

Notice of Ordinary Council Meeting and

Agenda

16 DECEMBER 2019

To all Councillors

NOTICE OF MEETING

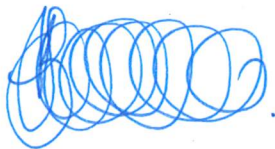
In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, notice is given of the next ordinary meeting of the Central Coast Council which will be held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 16 December 2019. The meeting will commence at 6.00pm.

An agenda and associated reports and documents are appended hereto.

A notice of meeting was published in The Advocate newspaper, a daily newspaper circulating in the municipal area, on 5 January 2019.

Dated at Ulverstone this 11th day of December 2019.

This notice of meeting and the agenda is given pursuant to delegation for and on behalf of the General Manager.



Lou Brooke
EXECUTIVE SERVICES OFFICER

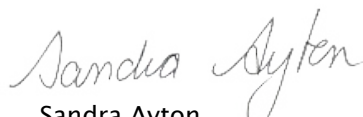
QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* (the Act), Section 65 provides as follows:

- “(1) A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.
- (2) A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –
 - (a) the general manager certifies, in writing –
 - (i) that such advice was obtained; and
 - (ii) that the general manager took the advice into account in providing general advice to the council or council committee; and
 - (b) a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.”

In accordance with Section 65 of the Act, I certify:

- (i) that the reports within this agenda contain advice, information and recommendations given by persons who have the qualifications and experience necessary to give such advice, information or recommendation;
- (ii) where any advice is directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account another person's general advice who is appropriately qualified or experienced; and
- (iii) that copies of advice received from an appropriately qualified or experienced professional have been provided to the Council.


Sandra Ayton
GENERAL MANAGER

AGENDA

COUNCILLORS ATTENDANCE

COUNCILLORS APOLOGIES

EMPLOYEES ATTENDANCE

GUEST(S) OF THE COUNCIL

MEDIA ATTENDANCE

PUBLIC ATTENDANCE

OPENING PRAYER

May the words of our lips and the meditations of our hearts be always acceptable in Thy sight, O Lord.

BUSINESS

See Contents – Page 2

Contents

1	CONFIRMATION OF MINUTES OF THE COUNCIL	5
2	COUNCIL WORKSHOPS	5
3	MAYOR'S COMMUNICATIONS	6
3.1	Mayor's communications	6
3.2	Mayor's diary	6
3.3	Declarations of interest	7
4	COUNCILLOR REPORTS	8
5	APPLICATIONS FOR LEAVE OF ABSENCE	8
6	DEPUTATIONS	9
7	PETITIONS	9
8	COUNCILLORS' QUESTIONS	10
8.1	Councillors' questions without notice	10
8.2	Councillors' questions on notice	11
9	PUBLIC QUESTION TIME	12
9.1	Public question time	12
9.2	Public questions taken on notice	12
10	DEPARTMENTAL BUSINESS	17
	GENERAL MANAGEMENT	17
10.1	Minutes and notes of committees of the Council and other organisations	17

10.2	Correspondence addressed to the Mayor and Councillors	17
10.3	Common seal	18
10.4	Contracts and agreements	19
	COMMUNITY SERVICES	21
10.5	Statutory determinations	21
10.6	Ulverstone Recreation Ground Changeroom Redevelopment Guaranteed Maximum Price – approval to execute construction contract (329A/2019 – 21.10.2019)	21
10.7	Public art installation for Penguin foreshore	25
	INFRASTRUCTURE SERVICES	29
10.8	Food Organics and Garden Organics (FOGO) kerbside collection service (338/2019 – 18.11.2019)	29
10.9	Tenders for bridge replacement – Claytons Rivulet, Rodmans Road, Kindred	33
10.10	Tenders for the construction of roads and services for the 19-lot subdivision, Dial Road, Penguin	37
	ORGANISATIONAL SERVICES	41
10.11	Sale of land at 22 Markm Court, West Ulverstone (377A/2017 – 11.12.2017)	41
10.12	Leasing of land at 21 Maskells Road, Ulverstone	46
10.13	Review of the Code for Tenders and Contracts (183/2019 – 17.06.2019)	50
10.14	Council liability for the fencing of land owned/leased and managed by the Council (324/2000 – 07.08.2000)	53
11	CLOSURE OF MEETING TO THE PUBLIC	57
11.1	Meeting closed to the public	57
11.2	Confirmation of Closed session minutes	61

GENERAL MANAGEMENT	63
11.3 Minutes and notes of other organisations and committees of the Council	63
COMMUNITY SERVICES	65
11.4 Council action relating to dilapidated property	65
11.5 Sale of land at 2A Dial Road, Penguin	68

1 CONFIRMATION OF MINUTES OF THE COUNCIL

1.1 Confirmation of minutes

The Executive Services Officer reports as follows:

“The minutes of the previous ordinary meeting of the Council held on 18 November 2019 have already been circulated. The minutes are required to be confirmed for their accuracy.

The *Local Government (Meeting Procedures) Regulations 2015* provide that in confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.

A suggested resolution is submitted for consideration.”

- “That the minutes of the previous ordinary meeting of the Council held on 18 November 2019 be confirmed.”
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2 COUNCIL WORKSHOPS

2.1 Council workshops

The Executive Services Officer reports as follows:

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

- . 25.11.2019 – Ulverstone Secondary College – Education in Central Coast; Code for Tenders and Contracts; Planning Appeal – 225 Penguin Road, Ulverstone
- . 09.12.2019 – Monthly Review; TasNetworks – North West Tasmania Transmission Upgrades – Hampshire to Staverton; Dog Management Policy.

This information is provided for the purpose of record only. A suggested resolution is submitted for consideration.”

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- “That the Officer’s report be received.”
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3 MAYOR’S COMMUNICATIONS

3.1 Mayor’s communications

The Mayor to report:

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3.2 Mayor’s diary

The Mayor reports as follows:

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

- . Launch of 16 Days of Activism – Burnie
- . Rotaract Club of Central Coast – Guest Speaker – Ulverstone
- . Cradle Coast Authority Representatives meeting and AGM – Burnie
- . Ulverstone Ladies Probus Club Luncheon – Ulverstone
- . Community Safety Partnership Committee Meeting – Ulverstone
- . Volunteer Pre-Christmas Luncheon – Penguin
- . LGAT Mayor’s Professional Development Meeting – Hobart
- . LGAT General Meeting – Hobart
- . Ladies Day, North West Fisheries Association – Penguin
- . 100 Years of Women in Local Government Event – Devonport
- . Leighland Christian School – Lego League Presentation – Ulverstone
- . Mersey-Leven Municipal Emergency Management Committee Meeting – Latrobe
- . West Ulverstone Primary School – 60th Anniversary Event – Ulverstone
- . Cradle Coast Authority – Councillor’s Christmas Get Together – Devonport.”

The Deputy Mayor reports as follows:

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

- . Probus Club of Central Coast – End of Year Luncheon – Ulverstone
- . Central Coast Community Shed Committee – Christmas Luncheon – Ulverstone.”

Cr Annette Overton reports as follows:

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

- . Ulverstone Senior Citizens Club – Annual Christmas Dinner – Ulverstone.”

Cr Philip Viney reports as follows:

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

- . Tour of Tasmania Event – Ulverstone.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the reports of the Mayor, Deputy Mayor and Crs Overton and Viney be received.”

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3.3 Declarations of interest

The Mayor reports as follows:

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

The Executive Services Officer reports 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.”

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4 COUNCILLOR REPORTS

4.1 Councillor reports

The Executive Services Officer reports 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.”

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5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Leave of absence

The Executive Services Officer reports 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.”

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6 DEPUTATIONS

6.1 Deputations

The Executive Services Officer reports as follows:

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

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7 PETITIONS

7.1 Petitions

The Executive Services Officer reports as follows:

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

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8 COUNCILLORS' QUESTIONS

8.1 Councillors' questions without notice

The Executive Services Officer reports as follows:

"The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

- '29 (1) A councillor at a meeting may ask a question without notice –
- (a) of the chairperson; or
 - (b) through the chairperson, of –
 - (i) another councillor; or
 - (ii) the general manager.
- (2) In putting a question without notice at a meeting, 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 of a meeting 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 at a meeting may decline to answer the question.
- (5) The chairperson of a meeting may refuse to accept a question without notice 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 of the meeting.
- (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 at an ordinary council meeting, ..., may decide to deal with a matter that is not on the agenda if –
 - (a) the general manager has reported the reason it was not possible to include the matter on the agenda; and
 - (b) the general manager has reported that the matter is urgent; and
 - (c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.’

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.”

<i>Councillor</i>	<i>Question</i>	<i>Department</i>
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8.2 Councillors’ questions on notice

The Executive Services Officer reports as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

‘30 (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, 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.”

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9 PUBLIC QUESTION TIME

9.1 Public question time

The Mayor reports 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 2015* and the supporting procedures adopted by the Council on 19 May 2014 (Minute No. 133/2014).”

9.2 Public questions taken on notice

The Executive Services Officer reports as follows:

“In accordance with Reg. 31(1) *Local Government (Meeting Procedures) Regulations 2015*, three public questions were received within in the relevant notice period for questions to be tabled at the meeting.

Mr John Thompson – Gunns Plains

Question 1 –

“On 26 November 2019 Council advised proponents of the Scenic Protection Code for the areas of Crown Land including the Leven Canyon Regional Reserve and Loyetee Peak that Council will not be providing the addition information requested of it by the Commission for this amendment to the draft LPS. At its 16 September 2019 meeting Council unanimously endorsed the Planning Authority’s Report which included the recommendation that the area identified by Representation No 35 be subject to the C8.0 Scenic Protection Code. Why has Council decided to withdraw its support for this amendment to the draft LPS during the current process?”

Mr Jason Whitehead – Co-Director Highland Conservation Pty Ltd

Question 1 –

“Please can Council endorse the table the document attached (Annexure 1), which provides supporting evidence needed by the Tasmanian Planning Commission to further assess the C8.0 Scenic Protection Code application over the Loyetee Peak – Leven Canyon area. If endorsement cannot be provided at the meeting on the 16 Dec 2019, can it be provided prior to TPC information provision deadline (i.e., before 6 January 2020).”

Ms Romy Greiner – South Preston

Question 1 –

“On 26 November 2019, Council advised proponents of the Scenic Protection Code for the areas of Crown Land including the Leven Canyon Regional Reserve and Loyetee Peak that Council will not be providing the addition information requested of it by the Tasmanian Planning Commissioner for this amendment to the draft LPS. This is contrary to verbal advice given by Ms Mary-Ann Edwards to Drs Jason Whitehead and Romy Greiner following the Commissioner’s Directions Hearing on 13th November.

Highland Conservation Pty Ltd and D R Chalmers and R Greiner have now compiled the additional information sought by the Commissioner, in the form of the attached document, and are seeking endorsement by Council of the

document so that it can be presented to the Commissioner at the Hearing scheduled for 22nd January 2020.

Will Council endorse the document containing information sought by The Tasmanian Planning Commissioner in support of Code 800 Scenic Protection Overlay for the Leven Canyon—Loyetea Peak Area (Annexure 1)?

If not, what amendments to the document are required for endorsement being granted before the Hearing date?”

The Acting Director Community Services has prepared the following response:

“The Council’s Planning Authority at the Ordinary Council meeting held 16 September 2019 (Minute No. 279/2019 – 16.09.2019) considered the following comment and recommendation as part of its consideration of representations relating to the Central Coast Local Provisions Schedule (LPS) of the new Tasmanian Planning Scheme:

‘Background –

The land identified in the representations comprises a mix of Crown land, several parcels of private land and land set aside for future forestry operations.

