of the Council.

. 13.09.2010 – Cradle Mountain Water update by CEO

-
- . 27.09.2010 – General Manager’s Quarterly Performance Review
 - . 04.10.2010 – Wharf and Maskell’s land redevelopment
 - . 11.10.2010 – Health and Wellbeing Project and Apex Club of Ulverstone re caravan parks

This information is provided for the purpose of record only.”

- Cr van Rooyen moved and Cr Fuller seconded, “That the Officer’s report be received.”

Carried unanimously

MAYOR’S COMMUNICATIONS

315/2010 Mayor’s communications

The Acting Mayor reported as follows:

“I have no communications at this time.”

316/2010 Mayor’s diary

The Acting Mayor reported as follows:

“I have attended the following events and functions on behalf of the Council:

- . Mersey-Leven Emergency Management Planning Committee - meeting (Sheffield)
- . Central Coast Chamber of Commerce and Industry - retail promotions meeting
- . Order of Australia, North West Regional Group - reception for Bob & Jean Boyd OAMs and fellow Honours recipients
- . Resource Management and Planning Appeal Tribunal - mediation hearing for Isandula Road development application
- . Funeral for Mayor Mike Downie
- . Seniors Week 2010 - launch of Central Coast program
- . Ulverstone Repertory Theatre Society - production of ‘Caravan’
- . Australian Local Government Women’s Association (ALGWA) - launch of WomenCan Campaign (Oatlands)
- . Turners Beach Bowls Club - season opening day
- . Ulverstone Senior Citizens Club - Mayor’s Cup presentation

-
- Community fire appeal - cheque presentation for the Fielding Family
 - Central Coast Adult Day Centre - open day
 - Food Connections Tasmania - meeting
 - Penguin Primary School - official opening of Community Learning Centre
 - Penguin Primary School - 125 year anniversary gala dinner
 - Ulverstone Football Club - annual dinner
 - Girl Guides Australia - 'Fly the Flag' celebration and open day
 - Devonport City Council - Cycling Network Strategy launch (Devonport)
 - ALGWA and Heart Foundation - breakfast (Burnie)
 - Rotary Club of Ulverstone West - Health & Wellbeing Expo
 - Variety Oasis Tasbash 2010 - launch (Ulverstone)
 - Eliza Purton Home - Coroneagh Park fair
 - Rotary Club of Ulverstone West - Beyond Blue gala dinner
 - Heartbeat Tasmania, Ulverstone Assistance Group - 20th anniversary lunch.

Cr Brian Robertson has represented me at the following event:

- Ulverstone Soccer Club - 50th annual dinner and awards night.”

Cr Deacon reported as follows:

“On behalf of the Acting Mayor I attended the North West Area Health Services launch of the Appetite 4 Change facilitator manual.”

Cr Robertson reported as follows:

“On behalf of the Acting Mayor I attended the Mass of Thanksgiving conducted by the Mersey Leven Catholic Parish to celebrate the canonisation of Mary MacKillop.”

■ Cr Haines moved and Cr Deacon seconded. “That the reports of the Acting Mayor and Crs Deacon and Robertson be received.”

Carried unanimously

317/2010 Pecuniary interest declarations

The Acting Mayor reported as follows:

“Councillors are requested to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.”

The Executive Services Officer reported as follows:

“The *Local Government Act 1993* provides that a councillor must not participate at any meeting of a council in any discussion, nor vote on any matter, in respect of which the councillor has an interest or is aware or ought to be aware that a close associate has an interest.

Councillors are invited at this time to declare any interest they have on matters to be discussed at this meeting. If a declaration is impractical at this time, it is to be noted that a councillor must declare any interest in a matter before any discussion on that matter commences.

All interests declared will be recorded in the minutes at the commencement of the matter to which they relate.”

No interests were declared at this time.

318/2010 Public question time

The Acting Mayor reported as follows:

“At 6.40pm or as soon as practicable thereafter, a period of not more than 30 minutes is to be set aside for public question time during which any member of the public may ask questions relating to the activities of the Council.

Public question time will be conducted as provided by the *Local Government (Meeting Procedures) Regulations 2005* and the supporting procedures adopted by the Council on 20 June 2005 (Minute No. 166/2005).”

COUNCILLOR REPORTS

319/2010 Councillor reports

The Executive Services Officer reported as follows:

“Councillors who have been appointed by the Council to community and other organisations are invited at this time to report on actions or provide information arising out of meetings of those organisations.

Any matters for decision by the Council which might arise out of these reports should be placed on a subsequent agenda and made the subject of a considered resolution.”

No reports were made.

APPLICATIONS FOR LEAVE OF ABSENCE

320/2010 Leave of absence

The Executive Services Officer reported as follows:

“The *Local Government Act 1993* provides that the office of a councillor becomes vacant if the councillor is absent without leave from three consecutive ordinary meetings of the council.

The Act also provides that applications by councillors for leave of absence may be discussed in a meeting or part of a meeting that is closed to the public.

There are no applications for consideration at this meeting.”

DEPUTATIONS

321/2010 Deputations

The Executive Services Officer reported as follows:

“No requests for deputations to address the meeting or to make statements or deliver reports have been made.”

PETITIONS

322/2010 Petitions

The Executive Services Officer reported as follows:

“No petitions under the provisions of the *Local Government Act 1993* have been presented.”