The areas of land identified by the Highland Conservation Trust Pty Ltd and forming “Area A” in other representations excludes land owned by Forestry Tasmania and parcels of private land. The land identified as “Area A”, comprising the Leven Canyon Regional Reserve and Loyetea Peak, could be considered for inclusion in the Central Coast LPS as land subject to C8.0 Scenic Protection Code.

It is recommended the Planning Authority:

- (a) request the TPC include the land identified in Representation No. 90 by the Highland Conservation Trust Pty Ltd and as described as “Area A” in other representations Nos.90(a) to 90(l) as subject to the C8.0 Scenic Protection Code;*
- (b) pursue further assessments and consultations to determine other land that may be subject to C8.0 Scenic Protection Code; and*
- (c) initiate an amendment to the Central Coast LPS based on such further investigations, after the LPS has come into effect.’*

The above information was forwarded to the Commission under the s.35F report and associated Annexures 1, 2 and 3.

Comment –

There appears to have been some confusion around the intent of the Council’s decision outlined above. In reviewing the matter, it is clear it was the Council’s view to support Representation 90 as part of the LPS process and at a future time consider scenic protection matters for the balance of the municipal area as a Planning Scheme amendment process.

On this basis, the Council’s Consultant Planner has been asked to prepare a submission for the Tasmanian Planning Commission hearing process, supporting the inclusion of a Scenic Protection Code for the area of land identified in Representation 90 by the Highland Conservation Trust Pty Ltd.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the questions from Mr Thompson, Mr Whitehead and Ms Greimer and response from the Acting Director Community Services are received and noted.”

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NOTES

10 DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

10.1 Minutes and notes of committees of the Council and other organisations

The General Manager reports 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:

- . Central Coast Community Safety Partnership Committee – meeting held 30 October 2019
- . East Ulverstone Swimming Pool Management Committee – meeting held 31 October 2019
- . Central Coast Council Audit Panel – meeting held 18 November 2019
- . Turners Beach Community Representatives Committee – meeting held 28 November 2019
- . Central Coast Youth Engaged Steering Committee – meeting held 28 November 2019
- . Central Coast Community Shed Management Committee – meeting held 2 December 2019.

Copies of the minutes and notes having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the (non-confidential) minutes and notes of committees of the Council be received.”

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10.2 Correspondence addressed to the Mayor and Councillors

The General Manager reports as follows:

“A Schedule of Correspondence addressed to the Mayor and Councillors for the period 19 November 2019 to 16 December 2019 and which was addressed to the ‘Mayor and

Councillors' is appended. Reporting of this correspondence is required in accordance with Council policy.

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."

The Executive Services Officer reports as follows:

"A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Schedule of Correspondence addressed to the Mayor and Councillors (a copy being appended to and forming part of the minutes) be received."
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10.3 Common seal

The General Manager reports as follows:

"A Schedule of Documents for Affixing of the Common Seal for the period 19 November 2019 to 16 December 2019 is submitted for the authority of the Council to be given. Use of the common seal must first be authorised by a resolution of the Council.

The Schedule also includes for information advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities."

The Executive Services Officer reports as follows:

"A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the common seal (a copy of the Schedule of Documents for Affixing of the Common Seal being appended to and forming part of the minutes) be affixed subject to compliance with all conditions of approval in respect of each document, and that the advice of final plans

of subdivision sealed in accordance with approved delegation and responsibilities be received.”

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10.4 Contracts and agreements

The General Manager reports as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into for the period 19 November 2019 to 16 December 2019 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reports as follows:

“A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received.”
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NOTES

COMMUNITY SERVICES

10.5 Statutory determinations

The Acting Director Community Services reports as follows:

“A Schedule of Statutory Determinations made during the month of November 2019 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reports as follows:

“A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received.”

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10.6 Ulverstone Recreation Ground Changeroom Redevelopment Guaranteed Maximum Price – approval to execute construction contract (329A/2019 – 21.10.2019)

The Acting Director Community Services reports as follows:

“The Community Development Group Leader prepared the following report:

‘PURPOSE

This report seeks the Council’s endorsement to execute the construction contract for the redevelopment of the Ulverstone Recreation Ground Changerooms after determination of the final price and design.

BACKGROUND

At its meeting on 21 October 2019 (Minute No. 329A/2019), the Council invited Mead Con to participate in the second stage of a Guaranteed Maximum Price (GMP) Contract for the redevelopment of the Ulverstone Recreation Ground Changerooms.

Following the appointment and in line with the GMP process, Council staff met on several occasions with building designer Tasmanian Consulting Service and Mead Con to finalise the design and value of the works.

During this stage of the project the design has been modified to ensure it meets the budget parameters while still accommodating the needs of all the user groups and all conditions of the grant funding. This has seen the layout of the gym and indoor warm up area reconfigured, two disability access toilets included, a small umpires' changeroom added and a substitution of some of the materials used.

All stakeholders have been consulted and are satisfied with the final design (a copy of the Ulverstone Recreation Ground Changeroom Redevelopment – T4 plans is appended to this report).

DISCUSSION

The collaborative nature of the GMP contract where the building designer and builder work together has been beneficial for this project. Knowing the actual costs to construct has enabled the design to be modified which has seen some lower priority aspects removed (i.e. player lockers) to enable the inclusions of two disability access toilets. These toilets were not required under the National Construction Code, however by including them ensures the changerooms can accommodate people with disabilities and a socially responsible facility.

CONSULTATION

In developing the final design, the project team consulted with the Ulverstone Football Club, AFL Tasmania and internal staff to ensure the design meets with their approval.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Council allocated \$940,000 in the 2019–2020 capital budget estimates for the Ulverstone Recreation Ground Changeroom Redevelopment. Since the adoption of the budget, additional costs have been identified that will impact the budget.

TasNetworks require the rationalisation of site's electrical supply due to the scale of works. To undertake this will cost an estimated \$100,000. The Council has the option to seek an exemption on the basis it has a plan to consolidate the site supply in the future, and preliminary discussions with TasNetworks have indicated they are favourable to this. An application will be made during December to request this exemption.

Due to this requirement from TasNetworks, the switchboards that are to be replaced under the initial project scope will be upgraded to enable the future rationalisation of the electrical supply without having to replace newly installed infrastructure. This will cost an additional \$50,000 above the GMP price. It is noted that in the future the Council will be required to budget for the upgrade of the balance of the electrical supply.

The other additional costs relate to the building designer fees (\$70,000), internal staff costs (estimated to be \$25,000) and statutory fees (\$2,500) totalling \$97,500. These costs were not incorporated into the original grant application, and subsequently not included in the 2019–2020 budget estimates. The total of the unbudgeted additional fees is \$147,000.

To fund the over budget amount, it is proposed that the \$150,000 election commitment to the Ulverstone Recreation Ground from the Commonwealth Government be allocated to the project.

This commitment was made by the Federal Liberal Party during the 2019 election campaign as it was intended to fund underground irrigation, a new scoreboard and upgrade the umpires' changerooms. Because the underground irrigation has been completed using alternative grant funding received for the project in 2018 and the Ulverstone Football Club does not require a new scoreboard, a request was made to the Department of Health to reallocate the full amount to the changeroom project. Staff have been working with the Department on the grant details and they have accepted the reallocation of funding.

On the basis the \$150,000 election commitment is allocated to the changeroom redevelopment the project budget will be as follows:

FUNDING SOURCE	PRICE \$ Exc. GST
2019–2020 Budget Estimates	940,000
2019 Election Commitment	150,000
<i>TOTAL</i>	<i>1,090,000</i>

PROJECT COSTS	PRICE \$ Exc. GST
Statutory Fees	2,500
Internal Staff Costs	25,000
Construction Costs	940,000
Additional Electrical upgrade	50,000
Building Design	70,000
<i>TOTAL</i>	<i>1,087,500</i>

The design was modified to meet the budget available by removing the umpire changing facilities, therefore, it will be necessary for the Council in the future to consider providing a budget allocation to upgrade these facilities.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

A Connected Central Coast

- Improve community wellbeing.

The Environment and Sustainable Infrastructure

- 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 Council receive and note the report regarding the redevelopment of the Ulverstone Recreation Ground Changerooms and that the Council approve the execution of the construction contract with Mead Con for the value of \$990,000.00 (exc. GST) [\$1,089,000.00 (incl. GST)].'

The report is supported."

The Executive Services Officer reports as follows:

“A copy of the Ulverstone Recreation Ground Changeroom Redevelopment – T4 plans having been circulated to Councillors, a suggested resolution is submitted for consideration.”

- “That the Council receive and note the report regarding the redevelopment of the Ulverstone Recreation Ground Changerooms and further, that the Council approves the execution of the construction contract with Mead Con for the value of \$1,089,000.00 (incl. GST).”
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10.7 Public art installation for Penguin foreshore

The Acting Director Community Services reports as follows:

“The Community Development Officer reports as follows:

‘PURPOSE

The purpose of this report is to assist the Council in considering the proposed installation of the public art piece “Pencils” by Terry Burton on the foreshore at Penguin following recent community consultation.

BACKGROUND

The Council received an application from Terry Burton (proponent) to place a piece of public art he created on the foreshore at Penguin (opposite the Early Learning Centre).

In line with the process outlined in the Public Art Policy, the artwork and location were advertised for public comment.

Closing date for submissions and feedback was 15 November 2019. An image of the proposed installation is below:



DISCUSSION

Mr Burton created the sculpture after the Penguin 7-Day Makeover through his own initiative. It was not part of the original 7-Day Makeover project and Mr Burton did not discuss the project with the Council prior to making the pencils.

The artwork was proposed to go on the foreshore opposite the Early Learning Centre. During the community consultation period 15 comments were received.

- . five were in support of the application, although one suggested the work to be trialled in the location;
- . six responses were against, with the main issue being there is now too much on the foreshore, and that this artwork is not in keeping or relevant to Penguin, and it would obstruct the view of the beach and foreshore.

Although Facebook was not the requested feedback mechanism, there was considerable comment on the issue, with a majority of contributors not supporting the proposed installation.

In light of the Facebook feedback, of which the proponent was aware, the artwork has been moved to the front fence at his own property.

The Acting Engineering Group Leader, Road Engineer and Public Safety Officer have reviewed the piece in its new location and providing that the applicant locates the artwork to the western side of his driveway, and affixes it securely to the fence and infills it as outlined by the Council's Parks and Recreation Officer, the project no longer needs a public art application and can remain at that location without risk to the public.

The artwork protrudes no further onto the footpath than for example the flower holder outside the neighbouring supermarket, the large waving penguin outside the café, or placement of displays outside shops etc.

CONSULTATION

The application was subject to a public consultation process in accordance with the Council's Public Art Policy.

RESOURCE, FINANCIAL AND RISK IMPACTS

To date the costs incurred by the Council are of an operational nature, primarily officers time in reviewing and providing advice to Mr Burton.

Identified risks with the installation of the artwork has also been satisfactorily addressed through consultation with Mr Burton.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

Community Capacity and Creativity

- . Cultivate a culture of creativity in the community.

CONCLUSION

It is recommended that the Council note the "Pencils" have been located at the front of Mr Burton's property and therefore are no longer a matter for consideration under the Council's Public Art Policy.'

The Community Development Officer's report is supported."

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

■ “That the Council, in relation to the proposal to install the ‘Pencils’ on the Penguin Foreshore:

- (a) note the feedback received through the consultation period;
 - (b) acknowledge that Mr Burton has determined to withdraw his public art application and will now instead install the ‘Pencils’ on the front boundary of his property; and
 - (c) advise Mr Burton he is required to follow the instructions he has been given in relation to the installation by Council staff.”
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INFRASTRUCTURE SERVICES

10.8 Food Organics and Garden Organics (FOGO) kerbside collection service (338/2019 – 18.11.2019)

The Acting Director Infrastructure Services reports as follows:

“PURPOSE

The purpose of this report is to respond to a petition received in relation to:

- . the introduction of fortnightly Food Organics and Garden Organics (FOGO) kerbside collection service for all current domestic waste and recycling kerbside collection residents; and
- . the reduction in collection of general domestic waste from weekly to fortnightly starting in October 2019.

BACKGROUND

In the statement of action requested, petitioners asked the Council to:

- . *consult with ratepayers further before introducing FOGO;*
- . *introduce FOGO for only those ratepayers who wish to opt-in; and*
- . *continue to collect general domestic waste weekly.*

The petition further states that

FOGO is not required by many ratepayers who do not want to be forced into paying for it and see a reduction in the frequency of collection of their general domestic waste.

A copy of the petition is appended to this report.

The changes to Waste Management Collection Services, including FOGO was reported at the Council meeting held on 18 May 2015 (Minute No. 135/2015) where the Council resolved to provide in-principle support for a regional FOGO collection service. This was not supported by all councils and a regional tender process did not proceed.

The Council at its Ordinary Council meeting held on 15 April 2019 (Minute No. 115/2019) resolved to:

- ‘1 *Consider the implementation of a Food Organic and Garden Organics kerbside service commencing in October 2019 as discussed in this*

report with FOGO waste processing being undertaken at the LCC waste management facility and the collection and delivery of the waste to Launceston by the current contractor subject to the finalisation of negotiations on costs for the services provided to Council.

- 2 *That the following service levels apply to the waste and FOGO kerbside services:*
 - (a) *A fortnightly FOGO kerbside service using 240L bins for all residents within the current waste management and recycling collection areas,*
 - (b) *The frequency of the existing weekly domestic waste kerbside collection service be reduced to fortnightly using the existing 120/140L bins.*
- 3 *That the costs associated with the provision of the FOGO kerbside service be considered as part of the 2019–2020 budget process.*
- 4 *That a detailed communication plan be implemented from May 2019 to advise Central Coast Council residents of the new program and to provide a comprehensive education program on FOGO for affected ratepayers.*
- 5 *That the FOGO bins be purchased upfront in the 2019–2020 financial year through a combination of borrowings, funding from reserves and funding from the first three months of the annual FOGO kerbside Service charges.'*

The changes to the waste collection service including the additional FOGO service commenced on 28 October 2019.

DISCUSSION

The first request of the petition seeks further consultation with ratepayers before introducing FOGO. As the FOGO collection process had already commenced when the petition was received this request is obsolete.

In regard to consultation, the Council provided the following information prior to the first collections:

- . information with the rates notices in the form of a letter from the Mayor;
- . information in Council newsletters;
- . articles and information sheets in the Central Coast Voice;

- . radio advertising and interviews;
- . 15 community information sessions;
- . information brochures;
- . Council's website and Facebook page;
- . information packs with bin deliveries.

The second request of the petition is that FOGO is only provided to those ratepayers wanting to opt-in. The Council resolution in April 2019 made no allowance for opt-in or opt-out due to the waste targets and environmental targets it was trying to achieve through changes to the collection services. In order to keep costs to a minimum for the whole community the service is reliant on having all properties pay for the service. As the service has already been implemented, the opt-in option is obsolete. The opt-out option could be considered in the review in February/March 2020.

The third request of the petition seeks the continuation of the general waste collection on a weekly basis. The Council resolution in April 2019 resolved that the frequency of existing weekly domestic waste kerbside collection be reduced to fortnightly. The decision was based on there being less waste for each household through diversion to FOGO and offsetting of the cost of the FOGO service by reducing the waste service. Fortnightly collection of waste bins is common on the mainland and occurs in several other council areas in Tasmania. The waste collection frequency could be considered in the review in February/March 2020.

Whilst there has been some negative feedback, mainly on social media, there have also been many positive responses applauding the Council for this new service. The presentation of bins by residents in the first weeks of collection was over 70%. This means that over 6,000 bins were out for FOGO collection, indicating a willingness of residents to use the service.

The changes to the collection of waste and introduction of the FOGO service are to be reviewed in February/March 2020. The review will consider all comments, complaints and requests received via all media types, including this petition. There will also be a request for further written submissions at the time of the review. The aim of the review is not around viability or terminating the service, it is about finding ways to improve the service and make it more efficient and usable for residents of Central Coast.

The review process is to commence on 17 February 2020 where further public input will be sought over a three-week period. Submissions will be closed off on 11 March 2020 and analysed for improvements. A Councillor Workshop will be scheduled for 30 March 2020 and a formal report provided to the April 2020 Council meeting.

RESOURCE, FINANCIAL AND RISK IMPACTS

The changes to the domestic kerbside waste collection were adopted in April 2019 and the charge included in the 2019–2020 rates notice.

To consider the three requests outlined in the petition would have financial risks, reputational risks, and could also see the intended waste targets not met.

The lime-green lidded mobile garbage bins for the FOGO service have already been purchased, delivery finalised, and collections commenced.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

The Shape of the Place

- Conserve the physical environment in a way that ensures we have a healthy and attractive community.

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure
- Contribute to the preservation of the natural environment.

Council Sustainability and Governance

- Improve service provision
- Strengthen local–regional connections.

CONCLUSION

It is recommended that the Council, in relation to the petition concerning Food Organics Garden Organics (FOGO), note that the service has already commenced, and that a formal review of the service, including opt-in-opt-out and general waste collections, will form part of the review process.”

The Executive Services Officer reports as follows:

“A copy of the petition having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Council, in relation to the petition concerning Food Organics Garden Organics (FOGO), note that the service has already commenced, and that a formal review of the service, including opt-in-opt-out and general waste collections, will form part of the review process.”

10.9 Tenders for bridge replacement – Claytons Rivulet, Rodmans Road, Kindred

The Acting Director Infrastructure Services reports as follows:

“The Acting Engineering Group Leader has prepared the following report:

PURPOSE

The purpose of this report is to make recommendation on tenders received for the replacement of the bridge over Claytons Rivulet on Rodmans Road, Kindred.

BACKGROUND

Rodmans Road is a no through gravel road running north from Kindred Road. It provides access to property used for primary production and one house. Traffic volumes are low.

The existing bridge is a single lane structure. Abutments were built in approximately 1950 and are in situ concrete. The structural composition of these is unknown and would not comply with current standards. The super-structure was built in 1998 and consists of timber decking over timber beams. Significant deterioration of two beams has been identified and the bridge would require a load limit applied in the immediate future.

It is intended to replace the existing bridge with a single lane structure, based on traffic volumes and the road classification.

DISCUSSION

Tenders were called for the replacement of the bridge on 2 November 2019 and closed at 2.00pm on 26 November 2019.

A conforming standard was outlined in the design brief for the structure.

Submissions from three tenderers were received as follows (including GST and \$20,000 contingency):

TENDERER	PRICE \$
TasSpan Civil Contracting P/L	207,822.80
BridgePro Engineering P/L	223,610.00
VEC Civil Engineering P/L	334,424.00
<i>ESTIMATE (EXCLUDING GST)</i>	<i>320,000.00</i>

The existing structure is approximately 8.4m clear span and 4.3m clear width between barriers. The brief asked for a structure with a 10.0m clear span minimum and 4.5m clear width between barriers.

Each of the tenderers submitted a conforming tender.

VEC Civil Engineering P/L provided an opportunity for saving based on exclusion of the temporary vehicle bypass. This is feasible and would require consultation with property owners in relation to access requirements, particularly around agricultural activities. This was considered as part of the assessment process.

The submission from VEC Civil Engineering P/L provided for a longer 14.0m bridge with piled foundations and shallower concrete abutments with rock pitching. Full depth concrete abutments were requested, and this is based on previous issues encountered during floods where rock pitching was disturbed, and abutments undermined. This is subject to flood levels anticipated at the bridge.

Following is an outline of each conforming option from the three tenderers:

INFRASTRUCTURE SERVICES

TENDERER	LENGTH BETWEEN ABUTMENTS (M)	CLEAR WIDTH (M)	SUPERSTRUCTURE	SUBSTRUCTURE
TasSpan Civil Contracting P/L	10.0	4.5	Precast prestressed concrete with galvanised w-beam barriers.	Driven steel universal column (UC) piles with full depth abutments and wingwalls.
BridgePro Engineering P/L	10.5	4.7	Precast prestressed concrete with galvanised SHS barriers.	Driven steel tubular piles with full depth abutments and wingwalls.
VEC Civil Engineering P/L	14.0	4.5	Precast prestressed concrete with galvanised w-beam barriers.	Driven steel universal column (UC) piles with full depth abutments and wingwalls.

The three tenderers offer construction programs in compliance with the specified completion date of 31 May 2020.

These tenderers have previously carried out work successfully for the Council and are recognised as being competent to perform the works with their structures conforming to relevant standards.

The preferred option for any bridge replacement is with a permanent concrete structure as there are low lifecycle and maintenance costs.

Designs from each tenderer provide for permanent concrete options. These designs are similar in that they propose a structural concrete deck sitting on concrete abutments over piled footings with a 100-year design life.

The Council uses a weighted tender assessment method based on:

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

TasSpan Civil Contracting P/L achieved the highest rating based on this method (a copy of the confidential tender assessment is attached).

CONSULTATION

This item has followed a public tendering process.

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

RESOURCE, FINANCIAL AND RISK IMPACTS

This project is included in the 2019–2020 capital budget.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

A Connected Central Coast

- . Provide for a diverse range of movement patterns.

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the conforming tender from TasSpan Civil Contracting P/L for the sum of \$188,929.82 (exc. GST) [\$207,822.80 (incl. GST)] for the replacement of the Claytons Rivulet bridge on Rodmans Road, Kindred be accepted and approved by the Council.'

The Acting Engineering Group Leader's report is supported."

The Executive Services Officer reports as follows:

"A copy of the confidential tender assessment having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the conforming tender from TasSpan Civil Contracting P/L in the amount of \$207,822.80 (incl. GST) for the replacement of the Claytons Rivulet bridge on Rodmans Road, Kindred be accepted and approved."

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10.10 Tenders for the construction of roads and services for the 19-lot subdivision, Dial Road, Penguin

The Acting Director Infrastructure Services reports as follows:

"The Acting Engineering Group Leader has prepared the following report:

'PURPOSE

The purpose of this report is to make recommendation on tenders received for the construction of roads and services pertaining to the 19-lot subdivision of Council land located at Dial Road, Penguin.

BACKGROUND

The site is located between Dial Road and the Dial Park Sports Precinct and has been identified as surplus land.

The subdivision proposal has an existing Planning Permit which is currently subject to a minor amendment relating to an additional three lots at the south west corner of the property.

The Council has undertaken preliminary works including site clearing and filling in preparation for the installation of roads and services. Based on the availability of resources and commitments within the 2019–2020 works program, it has been determined to undertake the remaining works by contract.

DISCUSSION

Tenders were called on the 26 October 2019 and closed at 2.00pm on 26 November 2019.

Tender documents included designs and specifications prepared by PDA Pty Ltd and the Council's Infrastructure Services Department. The tender was advertised in The Advocate newspaper and also on the Council's internet portal, Tenderlink, to ensure as wide a coverage as possible.