COUNCILLORS' QUESTIONS

323/2010 Councillors' questions without notice

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2005* provide as follows:

- '29 (1) A councillor at a meeting may ask a question without notice of the chairperson or, through the chairperson, of –
- (a) another councillor; or
 - (b) the general manager.
- (2) In putting a question without notice, a councillor must not –
- (a) offer an argument or opinion; or
 - (b) draw any inferences or make any imputations –
- except so far as may be necessary to explain the question.
- (3) The chairperson must not permit any debate of a question without notice or its answer.
- (4) The chairperson, councillor or general manager who is asked a question without notice may decline to answer the question.
- (5) The chairperson may refuse to accept a question if it does not relate to the activities of the council.
- (6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes.
- (7) The chairperson may require a councillor to put a question without notice in writing.'

If a question gives rise to a proposed matter for discussion and that matter is not listed on the agenda, Councillors are reminded of the following requirements of the Regulations:

- '8 (5) Subject to subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.
- (6) A council by absolute majority... may decide at an ordinary meeting to deal with a matter that is not on the agenda if the general manager has reported –
 - (a) the reason it was not possible to include the matter on the agenda; and
 - (b) that the matter is urgent; and
 - (c) that (qualified) advice has been provided under section 65 of the Act.'

Councillors who have questions without notice are requested at this time to give an indication of what their questions are about so that the questions can be allocated to their appropriate Departmental Business section of the agenda.”

The allocation of topics ensued.

324/2010 Councillors' questions on notice

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2005* provide as follows:

'30 (1) A councillor, at least 7 days before an ordinary meeting of a council or council committee, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.

(2) An answer to a question on notice must be in writing.'

It is to be noted that any question on notice and the written answer to the question will be recorded in the minutes of the meeting as provided by the Regulations.

Any questions on notice are to be allocated to their appropriate Departmental Business section of the agenda.

No questions on notice have been received.”

DEPARTMENTAL BUSINESS

DEVELOPMENT & REGULATORY SERVICES

325/2010 Heybridge Improvement Association's Home Sustainability Project

■ Cr Fuller (having given notice) moved and Cr Deacon seconded, "That the Council provide in-principle support to the Home Sustainability Project being undertaken by the Heybridge Improvement Association and authorise the General Manager to provide an appropriate level of support which can be accommodated within existing budgets and resources."

Cr Fuller, in support of her motion, submitted as follows:

"Councillors have recently received correspondence from the Heybridge Improvement Association requesting support for their incentive 'Home Sustainability Project'.

The Association is to be commended for their ongoing ownership and maintenance of the Blythe Heads Hall and meeting social needs in the small Heybridge community.

The Home Sustainability Project is one example of the Association's proactive work to support families in the area."

The Director Development & Regulatory Services reported as follows:

"PURPOSE

This report considers a motion on notice from Cr Fuller proposing that the Council provide in-principle support to the Heybridge Improvement Association in the provision of the Home Sustainability Project they are running in the Heybridge area entitled, '*Local Knowledge, Local Action*'.

BACKGROUND

The Heybridge Improvement Association ('the Association') have been successful in attaining an '*Earn your Stars*' micro-grant from the Tasmanian Climate Change Office for their project - '*Local Knowledge, Local Action*'. The project aims to provide basic knowledge, practical skills and inspiration to the residents of Heybridge/Blythe Heads and surrounding districts (Sulphur Creek to Chasm Creek)

to take action on climate change in their homes. Additionally, the program will provide real on-the-ground solutions for residents to reduce their household energy costs.

As part of the program, a series of workshops, including information sessions and hands-on practical experience, will run from November through to April at the Blythe Heads Hall, using the skills and knowledge of local people. Residents of Heybridge and surrounds will be personally invited, although the workshops will be open to anyone.

The project is based on the premise that much of the necessary knowledge and skills for creating change can be found in the communities in which we live. Participants in the project will be engaged and recruited by the following means:

- . Direct invitation to Heybridge Improvement Association members;
- . Specifically inviting respected, long-standing members of the community and people within their circle of influence; and
- . Promotion through the local shop, volunteer fire service, letterboxing and door knocking.

The Association recognises that the demographic of the Central Coast region includes many elderly and socially disadvantaged households who are faced with the challenge of rising energy costs. They believe that there is potential to extend the project to become a municipal-wide initiative that will be seen as a proactive measure to help households reduce power bills, thereby easing the cost of living and generating a positive outcome for our environment as well.

The Association is seeking support from the Council in the program through the sharing of relevant information and resources.

DISCUSSION

The Council recognises the importance of committing to the long-term and strategic considerations of climate change and has included 'The Environment and Sustainable Infrastructure' as one of the five directions in the Strategic Plan 2009-2014. To achieve this strategic direction, the plan includes the following strategies and key actions:

'...Contribute to the preservation of the natural environment ...

- . *Investigate and plan for the effects of climate change on the local area;*

- . *Implement suitable climate change adaptation and/or mitigation strategies; and*
- . *Provide support and assistance to community groups engaged in environmental activities in Central Coast ...'.*

Additionally, the Council is fully cognisant of the impact that rising energy prices are having on the community and has committed itself to initiatives to reduce household energy use.

One initiative which the Council has successfully implemented throughout this year to reduce household energy usage has been the Home Energy Audit Toolkit (HEAT) Program. This program involved the purchase of a HEAT kit which is loaned out to residents in order for them to undertake home energy audits to identify ways that they can reduce their household energy costs. This kit is being widely used and currently has an eight-month waiting list. This high level of demand has been driven solely by the Hobart City Council-based television advertising campaign without any additional advertising by the Central Coast Council.

The program proposed by the Association is based on a very similar premise to the HEAT program; however, their '*Local Knowledge, Local Action*' program will provide additional levels of information and support through local workshop-based sessions.

The Council is in a position to support the Association in the delivery of its program within existing budgetary and resource constraints. The program can be utilised as a pilot to determine the practicality of expanding it to include other areas within Central Coast. The support may include:

- . The purchase of an additional HEAT kit for use in the program. Given the interest in the Council's HEAT program, it is expected that a second kit will be necessary to keep up with the level of demand. The Council currently has an eight-month waiting list for its single kit and following the conclusion of the Association's program, the kit would be returned to Council for continued use in the HEAT program. The cost of a kit is \$500.00 which can be accommodated within the existing climate change budget; and
- . Provide additional information, resources and links on the Council's website to assist people in reducing their household energy use. The Association's program could be promoted through the Council's website and could then be a platform for rolling the program out to other areas in Central Coast.

CONSULTATION

Consultation has been carried out with representatives from the Heybridge Improvement Association and Cr Fuller over this matter.

IMPACT ON RESOURCES

Other than the cost of the additional HEAT kit, the resources involved in sourcing information, links and resources for the Council's website will be carried out by Council staff and Association members.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

The Environment and Sustainable Infrastructure:

- Promote and participate in regional, State and national climate change-related initiatives
- Investigate and plan for the effects of climate change on the local area
- Implement suitable climate change adaptation and/or mitigation strategies
- Provide support and assistance to community groups engaged in environmental activities in Central Coast, such as Coastcare and Rivercare

CONCLUSION

Cr Fuller's motion is submitted for consideration."

Motion

Carried unanimously

326/2010 Development & Regulatory Services determinations

The Director Development & Regulatory Services reported as follows:

"A Schedule of Development & Regulatory Services Determinations made during the month of September 2010 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

DEVELOPMENT & REGULATORY SERVICES

- Cr Robertson moved and Cr Howard seconded, “That the Schedule of Development & Regulatory Services Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

GENERAL MANAGEMENT

327/2010 Minutes and notes of committees of the Council and other organisations

The General Manager reported as follows:

“The following (non-confidential) minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

- . Ulverstone Local History Museum Committee - meeting held on 19 August 2010
- . Forth Community Representatives Committee - meeting held on 1 September 2010
- . Youth Engaged Steering Committee - meeting held on 23 September 2010
- . Ulverstone Local History Museum Committee - meeting held on 23 September 2010
- . Development Support Special Committee - meeting held on 27 September 2010
- . Penguin Miniature Railway Management Committee - meeting held on 28 September 2010.

Copies of the minutes and notes have been circulated to all Councillors.”

■ Cr Fuller moved and Cr Viney seconded, “That the (non-confidential) minutes and notes of committees of the Council be received.”

Carried unanimously

328/2010 Code of Conduct Panel - Appointment of Chairperson (349/2009 - 03.11.2009)

The General Manager reported as follows:

“PURPOSE

The purpose of this report is to promote appointment of a chairperson of the Council’s Code of Conduct Panel.

BACKGROUND

The Council has an adopted Code of Conduct for Councillors and it has previously appointed Councillors and a chairperson to the Panel (Minute No. 349/2009 – 03.11.2009).

The chairperson was the late Mrs Judith Liauw. Following the recent death of Mrs Liauw, it is necessary to appoint a replacement chairperson.

Sections 28E, 28F, and 28G of the *Local Government Act 1993* set out the process for establishment of the Code of Conduct and the Panel. An extract from the Act outlining those sections is attached for information.

A person of good standing must be appointed under s.28G(2) as the chairperson of the Code of Conduct Panel.

DISCUSSION

The person appointed as chairperson of the Panel is to be ‘a person of good standing in the community and is not or has not been a councillor or employee (of the Council) within the previous 5 years.’

An agreed process by Councillors of nominating a person for this role has been proceeded with, and the Reverend John Tongue has agreed to accept nomination.

CONSULTATION

This is an internal governance matter for determination by Councillors.

IMPACT ON RESOURCES

The appointment process is one of an administrative nature requiring minor expense.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

- Council Sustainability and Governance
- Improve corporate governance
 - Effective communication and engagement

CONCLUSION

The acceptance of nomination is the outcome of the process established to select a chairperson of the Code of Conduct Panel.”

The Executive Services Officer reported as follows:

“An extract (s.28E – s.28G) from the *Local Government Act 1993* has been circulated to all Councillors.”

- Cr Deacon moved and Cr Haines seconded, “That the Reverend John Tongue be appointed as chairperson of the Council’s Code of Conduct Panel.”

Carried unanimously

329/2010 Annual Report for the year ended 30 June 2010

The General Manager reported as follows:

“PURPOSE

The purpose of this report is to approve the Annual Report for the year ended 30 June 2010.

BACKGROUND

The *Local Government Act 1993* (the Act) provides that a council must prepare an Annual Report.

An Annual Report for the period 2009–2010 has been prepared as required and a copy has been circulated to all Councillors as a separately bound document.

The Annual Report is the major reporting mechanism to the community.

The Act provides the requirements for the preparation of the Annual Report and directs that a council must invite the community to make submissions on its report for discussion at its Annual General Meeting.