Submissions from three tenderers were received as follows (including GST and \$25,000 contingency):

TENDERER	PRICE \$
Treloar Transport Pty Ltd	557,880.30
Civilscape Contracting Tasmania Pty Ltd	567,415.50
Harding Hotmix Pty Ltd	623,401.57
<i>ESTIMATE (EXCLUDING GST)</i>	<i>700,000.00</i>

Each of the tenderers submitted a conforming tender and are deemed competent to perform the works

The Council uses a weighted tender assessment method based on:

- . compliance with tender documents;
- . previous experience;
- . personnel;

- . construction period;
- . methodology;
- . WHS system and record; and
- . tender price/value for money.

Based on the detailed assessment undertaken by the Tender Evaluation Panel using the above criteria and weighting process, Treloar Transport Pty Ltd achieved the highest rating based on this method (a copy of the confidential tender assessment is attached).

Works are proposed to start in January 2020 with a completion date of 12 weeks from commencement.

CONSULTATION

This item has followed a public tendering process.

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

Arrangements are currently in place with NBN, TasNetworks and TasWater in relation to the installation of those utilities.

RESOURCE, FINANCIAL AND RISK IMPACTS

This project is included in the 2019–2020 capital budget.

The tenderer has provided information confirming construction will take place within the required timeframe. This will be reliant on third party service providers including NBN, TasNetworks and TasWater, and their ability to schedule these works accordingly.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

The Shape of the Place

- . Encourage a creative approach to new development.

A Connected Central Coast

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

The Environment and Sustainable Infrastructure

- 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 conforming tender from Treloar Transport Pty Ltd for the sum of \$507,163.91 (exc. GST) [\$557,880.30 (incl. GST)] for the construction of subdivision roads and services at Dial Road, Penguin be accepted and approved by the Council.'

The Acting Engineering Group Leader's report is supported."

The Executive Services Officer reports as follows:

"A copy of the confidential tender assessment having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the conforming tender from Treloar Transport Pty Ltd in the amount of \$557,880.30 (incl. GST) for the construction of subdivision roads and services at Dial Road, Penguin be accepted and approved."

ORGANISATIONAL SERVICES

10.11 Sale of land at 22 Markm Court, West Ulverstone (377A/2017 – 11.12.2017)

The Acting Director Community Services reports as follows:

“PURPOSE

This report is provided to assist the Council to further consider its position relating to the proposed sale of public land at 22 Markm Court, West Ulverstone.

BACKGROUND

The Council at its meeting on 11 December 2017 (Minute No. 377A/2017) determined:

‘That the Council initiate the process required to sell Lot 1 and Lot 22 Markm Court, West Ulverstone that are considered surplus to requirements, commencing with obtaining a commercial valuation, and that the land be disposed of at a price not less than the valuation received. All necessary terms and conditions being finally negotiated by the General Manager.’

The relevant sections of the *Local Government Act 1993* which apply to this issue are:

‘178 Sale, exchange and disposal of public land

- (4) If a council intends to sell, lease, donate, exchange or otherwise dispose of public land, the general manager is to –*
 - (a) publish that intention on at least 2 separate occasions in a daily newspaper circulating in the municipal area; and*
 - (ab) display a copy of the notice on any boundary of the public land that abuts a highway; and*
 - (b) notify the public that objection to the proposed sale, lease, donation, exchange or disposal may be made to the general manager within 21 days of the date of the first publication.*

...

- (6) The council must –*

- (a) *consider any objection lodged; and*
 - (b) *by notice in writing within 7 days after making a decision to take or not to take any action under this section, advise any person who lodged an objection of –*
 - (i) *that decision; and*
 - (ii) *the right to appeal against that decision under section 178A.*
- (7) *The council must not decide to take any action under this section if –*
 - (a) *any objection lodged under this section is being considered; or*
 - (b) *an appeal made under section 178A has not yet been determined; or*
 - (c) *the Appeal Tribunal has made a determination under section 178B(b) or (c).'*

The property at 1 Markm Court has been sold to the adjoining property owner for the sum of \$5,000.

DISCUSSION

The proposed sale of 22 Markm Court, West Ulverstone was publicly advertised in accordance with the requirements of the Act.

At the close of the advertising period, the Council had received one (1) objection to the proposal to sell the land.

The objection primarily focussed on the impact the sale would have on the future of children being able to play in the reserve area. The representor identified neighbourhood children play a number of ball sports in the reserve area as it is the only flat area of land available in close proximity to the homes. A copy of the objection is provided as an attachment to this report.

Concerns were also raised that one of the prospective purchasers of the land had already fenced the area and placed a gate on the 'new' boundary of the property. There is email correspondence on file to the prospective purchaser advising he could proceed with the erection of the fence on the following understanding:

“With regards to fencing I see no reason why it couldn’t be fenced but you need to remember that should something go wrong (which I don’t expect) then you would have to pull it down. I’ll leave it with you to decide what you want to do.”

The Central Coast Open Space and Recreation Plan 2012–2022 includes a goal to provide access to an open space area within a 400m radius to 90–95% of households in its urban areas.

Markm Court is in proximity of open space in Burnett Crescent along with access to areas such as River Park and the West Ulverstone Recreation Ground.

It is noted there is significant TasWater infrastructure located on this property as there is a Pipeline and Service Easement, approximately 3 metres wide, extending its full length.

If the Council determines to proceed with the disposal there is a requirement for a subdivision to be undertaken. Informal negotiations with adjoining property owners have established that 22 Markm Court will be divided into four (4) separate parcels, after which they will be consolidated with adjoining titles. Details of the area to be transferred to adjoining owners is provided as a confidential attachment.

A copy of the survey plan is provided as an attachment. It is noted that the survey plan has the notation ‘set apart for public recreation space’. This notation will need to be removed as part of the future subdivision process, which currently is on hold until the formal decision relating to sale of public land has been completed in accordance with the Council’s statutory requirements. A copy of the proposed subdivision plan is also provided as an attachment.

The Council needs to be aware that as part of the subdivision process there may be a requirement to consult with TasWater relating to any concerns in relation to their infrastructure. It is a possibility that conditions may be imposed on the subdivision which are not acceptable to the proposed purchasers.

CONSULTATION

The Council has complied with the provisions of the *Local Government Act 1993* by publicly advertising its intentions to dispose of public land. The representor has the right of appeal should the Council determine to proceed with the sale.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Council has previously agreed to sell 22 Markm Court for the sum not less than the valuation received. A copy of the valuation report provided by Opteon indicated a market value of:

1 Markm Court	\$5,000
22 Markm Court	\$7,500

The Council has/will incur costs associated with the sale of this land including valuation, survey, subdivision and legal fees. The costs of undertaking these processes are estimated at \$3,500:

Boundary Adjustment	\$2,250
Legal Costs	\$ 550
Valuation	\$ 700

If the decision of the Council is appealed to the Resource Management and Planning Appeal Tribunal, there may be further costs incurred in defending the Council's position.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

The Shape of the Place

- Improve the value and use of open space.

Council Sustainability and Governance

- Improve the Council's financial capacity to sustainably meet community expectations
- Effective communication and engagement.

CONCLUSION

The Council has previously determined that 22 Markm Court is surplus land as it already maintains adequate public open space within the vicinity. The issues raised by the representor for why the land should not be sold are not enough to alter the view that the land is surplus to the Council's requirements.

If the disposal is now approved, the Council's decision will be open to appeal to the Resource Management and Planning Appeal Tribunal by the objector. If there is no appeal within 14 days of notification of the Council's decision, the next stage of the process will be for the Council to proceed with the statutory approval of the subdivision. This process may require consultation with TasWater and could result in conditions being imposed relating to access to the infrastructure located within the Pipeline and Service Easement.

It is recommended that the Council, in relation to the proposed sale of 22 Markm Court, West Ulverstone:

- (a) note the objection received in relation to the proposed disposal of public land;
- (b) note the representor has appeal rights through the Resource Management and Planning Appeal Tribunal; and
- (c) providing the matter is not appealed, proceed with the subdivision of the land into four (4) lots allowing the sale to proceed to the adjoining property owners."

The Executive Services Officer reports as follows:

"Copies of the objection, survey plan, proposed subdivision plan and confidential transfer of land attachment having been circulated to all Councillors, a suggested resolution is submitted for consideration.

■ "That the Council, in relation to the proposed sale of 22 Markm Court, West Ulverstone:

- (a) note the objection received in relation to the proposed disposal of public land;
- (b) note the representor has appeal rights through the Resource Management and Planning Appeal Tribunal; and
- (c) providing the matter is not appealed, proceed with the subdivision of the land into four (4) lots allowing the sale to proceed to the adjoining property owners."

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10.12 Leasing of land at 21 Maskells Road, Ulverstone

The Acting Director Community Services reports as follows:

"PURPOSE

The report is provided to assist the Council in determining the lease for grazing land at 21 Maskells Road, Ulverstone.

BACKGROUND

The property at 21 Maskells Road has been in the Council's ownership for many years and is a vacant area of land which has in the past been used by Camp Clayton for grazing purposes.



There had been an informal arrangement with Camp Clayton for the use of this land for many years. A draft lease was offered to Camp Clayton which included a requirement for them to undertake fencing work, with the Council to contribute 50% of the cost.

As a result, Camp Clayton earlier in the year advised the Council they would relinquish their use of the land for grazing purposes. In advising the Council of their decision, Camp Clayton stated:

'...the board of Camp Clayton has considered the viability of the lease. Unfortunately the capital investment of the fencing is so much more than the profits of leasing the property by our organisation, that we cannot justify doing so.

We would like to thank you for the years of allowing our organisation to lease the land at rates feasible to our organisation, your support has been greatly appreciated'.

DISCUSSION

As a result of Camp Clayton's decision, the Council in July 2019 advertised for Expressions of Interest (EOI) in a grazing lease of 21 Maskells Road, Ulverstone.

The EOI stated *'the annual grazing lease is set at \$1,100 (inc GST), with a review every three years'*.

It was also indicated that there was a requirement to fence approximately 480 metres of the property prior to its use.

The initial advertised area of the land available for lease was 14 hectares. Subsequently it was identified this was incorrect as there is only 7.5 hectares of land available.

Those expressing an interest were given the opportunity to reconsider their interest as a result of the incorrect land size. The table below outlines the EOI under consideration:

ORGANISATIONAL SERVICES

NAME	PROPOSED USE	FENCING QUOTE	COUNCIL CONT.	COMMENTS	PAYBACK PERIOD
Richard Murrell	14 beef cattle	\$7,000	\$3,500	The quote includes fencing, stock trough, spraying and fertilizer indicates a preference for a long-term lease or purchase.	3.5 years
MA & CR Simpson	Sheep (various numbers depending on growth of pasture)	\$7,000 (Alternative option \$4,600)	\$3,500 (Would want to negotiate)	Changed mind on fencing contribution due to the wrong size of the area being advertised. Indicated still interest in the lease but would want to negotiate.	3.5 years (assuming 50% contribution)
Ulverstone Lions Club	Sheep/lambs/young cattle	\$7,677	\$3,838	Indication is the Lions Club still interested in the lease.	3.83 years

Richard Murrell – in addition to fencing the required area Mr Murrell also proposes to undertake spraying, move the water trough and apply fertilizer to the land. It appears he is asking the Council to provide a contribution towards these costs as well as the fencing in the first year of the lease. He does indicate that he is looking for a long-term lease or even purchase.

Lions Club – this offer has a marginally longer payback period (3.83 years) compared to Mr Murrell's (3.5 years). The Lions Club's quote for fencing was provided by an Agricultural Contractor. Entering into a lease agreement with the Lions Club may be seen as beneficial to the Council as any funds generated would likely be re-invested back into the community.