DISCUSSION

Discussion has been provided for within the Annual Report.

CONSULTATION

A draft Annual Report was forwarded to the Tasmanian Audit Office for review in accordance with Auditing Standard AUS212.

Community reporting will take place as part of the Annual General Meeting which is scheduled to be held in the Council at the Administration Centre at 7.00pm on Monday, 22 November 2010.

IMPACT ON RESOURCES

The cost of preparation of the Annual Report has been provided for within the Estimates.

CORPORATE COMPLIANCE

Preparation of the Annual Report is a statutory requirement.

CONCLUSION

The Annual Report is recommended for approval.”

The Executive Services Officer reported as follows:

“A copy of the Annual Report for the year ended 30 June 2010 has been circulated to all Councillors.”

- Cr Fuller moved and Cr Diprose seconded, “That the Annual Report for the year ended 30 June 2010 be approved.”

Carried unanimously

CORPORATE & COMMUNITY SERVICES

330/2010 Correspondence addressed to the Mayor and Councillors

The Acting Director Corporate & Community Services reported as follows:

“PURPOSE

This report is to inform the meeting of any correspondence received during the month of September 2010 and which was addressed to the ‘Mayor and Councillors’. Reporting of this correspondence is required in accordance with Council policy.

CORRESPONDENCE RECEIVED

The following correspondence has been received and circulated to all Councillors:

- Letter from the Penguin Tennis Club advising of its willingness to contribute to the Penguin Master Plan in respect of the tennis facility.
- Email seeking support for the home sustainability project.
- Email supporting the naming of the new Leven bridge after Mayor Mike Downie.
- Email requesting information about the Ulverstone wharf development

Where a matter requires a Council decision based on a professionally developed report the matter will be referred to the Council. Matters other than those requiring a report will be administered on the same basis as other correspondence received by the Council and managed as part of the day-to-day operations.”

- Cr Haines moved and Cr van Rooyen seconded, “That the Acting Director’s report be received.”

Carried unanimously

331/2010 Common seal

The Acting Director Corporate & Community Services reported as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 21 September to 18 October 2010 is submitted.

The Schedule for this period only includes for information advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities.”

The Executive Services Officer reported as follows:

“A copy of the Schedule has been circulated to all Councillors.”

■ Cr Deacon moved and Cr Robertson seconded, “That (a copy of the Schedule of Documents for Affixing of the Common Seal being appended to and forming part of the minutes) the advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities be received.”

Carried unanimously

332/2010 Financial statements

The Acting Director Corporate & Community Services reported as follows:

“The following principal financial statements of the Council for the period ended 30 September 2010 are submitted for consideration:

- . Summary of Rates and Fire Service Levies
- . Operating and Capital Statement
- . Cashflow Statement
- . Capital Works Resource Schedule.”

The Executive Services Officer reported as follows:

“Copies of the financial statements have been circulated to all Councillors.”

■ Cr Fuller moved and Cr Deacon seconded, “That the financial statements (copies being appended to and forming part of the minutes) be received.”

Carried unanimously

ENGINEERING SERVICES

333/2010 Engineering Services determinations

The Director Engineering Services reported as follows:

“A Schedule of Engineering Services Determinations made during the month of September 2010 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reported as follows:

“A copy of the Schedule has been circulated to all Councillors.”

■ Cr van Rooyen moved and Cr Howard seconded, “That the Schedule of Engineering Services Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

334/2010 Tenders for Crawford Creek bridge, Preston Castra Road, Central Castra

The Director Engineering Services reported as follows:

PURPOSE

The purpose of this report is to make recommendation on tenders received for the replacement of the existing bridge over Crawford Creek on Preston Castra Road, Central Castra.

BACKGROUND

The Engineering Group Leader reported as follows.

‘Design and construct tenders were called for the above bridge replacement on 21 August 2010, closing at 2.00pm on 22 September 2010. A minimum conforming standard was outlined, along with general evaluation criteria for improved structures subject to available funding within the overall Bridge capital works budget.

DISCUSSION

Tenders were received as follows (including GST and \$10,000 contingency):

TENDERER	PRICE \$
Tas Span Pty Ltd	165,774.30
VEC Civil Engineering Pty Ltd	170,340.00
<i>ESTIMATE</i>	180,000.00

Tas Span Pty Ltd -

- . Single span, 9.0m overall.
- . Replaced in the same location as existing.
- . Single lane - 4.5m between barriers.
- . Superstructure - Precast concrete beams.
- . Substructure - Steel pile and concrete construction.
- . W-beam guardrail on bridge with w-beam guardrail on approaches.
- . Roadworks at both ends to match into existing.
- . Lifespan 100 years.

VEC Civil Engineering Pty Ltd -

- . Single span, 6.0m overall.
- . Replaced in the same location as existing.
- . Single lane - 4.5m between barriers.
- . Superstructure - Precast concrete plank deck.
- . Substructure - Steel pile and concrete construction.
- . W-beam guardrail on bridge with w-beam guardrail on approaches.
- . Roadworks at both ends to match into existing.
- . Lifespan 100 years.

The preferred option for any bridge replacement is with a permanent concrete structure if it falls within budget as there are low lifecycle and maintenance costs. Both tenderers provided concrete permanent options and are within budget.

The two tenderers are recognised as being competent to perform the works and their structures conform to relevant standards.

Both tender designs are similar in that they propose a structural concrete deck sitting on concrete abutments over steel piles. Standard w-beam railing is proposed on both. The existing stone abutments will remain.

The Council uses a weighted tender assessment method based on:

- . compliance with tender documents;
- . experience;
- . personnel;
- . construction period;
- . OHWS system and record; and
- . tender price/value for money.

Tas Span Pty Ltd achieved the highest rating based on this method.

CONSULTATION

This item has followed a public tendering process.

Local consultation and public notice will be provided at the time of construction.

IMPACT ON RESOURCES

All tenders are below the budget estimate.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- . Provide for a diverse range of movement patterns
- . Connect the people with services

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- . Improve service provision
- . Improve the Council's financial capacity to sustainably meet community expectations

CONCLUSION

It is recommended that the following tender be accepted and approved by the Council:

Crawford Creek bridge, Preston Castra Road, Central Castra – Tas Span Pty Ltd for the sum of \$165,774.30 (including GST).’

The Engineering Group Leader’s report is supported.”

- Cr van Rooyen moved and Cr Diprose seconded, “That the tender from Tas Span Pty Ltd for the sum of \$165,774.30 (including GST), for replacement of the Crawford Creek Bridge, Preston Castra Road, Central Castra, be accepted.”

Carried unanimously

335/2010 Tenders for Jean Brook bridge, Smiths Plains Road, South Nietta

The Director Engineering Services reported as follows:

“PURPOSE

The purpose of this report is to make recommendation on tenders received for the replacement of the existing bridge over the Jean Brook on Smiths Plains Road, South Nietta.

BACKGROUND

The Engineering Group Leader reported as follows.

‘Design and construct tenders were called for the above bridge replacement on 21 August 2010, closing at 2.00pm on 22 September 2010. A minimum conforming standard was outlined, along with general evaluation criteria for improved structures subject to available funding within the overall Bridge capital works budget.

DISCUSSION

Tenders were received as follows (including GST and \$10,000 contingency):

ENGINEERING SERVICES

TENDERER	PRICE \$
Tas Span Pty Ltd	176,457.50
VEC Civil Engineering Pty Ltd	169,380.00
<i>ESTIMATE</i>	179,000.00

Tas Span Pty Ltd -

- . Single span, 9.0m overall.
- . Replaced in the same location as existing.
- . Single lane - 4.5m between barriers.
- . Superstructure - Precast concrete beams.
- . Substructure - Precast concrete abutments.
- . W-beam guardrail on bridge with w-beam guardrail on approaches.
- . Roadworks at both ends to match into existing.
- . Lifespan 100 years.

VEC Civil Engineering Pty Ltd -

- . Single span, 6.5m overall.
- . Replaced in the same location as existing.
- . Single lane - 4.5m between barriers.
- . Superstructure - Precast concrete plank deck.
- . Substructure - Steel pile and concrete construction.
- . W-beam guardrail on bridge with w-beam guardrail on approaches.
- . Roadworks at both ends to match into existing.
- . Lifespan 100 years.

The preferred option for any bridge replacement is with a permanent concrete structure if it falls within budget as there are low lifecycle and maintenance costs. Both tenderers provided concrete permanent options and within budget.

The two tenderers are recognised as being competent to perform the works and their structures conform to relevant standards.

The tender designs are similar in their design of the superstructure. Both propose a structural concrete deck. The substructure designs differ with VEC Civil Engineering specifying concrete abutments founded on steel piles.

Tas Span have specified a precast concrete footing founded on in-situ material.

Standard w-beam railing is proposed on both. The existing log abutments will be removed.

The Council uses a weighted tender assessment method based on:

- . compliance with tender documents;
- . experience;
- . personnel;
- . construction period;
- . OHWS system and record; and
- . tender price/value for money.

VEC Civil Engineering achieved the highest rating based on this method.

CONSULTATION

This item has followed a public tendering process.

Local consultation and public notice will be provided at the time of construction.

IMPACT ON RESOURCES

All tenders are below the budget estimate.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- . Provide for a diverse range of movement patterns
- . Connect the people with services

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- . Improve service provision

- . Improve the Council's financial capacity to sustainably meet community expectations

CONCLUSION

It is recommended that the following tender be accepted and approved by the Council:

Jean Brook bridge, Smiths Plains Road, South Nietta – VEC Civil Engineering Pty Ltd for the sum of \$169,380.00 (including GST.)

The Engineering Group Leader's report is supported.”

- Cr van Rooyen moved and Cr Robertson seconded, “That the tender from VEC Civil Engineering Pty Ltd for the sum of \$169,380.00 (including GST), for replacement of the Jean Brook bridge, Smiths Plains Road, South Nietta, be accepted.”

Carried unanimously

336/2010 Tenders for resealing of urban and rural roads

The Director Engineering Services reported as follows:

“PURPOSE

To make recommendation on tenders received for the resealing of urban and rural roads.

BACKGROUND

Expressions of interest for sprayed bituminous surfacing were invited on 19 May 2010 as part of the Council's Annual Tender process. Submissions were received from Venarchie Contracting, Hardings Hotmix Pty Ltd, Roadways Pty Ltd and Downer EDI Works who were included on the Multiple Use Register.

Tenders for urban and rural reseals were called from all registered contractors on 31 August 2010, closing at 2.00pm on Wednesday, 29 September 2010.