The *Local Government Act 1993* at s.177 discusses the issues of 'sale and disposal of land'. Sub-section 1 states, '*A council may sell, lease, donate, exchange or otherwise dispose of land owned by it, other than public land, in accordance with this section*'.

Before entering a lease, a council is required to obtain a valuation. A valuation has been requested from Opteon and is expected to be received soon.

The property at 21 Maskells Road is not identified as 'public land' therefore the Council is not required to comply with s.178 of the Act which involves publicly advertising of the Council's intentions.

CONSULTATION

There was a public advertisement seeking EOI for the lease of the land.

RESOURCE, FINANCIAL AND RISK IMPACTS

There is limited financial incentive for the Council in the leasing of 21 Maskells Road. However, the leasing of the land will ensure the area is well maintained while at the same time being productively used until such time as a future use is determined by the Council.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

Community Capacity and Creativity

- . Community capacity-building.

The Environment and Sustainable Infrastructure

- . Develop and manage sustainable built infrastructure
- . Contribute to the preservation of the natural environment.

CONCLUSION

The lease of 21 Maskells Road, Ulverstone for grazing purposes has been under consideration for some time. It would be appropriate for the Council to make a decision of a preferred lessee to allow the matter to be finalised. Although it is necessary for the Council to obtain a valuation to comply with the *Local Government Act 1993*, a lease amount was disclosed in the EOI process and therefore the interest received has been on this basis.

The EOI from the Lions Club from a financial perspective has a slightly longer payback period than from the other party, however as a local service club any surplus funds made would likely be reinvested into the community.

It is recommended that the Council authorise the General Manager to enter into a lease agreement with the Ulverstone Lions Club, unless in her opinion following receipt of the valuation by Opteon, there is too large a disparity between the offer and the valuation.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

■ “That the Council authorise the General Manager to enter into a lease agreement for grazing purposes with the Ulverstone Lions Club for the land at 21 Maskells Road, Ulverstone for an initial 3 year term, unless in her opinion following receipt of the valuation by Opteon, there is too large a disparity between the offer and the valuation.”

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10.13 Review of the Code for Tenders and Contracts (183/2019 – 17.06.2019)

The Acting Director Community Services reports as follows:

“PURPOSE

This report is provided to assist the Council in its review of its Code for Tenders and Contracts.

BACKGROUND

The Code for Tenders and Contracts was last reviewed by the Council in May 2019. Some minor improvements to the Code, which will further clarify the Council’s position in relation to local business support through the tender and assessment process, have been identified.

DISCUSSION

The Council is supportive of local business being encouraged to tender for its work. Recently it was evident that the Code for Tenders and Contracts did not adequately meet the expectations of Councillors in relation to supporting local business through the tender process.

With some minor amendments to the Code, more clarity can be provided to prospective tenderers on the weighting and evaluation criteria as it applies to local business.

The suggested changes were discussed with Councillors at a Workshop on 25 November 2019. The changes proposed are as follows:

Clause 3.2 Value for Money:

CURRENT	PROPOSED
. the advantages of buying locally, e.g. shorter delivery times, local backup and services, and the availability of spare parts;	. the advantages of supporting local business; . Council is committed to a zero-waste future and supports Reduce, Reuse and Recycle opportunities;

Page 9 Table:

CURRENT	PROPOSED
. The Council will seek at least one tender from a local business (if available).	. The Council encourages tenders from local business.

Clause 5.8.2 Tender Evaluation Panel:

CURRENT	PROPOSED
The Panel will recommend for approval that tender that best meets the relevant criteria.	The Panel will provide a recommendation to the Council of the tender which in the Panel's evaluation best meets the relevant criteria.

	The final decision for awarding a tender (contract) is at the sole discretion of the Council. In circumstances where the Council determines to award a contract contrary to a Panel's recommendation, the reasons for its decision are to be recorded in the minutes.
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As part of the review it was also recognised that the inclusion of a local business weighting in the assessment criteria may be advantageous. This will need to be considered when tender specifications are being prepared (a copy of the revised Code for Tenders and Contracts is appended).

CONSULTATION

There has been no consultation in relation to this matter.

The Council believes it has a responsibility to support and encourage local business to actively engage in its tender processes.

RESOURCE, FINANCIAL AND RISK IMPACTS

It is unlikely there would be any resource implications relating to the Council accepting the recommendation to amend its Code for Tenders and Contracts.

The changes proposed may result in some minimal financial impact from time to time. However there remains a strong emphasis on price as part of any tender assessment criteria and evaluation.

There may be some criticism of the Council for including a weighting in its contract documentation which might provide a minor advantage to local business.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

A Connected Central Coast

- Improve community well-being.

Community Capacity and Creativity

- Community capacity-building.

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

Council Sustainability and Governance

- Improve corporate governance
- Improve service provision
- Improve the Council's financial capacity to sustainably meet community expectations
- Effective communication and engagement.

CONCLUSION

It is recommended that the Council endorse the changes as outlined, to the Code for Tenders and Contracts dated December 2019."

The Executive Services Officer reports as follows:

"A copy of the revised Code for Tenders and Contracts – dated December 2019 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

■ "That the Council:

- (a) endorse the changes as outlined in this report to its Code for Tenders and Contracts; and
- (b) adopt the updated Code for Tenders and Contracts dated December 2019 with immediate effect (a copy being appended to and forming part of the minutes)."

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10.14 Council liability for the fencing of land owned/leased and managed by the Council (324/2000 – 07.08.2000)

The Acting Director Community Services reports as follows:

"PURPOSE

The purpose of this report is to assist the Council in updating its Policy in relation to the provision of financial assistance towards boundary fences which are situated between Council and private property.

BACKGROUND

The Council last reviewed its Boundary Fences Policy in 2000 (Minute No. 324/2000). The decision determined by the Council at the time was to reconfirm its existing policy adopted in 1993 (Minute No. 143/1993).

"...That the Council not contribute to the fencing of roads (including car-parks) and public reserves, unless:

- 1 the car-park is situated within the boundaries of the central business districts of Ulverstone and Penguin and the shopping centre at West Ulverstone as defined by a planning scheme; and*
- 2 the reserves and car-parks [other than a car-park referred to in point (1)] are land which is not open to the public generally;*

and in respect of (1) and (2) above and all other lands the Council contribute one-half of the cost of fencing:

providing always and in every case that the Council is satisfied that such works are necessary."

DISCUSSION

The Council does from time to time receive requests for a contribution towards the cost of fencing where its property adjoins private property. The current Policy is difficult to interpret and therefore a new Boundary Fence Contribution Policy has been developed.

This new Policy outlines clearly the process that the Council will follow in assessing any application for a contribution to a boundary fence. It specifically provides for exclusions in accordance with the *Boundary Fences Act 1908*.

The Council will contribute financially to the cost of erection, repair or replacement of shared boundary fences between Council property and private property in accordance with the following table:

WHERE A PRIVATE PROPERTY ABUTS:	COUNCIL CONTRIBUTION WILL BE CONSIDERED IF REQUESTED:	COMPLIANCE
A road reserve	No	<i>s.7 Boundary Fences Act 1908</i>
A public reserve	No	<i>s.6 & s.7 Boundary Fences Act 1908</i>
A public car park	Yes	
A developed Council property (i.e. Recreation Centres)	Yes	
Sports fields	Subject to demonstrated need	

CONSULTATION

There has been no consultation in relation to the updating of this Policy. The Council receives requests on an ad-hoc basis.

RESOURCE, FINANCIAL AND RISK IMPACTS

When the Council is required to provide a contribution to a boundary fence there is a cost. This cost is of an operational nature and therefore covered through maintenance allowances included in the budget.

CORPORATE COMPLIANCE

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

The Shape of the Place

- . Improve the value and use of open space
- . Conserve the physical environment in a way that ensures we have a healthy and attractive community.

The Environment and Sustainable Infrastructure

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

Council Sustainability and Governance

- . Improve corporate governance
- . Improve service provision
- . Improve the Council's financial capacity to sustainably meet community expectations
- . Effective communication and engagement.

CONCLUSION

It is recommended that the Council adopt the Boundary Fence Contribution Policy dated December 2019 with immediate effect."

The Executive Services Officer reports as follows:

"A copy of the Boundary Fence Contribution Policy dated December 2019 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Council adopt the Boundary Fence Contribution Policy dated December 2019 with immediate effect."

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11 CLOSURE OF MEETING TO THE PUBLIC

11.1 Meeting closed to the public

The Executive Services Officer reports as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide that a meeting of a council is to be open to the public unless the council, by absolute majority, decides to close part of the meeting because one or more of the following matters are being, or are to be, discussed at the meeting.

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:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Minutes and notes of other organisations and committees of the Council . TasWater Owners Representatives Group Annual General Meeting – meeting held 13 November 2019 . Dulverton Waste Management Annual General Meeting and Representatives – meetings held 28 November 2019	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Council action relating to dilapidated property	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;

	<p>15(2)(i) Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council; and</p> <p>15(2)(j) The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area</p>
Sale of land at 2A Dial Road, Penguin	<p>15(2)(f) Proposals for the council to acquire land or an interest in land or for the disposal of land; and</p> <p>15(2)(j) The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.</p>

A suggested resolution is submitted for consideration.”

- “That the Council close the meeting to the public to consider the following matters, they being matters relating to:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
<p>Minutes and notes of other organisations and committees of the Council</p> <ul style="list-style-type: none"> . TasWater Owners Representatives Group Annual General Meeting – meeting held 13 November 2019 . Dulverton Waste Management Annual General Meeting and Representatives – meetings held 28 November 2019 	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential

Council action relating to dilapidated property	<p>15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;</p> <p>15(2)(i) Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council; and</p> <p>15(2)(j) The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area</p>
Sale of land at 2A Dial Road, Penguin	<p>15(2)(f) Proposals for the council to acquire land or an interest in land or for the disposal of land; and</p> <p>15(2)(j) The personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area</p>

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The Executive Services Officer further reports as follows:

- “1 The *Local Government (Meeting Procedures) Regulations 2015* 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, the fact that the matter was discussed and a brief description of the matter so discussed, and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.
- 2 While in a closed meeting, the council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.

-
- 3 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.

- 4 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.”

Associated Reports And Documents

***Supporting evidence for C8.0 Scenic Protection Area application over the
Loyetee Peak – Leven Canyon Area***

*Prepared by Highland Conservation Pty Ltd, D R Chalmers and R Greiner for the
Tasmanian Planning Commissions (Central Coast Council LPS hearing 22
January 2020)*

The following document provides supporting evidence for the Tasmanian Planning Commission to recognise the Leven Canyon—Loyetee Peak Area’s scenic values and the need for protection through the application of the C8.0 Scenic Protection Code over the area identified in Appendix 1. The necessary accompanying Table C8.1 has been provided in Appendix 2, and photographic support in Appendix 3.

Recognition of the Scenic Value of the Leven Canyon—Loyetee Peak Area

The *Leven Canyon Interpretation Plan 2007-2010* articulates the economic significance of the area’s scenic value by “Communicating the Call of the Canyon” as a way of describing the attractiveness of the area for tourists. The plan recognizes the Leven Canyon—Loyetee Peak Area is:

*“a wild, dramatic and natural oasis among local farmland and settlement
and that this is the point of difference, or unique selling point, and what sets
it apart from other attractions in the minds of potential visitors”*

The Council’s *Central Coasts Interpretation Plan 2017* developed a Coast to Canyon Tourism Place Marketing Brand – ‘Coast to Canyon, Great Natured Place’, which leverages off the scenic value of the Leven Canyon—Loyetee Peak Area.