DISCUSSION

The Engineering Group Leader reported as follows:

‘Tenders were received as follows (including GST):

TENDERER	PRICE \$
Roadways Pty Ltd	585,195.36
Venarchie Contracting	547,017.21
Hardings Hotmix Pty Ltd	544,878.25
Downer EDI Works	523,481.40
<i>ESTIMATE</i>	<i>550,000.00</i>

Tender rate comparisons with last year's lowest tenders are as follows:

RESEAL AREA	THIS YEAR'S LOWEST TENDER	THIS YEAR'S HIGHEST TENDER
Rural	7%	22%
Urban	-2%	6%

With increases still occurring annually it is evident the reseal budgets will need to be increased. This will be considered as part of the Council's sustainability reviews and long-term financial plans this year.

The Council uses a weighted tender assessment method based on:

- . Compliance with tender documents;
- . Previous work for the Council;
- . Proposed construction period; and
- . Tender price.

Based on the evaluation, the order of preference of tenders is:

- 1 Hardings Hotmix Pty Ltd
- 2 Venarchie Contracting
- 3 Downer EDI Works
- 4 Roadways Pty Ltd

Hardings Hotmix Pty Ltd is therefore recommended for acceptance.

CONSULTATION

This item has followed an invited tendering process.

IMPACT ON RESOURCES

The budget for urban and rural reseals is \$650,000 which includes an allowance for reseat preparation. The estimate for reseat preparation is \$100,000. The tender from Hardings Hotmix Pty Ltd can be accommodated within the budget.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009–2014 includes the following strategies and key actions:

A Connected Central Coast

- . Provide for a diverse range of movement patterns
- . Connect the people with services
- . Improve community wellbeing

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- . Improve service provision
- . Improve the Council's financial capacity to sustainably meet community expectations

CONCLUSION

It is recommended that the following tender be accepted and approved by the Council:

Urban and rural reseals – Hardings Hotmix Pty Ltd for the sum of \$544,878.25(including GST).'

The Engineering Group Leader's report is supported."

- Cr Haines moved and Cr van Rooyen seconded, "That the tender from Hardings Hotmix Pty Ltd for the sum of \$544,878.25 (including GST), for the resealing of urban and rural roads, be accepted."

Carried unanimously

337/2010 Leven River Wharf Precinct Stage 1 Redevelopment – Expressions of Interest and Design Tenders

The Executive Services Officer reported as follows:

“The following report by the Director Engineering Services on expressions of interest and design tenders received for the Leven River Wharf Precinct Stage 1 redevelopment is incomplete.

Because of the critical time schedule of the project, assessment of tenders was being undertaken in the week prior to this meeting of the Council to avoid delaying the Council’s consideration until the following meeting.

A report by the Engineering Group Leader on the tender assessment outcome was circulated to all Councillors on 15 October 2010.”

The Director Engineering Services reported as follows:

“PURPOSE

The purpose of this report is to consider expressions of interest and design tenders received for the Leven River Wharf Precinct Stage 1 Redevelopment.

BACKGROUND

The Council has recently purchased the Ulverstone Wharf and adjoining land linking the wharf to the Leven River Bridge and Anzac Park. It is proposed to redevelop the site and building to provide community facilities and upgraded urban landscape and open space facilities for Ulverstone. The Council is seeking expressions of interest (EOI) and design tenders for a number of engineering and architectural consulting services to progress the design and documentation of the project.

Project Plan Stage 1 estimated construction costs (exc. GST) applicable to these design services are as follows:

Stage 1.1 – \$2.55M

Wharf building and surrounds

Stage 1.2 – \$0.50M

CBD – Wharf pedestrian access and viewing platform/landscaping

Stage 1.3 – \$0.57M

Shared pathway and landscape link between wharf and bridge

Total Estimate Stage 1 – \$3.62M

Concept plans have been developed by Council staff and Lez Penzes Architect. It is the intention to use these concepts for planning approval and the basis for detail design. The provision of detail architectural design only is part of this EOI and Design Tender. Lez Penzes will provide architectural overview of the project in conjunction with Council staff and is agreeable to the concepts being used for the project by the Council.

The following services are included for the EOI and Design Tender:

- . Architectural
- . Geotechnical
- . Structural Engineering
- . Civil Engineering
- . Mechanical/Electrical/Fire Engineering
- . Hydrological/Hydraulics Engineering
- . Traffic Engineering
- . Environmental
- . Urban Landscape Design
- . Planning

Due to the unknowns in scoping the uses of the building and the site assessment required, tenders have been called on the basis of hourly rates and estimated schedule of services. This will enable a consistent approach to assessment of tender prices.

The following criteria will be considered in the selection of the consultant:

- . Relevant experience
- . Previous performance of similar projects
- . Technical skills
- . Resources and methodology
- . Management skills
- . Time performance
- . Price
- . Quality management systems including OHS Systems

Tenders were called on 25 September 2010 and closed at 2.00pm on 11 October 2010.