The unspoiled scenic beauty of the wider Leven Canyon area--including Loyetee Peak--is listed as a strength for the visitor economy in the *Central Coast Council*

Destination Action Plan 2018, which aligns with the *Tasmanian Visitor Economy Strategy 2015-2020*. A Central Coast Visitor survey, referred to in the Destination Action Plan, identified that the most common purpose tourists visit the municipality is to...

....“*see wilderness and natural scenery*”.

The Action Plan provides specific mention of the Leven Canyon and the Gunns Plains caves, the entrance of which has commanding views towards Loyetee Peak, and are areas where tourists are drawn to by scenic beauty.

The *Central Coast Council Destination Action Plan 2018* also takes findings from the *Leven Canyon/Leven Valley Master Plan 2018*, which highlights that the:

“Leven Valley currently plays a vital role in the ‘Caves to Canyon’ tourism precinct/cluster and a significant role in contributing to Central Coast’s visitor economy. The Leven Canyon is important for tourism operators in the Gunns Plains, Nietta and Preston localities. The destination is integral in attracting tourists to the Central Coast that has flow-on effects for other businesses in the broader area and region.”

The *Leven Canyon/Leven Valley Master Plan 2018* scope applies a ‘whole of place thinking’ and, as such, recognises the scenic importance of the ‘Leven Canyon—Loyetee Peak Area’.

In summary, the tremendous scenic value of this area has been identified (as mentioned above) in the:

- 1) *Leven Canyon/Leven Valley Master Plan 2018*,
- 2) *Central Coast Council Destination Action Plan 2018*,
- 3) *Central Coasts Interpretation Plan 2017*, and the
- 4) *Leven Canyon Interpretation Plan 2007-2010*.

Appendix 3 includes photos from a number of locations that provides supporting

evidence of the areas scenic value. The Coast-to-Canyon tourist association collects visitor statistics which demonstrate that the majority of the cruise-ship tourists who disembark at Burnie take a scenic coach tour of Gunns Plains and/or Leven Canyon. This would surely imply that the scenic attributes of the Leven Canyon—Loyetea Peak Area form a key attribute of ‘Brand Tasmania’.

LPS planning need for C8.0 Scenic Protection Code application to the Leven Canyon—Loyetea Peak Area

The *Leven Canyon/Leven Valley Master Plan 2018* notes that the Central Coast Council needs a proactive planning framework to guide strategic decision making, sustainable development and use of the Leven Canyon/Leven Valley (includes Loyetea Peak) area. Strategies and initiatives were mapped by a Working Group as part of the Leven Canyon/Leven Valley Review (the Review). The Review findings align with the councils support in Section 35F of the Local Planning Provision report, calling for the Scenic Protection Code overlay to be applied across the ‘Loyetea Peak – Leven Canyon Leven Canyon—Loyetea Peak. This also aligns with *the Cradle Coast Regional Landuse Strategy 2010-2030*.

3.Support for Economic Activity

3.3.5 Sustainable Tourism

- (b) protect attributes which attract and enhance tourism experience in the vicinity of designated tourist trails, identified points of interest and high value environmental, cultural and **scenic sites**

The land tenure of the requested Loyetea Peak – Leven Canyon Scenic Protection Area is Regional Reserve “Leven Canyon Regional Reserve” (under the *Nature Conservation Act 2002*) and adjoining areas of Crownland ‘Future Production Forest (under the Forest (RFI) Act)’. The proposed zoning of these tenure areas are 23.0 Environmental Management Zone and 20.0 Rural Zone, respective. The current tenure and zoning provides little protection of scenic values, which became apparent when earlier in 2019 a private developer

proposed to build a high-voltage overhead power transmission line right across this area, a plan which has since been abandoned. Scenic value planning protection in the future can only be assured through application of the Scenic Protection Area Code to this area. Appropriate planning mechanisms for the scenic protection of this area, strongly aligns with the Council's Master Plan. The *Leven Canyon/Leven Valley Master Plan 2018* states that:

“The Central Coast Council needs a proactive planning framework to guide strategic decision making, sustainable development and use of the Leven Canyon/Leven Valley area”.

In relation to Scenic value protection, the appropriate planning framework requires application of the C8.0 Scenic Protection Code to the Leven Canyon—Loyetee Peak Area.

Consultation supports the need for scenic protection of the Loyetee Peak – Leven Canyon Area

Considerable consultation has occurred through the creation of the many plans mentioned above, which identified the significant scenic value of the Leven Canyon—Loyetee Peak area. These consultations processes have brought together council, consultants, community, natural resource management agencies (notably Tasmanian Parks and Wildlife Service), and local businesses. Risk to the scenic value of this area from inappropriate development had recently seen > 130 community members at a workshop expressing concern for the area scenic protection. Further support is evident in the numerous representations to the Central Coast Council LPS calling for the application of the C8.0 Scenic Protection Code to the Leven Canyon—Loyetee Peak Area. As mentioned above, the Central Coast Visitor survey referred to in *Central Coast Council Destination Action Plan 2018*, identified that the most common purpose tourists visit the municipality is to “see wilderness and natural scenery”, with specific mention of the Leven Canyon and the Gunns Plains Caves, the entrance of which has a commanding views towards Loyetee Peak.

APPENDIX 1 Requested Scenic Protection Area extent

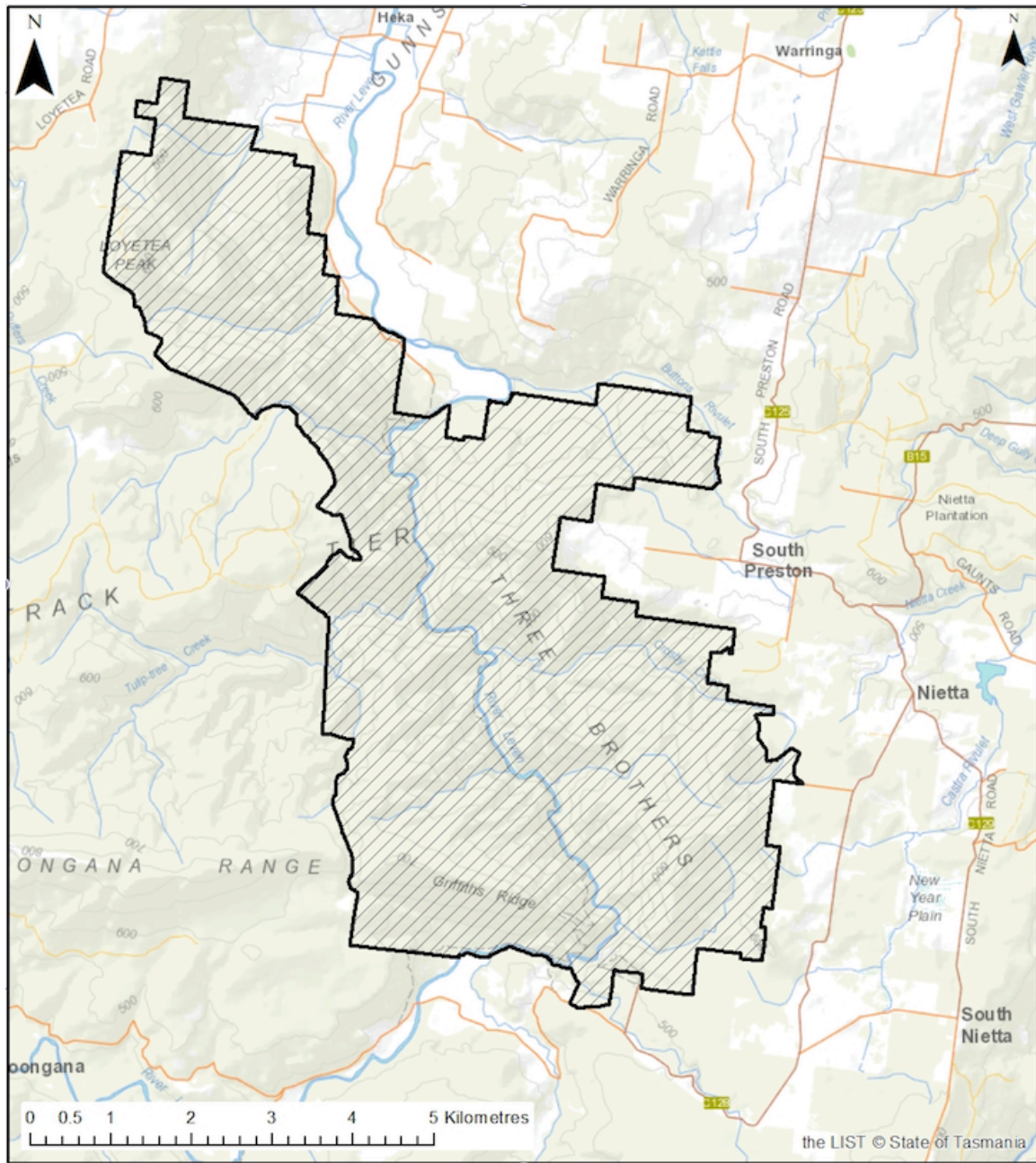


Figure 1. Initial requested Scenic Protection Area extent

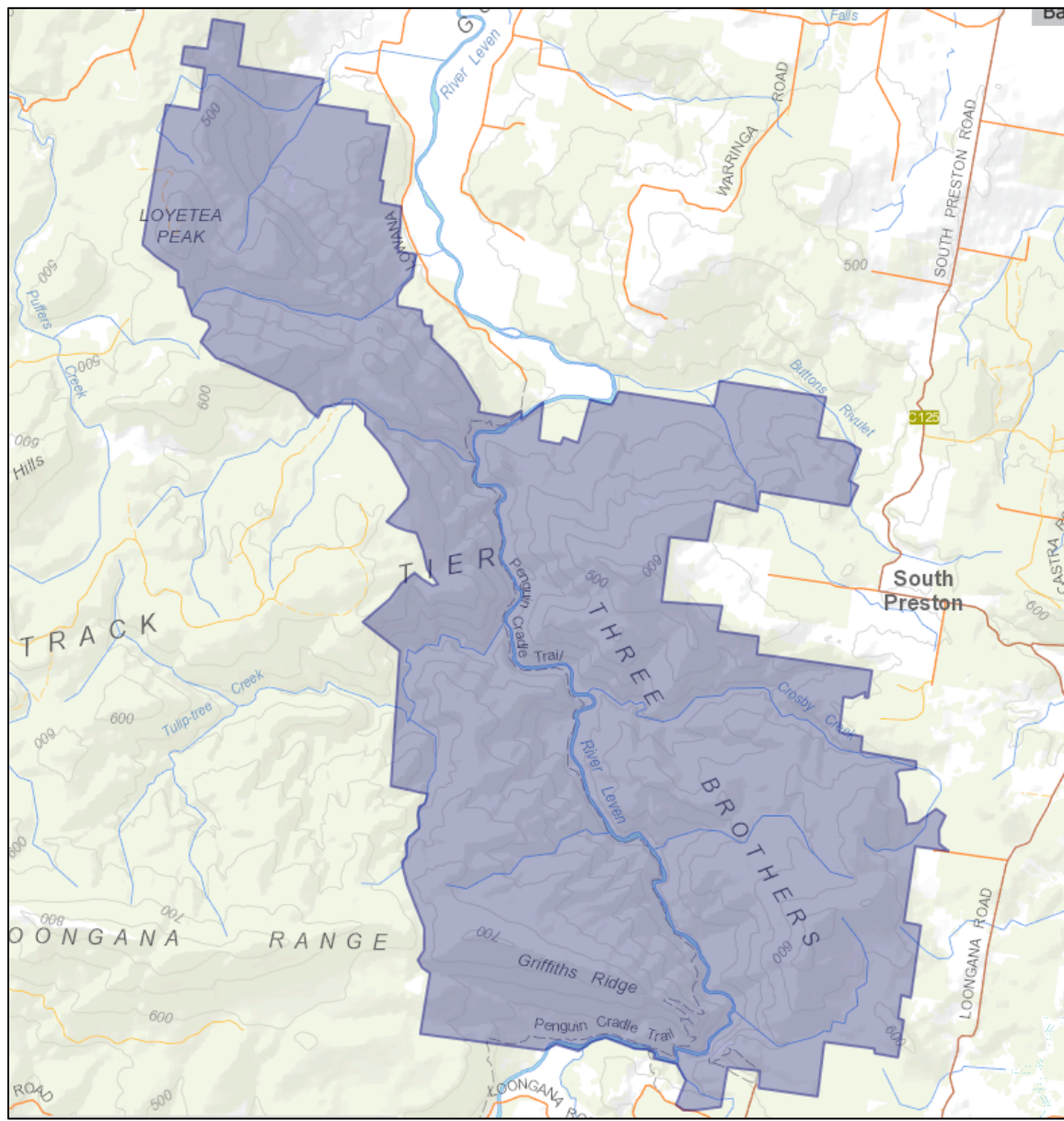


Figure 2. Amended requested Scenic Protection Area extent (excludes Permanent Timber Production Zone Land near the Leven River)