Tenders received are as follows:

TENDERER	TOTAL STAGE I (EX. GST)	COMMENTS
Urban Initiatives Pty Ltd	\$63,700	Part tender only
C.W. Henstock & Associates Pty Ltd	\$103,000	Part tender only
GHD Pty Ltd	\$143,625	Complete
SEMF	\$148,975	Excludes architectural
Tasmanian Consulting Service Pty Ltd	\$159,000	Complete
Philp Lighton Architects (conforming)	\$177,475	As per schedule
Philp Lighton Architects (alternative)	\$259,425	Alternative hours
JMG Engineers	\$181,325	Complete
TERROIR Pty Ltd	\$182,975	Complete
JAWSARCHITECTS PTY LTD (conforming)	\$183,575	As per schedule
JAWSARCHITECTS PTY LTD (alternative)	\$248,365	Alternative hours
Artas Architects	\$190,050	Incomplete schedule
Pitt & Sherry	TBA	Rates only – schedule incomplete
<i>ESTIMATE</i>	<i>\$200,000</i>	

DISCUSSION

Assessment of tenders was undertaken in the week prior to the Council meeting due to the critical time schedule of the project.”

The Director Engineering Services, having declared an interest, retired from the meeting and left the Chamber for that part of the meeting relating to the consideration, discussion and voting on the tenders.

The Engineering Group Leader reported as follows in completion of the report on assessment of the tenders:

“Assessment of tenders has been undertaken by the Project Management Team (Engineering Group Leader, Building Projects Coordinator, Asset Management Group Leader) in accordance with the Council weighted tender assessment method based on:

- . Relevant experience
- . Previous performance of similar projects
- . Technical skills
- . Resources and methodology
- . Management skills
- . Time performance
- . Price
- . Quality management systems including OHS Systems

GHD Pty Ltd and Tasmanian Consulting Service Pty Ltd achieved the highest ratings based on this method.

Part tenders and incomplete tenders have been assessed as not having any price or other advantages in comparison to complete tenders which offer advantages from a project management perspective.

The alternative tenders provided useful information on the estimated number of hours required in the schedule for design but have been excluded from the assessment comparison.

For relative tender comparison purposes the following complete tenders are considered appropriate:

TENDERER	TOTAL STAGE 1 (EX. GST)	COMMENTS
GHD Pty Ltd	\$143,625	Complete
Tasmanian Consulting Service Pty Ltd	\$159,000	Complete
Philp Lighton Architects	\$177,475	As per schedule
JMG Engineers	\$181,325	Complete
TERROIR Pty Ltd	\$182,975	Complete
JAWSARCHITECTS PTY LTD	\$183,575	As per schedule
<i>ESTIMATE</i>	<i>\$200,000</i>	

Terroir Pty Ltd is an architectural-based company and has listed a number of consultants to provide the engineering services. Their price is in the higher range of the estimate.

JMG Engineers has teamed with Lez Penzes Architect for their proposal and also with Philp Lighton Architects and Jaws Architects to provide engineering services. Assessment of JMG Engineers tender is therefore reflected in the assessment of the other two tenders.

Lez Penzes Architect has been involved with the project previously and was commissioned to provide input to the concept design and architectural overview of the project for the Council in order to commence planning and design of the project in August 2010 and in conjunction with the tenancy expressions of interest process. If this had not been done the project would have been delayed by eight weeks. As a result of engaging Lez Penzes Architect the need for another architect is not as critical to the project compared to the engineering services required. It would be preferable for the Council to retain the services of Lez Penzes Architect for the concept design and architectural overview for support to the Project Management Team as originally intended.

As such the need for appropriate engineering services, planning and urban landscape design is a significant part of this tender and, taking this and relative price into consideration, the final selection narrows down to GHD Pty Ltd and Tasmanian Consulting Service Pty Ltd.

Tasmanian Consulting Services is a local, multi-disciplinary design firm with a good record of working successfully to deliver public asset and infrastructure projects.

They have a broad experience in the rejuvenation and structural remediation of similar industrial/commercial buildings, and have developed an architectural design practice to complement their engineering expertise. They have previous wharf and building design experience and have listed a number of specialist sub-consultants to assist in delivery of the project, and their price is competitive.

In respect to price and value for money, GHD have indicated that:

‘GHD are mindful that Council has constrained funding and the project must be carefully managed such that the Council’s needs are fulfilled within the available budget, with a focus on value-for-money. They are also cognisant that this project could potentially underpin future associated works at the site. Furthermore, in pricing this tender GHD has applied a significant discount to our standard rates to assist Council in achieving its desired outcome. This is reflected in the completed schedule, attached to the submission.’

GHD hourly rates are the lowest in most categories and less than previous fees tendered on other recent Council projects. GHD is also the lowest in respect to the percentage fee of the construction cost portions for Design and Documentation and Contract Administration/Project Management. Contract Administration/Project Management roles will be considered during the design phase.

GHD has previous experience with the Leven River Precinct including works associated with the bridge and the wharf. Additionally they have undertaken master planning, prepared a Coastal Vulnerability Report and Asset Audit Report for the wharf area. GHD’s urban design and landscape team was engaged by the Department of Infrastructure, Energy and Resources to work with the Council to develop urban design components of the bridge and surrounds and the Leven River Bridge Interpretation. They also provided preliminary services prior to the design and construct contract including civil and structural input for the Leven River Bridge together with advice on likely impacts of the works on the marine environment. GHD have also developed the Ulverstone Urban Design Guidelines in conjunction with the Council, including a traffic management and parking study and have been involved with the Crescent Street/Kings Parade area in respect to local area traffic management advice.

The brief required consultants to detail their methodology taking into consideration that a partnering approach with Council staff is encouraged in order to integrate their local design experience and knowledge and to encourage longer-term asset

management of the built infrastructure. In order to achieve this outcome it will take extra effort in respect to project management compared to the traditional direct client-consultant management approach. This effort is considered worthwhile in light of the longer-term benefits and future projects of the Leven River Precinct and the strategic significance of the redevelopment. The tender of GHD would appear to satisfy this requirement.