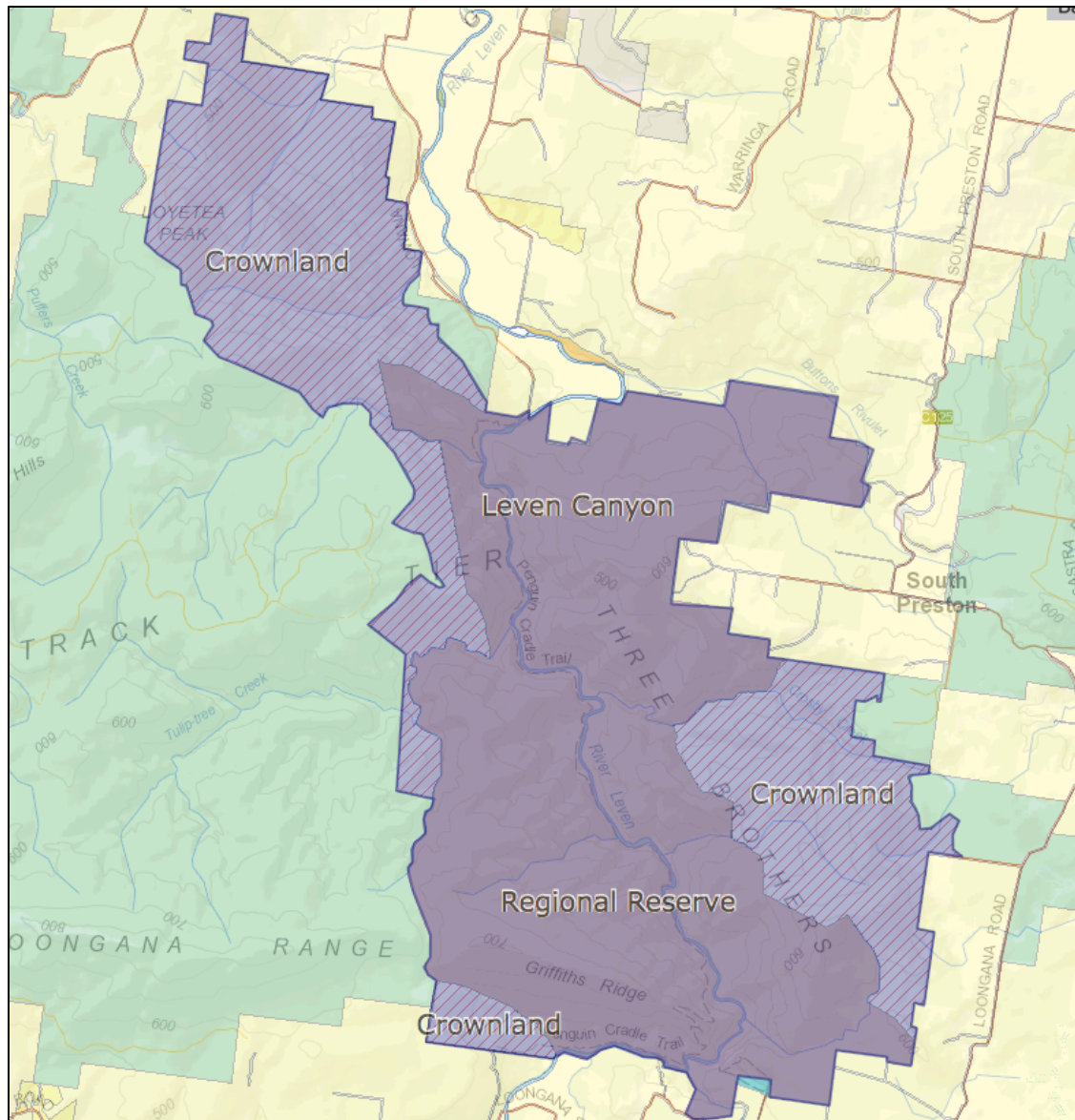


Figure 3. Amended requested Scenic Protection Area extent (excludes Permanent Timber Production Zone Land near the Leven River) and illustrates current land tenure of requested area (Crownland and Regional Reserve)

APPENDIX 2 Proposed Table C8.1 Scenic Protection Area

C8.1 Scenic Protection Area

Reference Number	Scenic Protection Area Name	Description	Scenic Value	Management Objectives
To be determined	Loyetee Peak – Leven Canyon	Leven Canyon Regional Reserve and adjoining crown land listed as 'Future Potential Production Forest'	<p>(a) Is an intact native vegetation area that is not timber plantation, containing a river canyon, and adjoin peaks, and forested slopes that provides a natural outlook from Gunns Plains, Nietta, South Preston, Loongana, Black Bluff, the Penguin to Cradle walking track, and various scenic lookouts including Loyetee Peak and the Cruickshanks Leven Canyon viewing platform, and various road scenic pullouts, and</p> <p>(b) is a wild, dramatic and natural oasis among local farmland, production forests and settlement, which is the point of difference, or unique selling point that sets it apart from other areas in the minds of locals and visitors, and is an attraction that plays a vital role to the Central Coast's visitor economy.</p>	<p>(a) Ensure that any vegetation clearance is not visible from areas from Gunns Plains, Nietta, South Preston, Loongana, Black Bluff and views that provide current and future visitor experiences, and</p> <p>(b) buildings and works are located and designed to blend with the landscape and not be obtrusive.</p>

Justification for Table C8.1 wording

Scenic Protection Area Name. The proposed name ‘Leven Canyon—Loyetee Peak’ best describes iconic features within the requested scenic area.

Description. The area description is clearly defined by tenure as the Leven Canyon Regional Reserve and all adjoining crown land listed as ‘Future Potential Production Forest’.

Scenic Value.

The scenic values have been capture in two parts and are been based upon values identified from numerous reports and consultation processes in:

- 1) *Leven Canyon/Leven Valley Master Plan 2018*,
- 2) *Central Coast Council Destination Action Plan 2018*,
- 3) *Central Coasts Interpretation Plan 2017*, and the
- 4) *Leven Canyon Interpretation Plan 2007-2010*.

Point (a) clearly identifies the value of the intact native vegetation in the area and a number of vantage points important for the visitor based economy. Point (b) clarifies the scenic value importance to the visitor economy and is wording largely obtained from the *Leven Canyon/Leven Valley Master Plan 2018*

Management Objectives.

Two management objectives have been provided. Point (a) clearly articulates the need to prevent native vegetation clearance and loss of scenic values from a number of vantage points important for the visitor based economy. Point (b) allows for sensitive development and has been drafted from wording used in the draft Meander LPS Scenic Protection Area table C8.1 (page 74 of 78), with the exception that ‘development’ has been exchanged here for ‘building and works’

APPENDIX 3 Images Supporting Scenic Value of the area



Figure 4. Leven Canyon Regional Reserve and Crown Land, on high ground to the right (view north of Lower Leven Canon Lookout at Loongana) – the canyon and large area of intact native vegetation are of high scenic value from the visitors' lookout.



Figure 5. Leven Canyon Regional Reserve and Crown Land, in background on right (view west of Cruikshanks lookout at Loongana) – the canyon feature is of high scenic value from the visitors' lookout.



Figure 6. Northern Leven Canyon Regional Reserve and Crown Land in foreground (view east of Loyetee Peak lookout toward Nietta) – the large area of intact native vegetation and forested slopes are of high scenic value from this visitors lookout.



Figure 7. Northern Leven Canyon Regional Reserve and Loyetee Peak (Crown Land) forested areas to right (view from George Woodhouse Lookout on South Riana Road where all tourist coaches stop) – the large area of intact native vegetation and forested slopes are of high scenic value from this visitors' lookout and elsewhere in Gunns Plains.



Figure 8. Loyetee Peak (Crown Land) intact forested hills (view from Gunns Plains) – the large area of intact native vegetation and forested slopes are of high scenic value from Gunns Plains Caves and other visitor attractions in this area, from this visitors' lookout and elsewhere in Gunns Plains.



Figure 9. Leven Canyon Regional Reserve (view from South Preston) – the large area of intact native vegetation in the mid-ground forested slopes of Loongana Range are of high scenic value from this private land with ecotourism potential.

Central Coast Community Safety Partnership Committee

Minutes of a meeting held in the Central Coast Council Chamber,
19 King Edward Street, Ulverstone

Thursday, 30 October 2019 – Commencing at 10.00am

PRESENT

Cr Jan Bonde (Mayor – CCC); **Melissa Budgeon** (Community Wellbeing Officer – CCC); **Paul Breden** (Engineering Group Leader CCC); **Sergeant Brett Saarinen** (Tasmania Police); **Inspector Shane Le Fevre** (Tasmania Police – Ulverstone); **Dr Sharon Condon** (Central Coast Chamber of Commerce & Industry CCCI); **Garth Johnston** (Penguin Neighbourhood Support/Penguin Rep); **Simon Douglas** (Ulverstone Neighbourhood House); **Kathryn Robinson** (Housing Choices Tasmania Ltd) and **John Deacon** (Central Coast Community Shed).

1 WELCOME

Jan Bonde welcomed everyone to the meeting.

2 APOLOGIES

Sandra Ayton (General Manager – CCC); **Glen Lutwyche** (Principal Ulverstone Secondary College [USC] Schools Representative); **Barry Issac** (Community Representative); **Cr Cheryl Fuller** (Councillor – CCC) and **Julie Milnes** (Health Promotion Coordinator [Mersey] DHHS).

3 MINUTES OF PREVIOUS MEETING

■ John Deacon moved, and Garth Johnston seconded, “That the minutes from the meeting held on Wednesday, 28 August 2019 be confirmed”.

Carried

4 MATTERS ARISING FROM PREVIOUS MEETING

a *Confirmation of the regulation of a caravan parked on roadside in front.*

Action: Paul reported that there is nothing specific relating to a power cord across a nature strip in the Act. Further investigation is needed regarding public safety. Contacting Workplace Standards to confirm Council’s position.

b *James Street, Ulverstone parking issues*

A meeting has taken place with Ulverstone Secondary College representatives. Measures are being put in place, regarding temporary parking restrictions during school hours around the 100-metre area so

larger vehicles can turn safely. Council's long-term plan will look at issues of parking and streetscape.

c Emergency Contact Numbers

Melissa Budgeon reported that the Emergency Contact Numbers fridge magnet cards have been distributed to all residence in the Central Coast area.