The preferred tenderer for selection is GHD Pty Ltd.

CONSULTATION

A workshop with Councillors was conducted on the Leven River Wharf Precinct concepts on 4 October 2010. This item has followed a public tendering process.

IMPACT ON RESOURCES

In respect to price, the total budget estimate for consultancy fees is \$200,000 exclusive of GST. In addition, an allowance of \$100,000 has been made to cover project management, using a combination of Council staff and consultants, including building and quantity surveyor services, and building/planning approval fees.

If additional geotechnical and design hours are required they should be able to be covered in the total budget allocation of \$300,000 for consultants and project management.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2009-2014 includes the following strategies and key actions:

The Shape of the Place

- Improve the value and use of open space
- Encourage a creative approach to new development

A Connected Central Coast

- Connect the people with services

Community Capacity and Creativity

- Facilitate entrepreneurship in the business community
- Cultivate a culture of creativity in the community

The Environment and Sustainable Infrastructure

- . Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- . Improve service provision

CONCLUSION

It is recommended that the tender of GHD Pty Ltd be accepted in accordance with The Leven River Wharf Precinct Stage 1 Redevelopment Expressions of Interest and Design Tenders Consultants Brief and Schedule of Services and Tender Form.”

The Executive Services Officer reported as follows:

“All tender documents have been tabled.”

- Cr van Rooyen moved and Cr Robertson seconded, “That the tender of GHD Pty Ltd, for the sum of \$143,625.00 (ex GST), be accepted in accordance with The Leven River Wharf Precinct Stage 1 Redevelopment Expressions of Interest and Design Tenders Consultants Brief and Schedule of Services and Tender Form.”

Continued after Minute No. 338/2010.

338/2010 Public Question Time

The time being 6.40pm, the Acting Mayor introduced public question time.

There were no questions from the public.

Minute No 337/2010 continued...

Motion

Carried unanimously

CLOSURE OF MEETING TO THE PUBLIC

339/2010 Meeting closed to the public

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2005* provide that a meeting of a council is to be open to the public unless the council, by absolute majority, decides to close the meeting or part of the meeting because it wishes to discuss a matter (or matters) in a closed meeting and the Regulations provide accordingly.

Moving into a closed meeting is to be by procedural motion. Once a meeting is closed, meeting procedures are not relaxed unless the council so decides.

It is considered desirable that the following matters be discussed in a closed meeting:

- . Minutes and notes of other organisations and committees of the Council; and
- . Cradle Mountain Water Quarterly Report to the Owners’ Representatives.

These are matters relating to:

- . information provided to the Council on the condition it is kept confidential.”

■ Cr Robertson moved and Cr Viney seconded, “That the Council close the meeting to the public to consider the following matters, they being matters relating to:

- . information provided to the Council on the condition it is kept confidential;

and the Council being of the opinion that it is lawful and proper to close the meeting to the public:

- . Minutes and notes of other organisations and committees of the Council;
- . Cradle Mountain Water Quarterly Report to the Owners’ Representatives.”

Carried unanimously and by absolute majority

The Executive Services Officer further reported as follows:

“1 The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that the general manager is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.

2 The *Local Government Act 1993* provides that a councillor must not disclose information seen or heard at a meeting or part of a meeting that is closed to the public that is not authorised by the council to be disclosed.

Similarly, an employee of a council must not disclose information acquired as such an employee on the condition that it be kept confidential.

3 In the event that additional business is required to be conducted by a council after the matter(s) for which the meeting has been closed to the public have been conducted, the Regulations provide that a council may, by simple majority, re-open a closed meeting to the public.”

340/2010 Minutes and notes of other organisations and committees of the Council

The Executive Services Officer reported (reproduced in part) as follows:

“The following minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

...

The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that ‘the general manager –

- (a) is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed; and
- (b) is not to record in the minutes of the open meeting the details of the outcome unless the council or council committee determines otherwise.’

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting.”

341/2010 Cradle Mountain Water Quarterly Report to the Owners’ Representatives

The General Manager reported (reproduced in part) as follows:

“This report is to present the Cradle Mountain Water Quarterly Report to the Owners’ Representatives...

The *Local Government (Meeting Procedures) Regulations 2005* provide in respect of any matter discussed at a closed meeting that ‘the general manager –

- (a) is to record in the minutes of the open meeting, in a manner that protects confidentiality, only the fact that the matter was discussed; and
- (b) is not to record in the minutes of the open meeting the details of the outcome unless the council or council committee determines otherwise.’

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting.”

Closure

There being no further business, the Acting Mayor declared the meeting closed at 6.52pm.

CONFIRMED THIS 15TH DAY OF NOVEMBER, 2010.

Chairperson

(gjm:vjl)

Appendices

- Minute No. 326/2010 – Schedule of Development & Regulatory Services Determinations
- Minute No. 331/2010 – Schedule of Documents for Affixing of the Common Seal
- Minute No. 332/2010 – Financial statements
- Minute No. 333/2010 – Schedule of Engineering Services Determinations

QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* provides (in part) as follows:

- . A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- . A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council.

I therefore certify that with respect to all advice, information or recommendation provided to the Council within these minutes:

- (i) the advice, information or recommendation was given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- (ii) where any advice was directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Sandra Ayton
GENERAL MANAGER