Mayor, Jan Bonde meets with a group, Connecting Care, who are looking also at developing a database of all the relevant contact details for the services and organisations in the Central Coast area. The Connecting Care Group discussed placing all this information in one place e.g. a website making it easy to access. They are holding a round table meeting in February 2020

Community Forum on CCTV usage

Inspector Shane Le Fevre reported the police would like to run a forum for Central Coast businesses on shop lifting. This could include the benefits and usage of CCTV, further discussion with the General Manager, Sandra Ayton to arrange a suitable time and date. Further to previous discussion both the Council and Chamber of Commerce and Industry would support this community program. In recent months the use of social media has assisted in raising the awareness of offender active along the coast.

Action: Dr Sharon Condon to present this at the next CCCC&I meeting and advise what day will suit the shop owners.

d Offer of free Judo Classes

John Deacon reported that he wrote a letter to all Central Coast school offering free judo classes to students with behavioural problems or are disadvantaged. He was disappointed with the school on the uptake on this offer. Only 8 students took up this offer and are all from Sacred Heart Primary School. Copy of the letter is to be sent to Inspector Shane Le Fevre and he will send onto the Early Intervention Unit.

5 COMMUNITY SAFETY ACTION PLAN 2017–2022

5.1 Action Report updates (attached)

Melissa reported there is currently nothing to report on the Community Safety Action Plan.

6 REPRESENTATIVE REPORTS

6.1 Crime Report

Sergeant Brett Saarinen

Sergeant Brett Saarinen reported that Kym Turale is now the Welfare Officer for the district. Sergeant Dean Snooks has taken up Kim's role in Central Coast.

Sergeant Brett Saarinen reported that he had success working with the Elderly Mental Health services from Devonport, supporting a local resident with ongoing safety concerns.

Sergeant Brett Saarinen advise that a number of lower level thefts have taken place in Central Coast and most of them have been dealt with and the Early Intervention Unit have been working with the police on these issues.

Tasmania Police have been notified of upcoming road closures, the Penguin and Ulverstone Christmas Parade and Remembrance Day ceremonies.

There was a three-vehicle accident on Leven Street were an elderly driver was distracted from his driving. Police will be promoting attention to driving and safety of community first over the coming months. The meeting discusses what could be done regarding the conduct of elderly drivers and when it is time to give up their licence. This issue falls to the responsibility of the family to have the conversation initially. In a proactive approach the group would look to support promoting transport options that are available in the community for the elderly in the way of transport and how to access community transport.

Inspector Shane Le Fevre presented to the meeting a home security and business security audit.

Action: The business security audit to be emailed out to committee members.

The old service station in Main Road, Penguin. Concerns have been raised on what this will be used for. Sergeant Brett Saarinen asked if anything had come through the council via planning applications.

Action: Sandra Ayton, General Manager to speak with Planning on planning application for this property.

Sergeant Brett Saarinen mentioned the festive season will soon be upon us and would like the Council to promote "*Have a great Christmas and be safe*".

With the significance of the bushfire season imminent, all emergencies services are preparing for a busy season. It is worth reminding the community to be vigilant and if any suspicious activity that could result in the lighting of fires is reported to the police promptly.

Sergeant Shane LeFevre asked if the committee members were aware of an upcoming peaceful protest call "Storm the Clock". Nothing was reported as being heard at this time.

Recent events have been the cause for concern at the Forth Hotel, and the impending future live music events have addressed these issues, there will be police monitoring to address any anti-social behaviour and public safety issues.

6.2 Central Coast Chamber of Commerce & Industry Report Dr Sharon Condon

Dr Sharon Condon advised that the Business Awards were held recently and were well received. It was advised that the guidelines for the awards have been reviewed and will be revised.

6.3 Primary Health Report Julie Milnes

Nil.

6.4 Education (all schools) Report Glen Lutwyche

Nil

6.5 Ulverstone Neighbourhood House Report Simon Douglas

Nil.

6.6 Housing Choices Tasmania (HCT) Report Kathryn Robinson

Kathryn Robinson reported that a bus trip was held with residents and families including neighbourhood house to Guide Falls. Kathryn reported that Housing Choices look for low cost trips for families to enjoy focusing on communities that need help.

The Christmas function will be held on 5 December 2019.

6.7 Community Housing Report Tameka Dornauf

Nil

6.8 Community Reports Garth Johnston

Garth Johnston report that the new crossing over near the intersections of Commonwealth Court and Dial Road, Penguin has been reported to him as causing problem of a bottle neck. Paul advise he would look at the area but could not see why this would be a problem.

Concerns raised regarding bees dying. Mayor Bonde advised that the roadside spaying along Castra Road and Kimberleys Road was being investigated by DPIWE.

6.9 Central Coast Community Shed John Deacon

Protection railing on the footpath on the Leven River bridge. Paul advised that the Council has followed this up with State Growth but has not been advised.

Action: Paul Breaden will follow this up with State Growth.

John Deacon asked if the construction of pathway from Turners Beach to Leith will be underway soon. Request for tenders have been advertised there are still some council processes to be done e.g. development

application approvals and MOU from the state Government. An approximate starting time would be after Christmas

Mayor Jan Bonde advised that the Cradle Coast Authority have taken over the project management of some sections of the pathway which are scheduled for commencement next year.

Leith, Forth Road overpass. John has spoken to State Growth and been advised that plans are being drawn up. Paul advised that some positions within the department of State Growth have changed and the new appointee is currently looking over the project.

6.10 Council Report

Jan Bonde

The meeting discussed the security measures around the use of bollards. The police have a Special Response Counter Terrorism group who can give advice to the Council.

Action: Inspector Shane Le Fevre will give Paul some information.

Mayor Jan Bonde reported seeing what looked like a homemade motorised cycle using the new Pump Park at Fairway Park, Ulverstone. The question was asked, what are the restrictions and regulations of using small motorised bikes and minibikes in the park. Police will monitor the area. The meeting suggested that a Facebook promotion on the use of bikes and what type of bikes be put out through social media.

Action: Melissa Budgeon to action a Facebook promotion on the use of bikes and what type of bikes are to be used in parks and reserves. This to be put out through social media.

A review of the Local Gov Act is looking at generic By-Laws for councils.

7 GENERAL BUSINESS

Membership representation on the Committee – Melissa reported that as part of the Community Safety Action Plan a review of the membership be undertaken annually. The meeting agreed that Trevor Reeve from Aboriginal Health Service be invited to make a presentation to a meeting. He is also involved in Rural Health. He maybe a person of interest that could be approached to be on the committee.

Other suggestions of people to approach to be on the committee were – support team and Disability Services – Dr Michelle Towel.

Proxy representation – It was discussed that each member should allocate someone to represent them at a meeting if unable to attend. A list of people that can be proxy to a meeting to be put together.

Action: Committee members to nominate a proxy that can attend the meeting on their behalf. This to be emailed to Deb Lynch – Admin Assistant Community Services.

8 NEXT MEETING:

As there was not further business to discuss the meeting closed at 11.20am. The next meeting will be held on 4 December 2019 in the Council Chamber, 19 King Edward Street, Ulverstone, commencing at 10.00am.

East Ulverstone Swimming Pool Management Committee

Meeting Minutes

Thursday, 31 October 2019 at 3.40pm

Doc. ID: 341726

1 PRESENT/APOLOGIES

Present: Chair – **Steve Crocker** (Community Representative); **Jason Bell** (DoE Facilities Maintenance Services); **Simon Dent**; **Michael Wilson**; **Alan Graham** (DoE Representative); **Cr Amanda Diprose**; **Liz Eustace** and **Melissa Budgeon** (Wellbeing Officer –Central Coast Council).

Apologies: **Denise Neale**

2 CONFIRMATION OF MINUTES

Cr Diprose moved, and Simon Dent seconded, “The minutes of the previous meeting dated Thursday, 8 August 2019 be accepted as a true and accurate record.”

Carried

3 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Start time alteration – Groups are now starting later at 4pm and the cleaning regime is working really well.

4 DEPARTMENT OF EDUCATION (DoE) REPORT

The SWSP review is now in the hands of the Director of Curriculum. There has been no word on the outcome of this review and therefore the future direction of the SWSP. I will share relevant information to the committee when it becomes available.

Maintenance/Asset Management Projects – Recently Completed

- . Toilet Cisterns
 - Two damaged cistern cover plates have been replaced.

Maintenance/Asset Management Projects – Ongoing Concerns (yet to be addressed)

- . Car Park
 - Re-marking of lines incomplete, in particular speed hump and yellow curbing.
- . Automatic Chlorination System

- The system has never been set up correctly and is plagued by problems. We are investigating options which would alleviate current issues.
- . Internal Beams
 - Following a maintenance check, it has been noted that further rust and paint deterioration is present. A quote was obtained last year to prepare and paint these beams with a similar product. This amounted to approximately \$43 000.

Denise Neal (Assistant Director, Support and Development, Curriculum Services)

Alan Graham (NW Co-ordinator SWSP)

Michael Wilson (East Ulverstone Pool Attendant)

5 CORRESPONDENCE

Inward	Nil
Outward	Nil

6 GENERAL BUSINESS

Jason Bell from the Department of Education (DoE) Facilities Maintenance attended and provided the following information to the committee.

- . Since my last attendance Facilities have completed;
- . A condition audit on the mechanical components of the pool (attached) and;
- . Confirmed that the building roof is also nearing the end of its usable life (say 2 or 3 years residual);
- . With regards item 1 summary the report concludes the following:
 - That the heat pump unit supplying the pool water is in poor condition with replacement recommended within 12 months;
 - That the heat pumps supplying heating to the building interior are in poor condition with replacement recommended within 24 months;
 - That the pool control system whilst functional would benefit from an upgrade to support the new infrastructure and to provide greater user oversight of pool conditions; and
 - That the chemical dosing and filtration plant could and should be upgraded to minimise user error in mixing causing detrimental impacts on plant. An upgrade would also improve WHS risks for employees.

In short, a capital investment in the vicinity of \$300,000 will be required to upgrade the plant with new. This estimate is broad brush in nature and does not include design and documentation costs, nor contract administration fees.

At this point in time DoE are not in a position to progress works to resolve the identified life cycle works. Noting that the Facility is more than just a building and supports far more than just DoE activities there is a significant risk that an inability to fund works will at some point impact on a number of stakeholders.

From a DoE perspective we are very cognisant of the positive relationship between DoE and Central Coast Council but also are unclear on the intent and content of the lease document that underpins this relationship.

At this stage DoE consider that noting the benefits derived from the facility by the broader community and the ambiguity in the agreement that there may be a case for Council to contribute toward the capital upgrades identified. DoE would request that the committee consider the attached report and if agreeable support opening dialogue to discuss in more detail this matter with the Council.

■ Alan Graham moved, seconded Simon Dent, "That Facilities Maintenance DoE, Jason Bell, recommended that in principal support be gained to start discussion with the Central Coast Council in regard to managing end of life, sustainability and building issues at the East Ulverstone Pool.

The Committee agreed that this is a necessary step in pursuing a partnership.

Carried

Further discussion concluded that Cr Diprose raise this issue at the next Council meeting in her committee's update. It was also suggested that it may require a presentation at a Council workshop in the future.

7 NEXT MEETING

The next ordinary meeting of the Committee will be held in Thursday 5 December 2019 at 3.30pm. at the Council.

8 CLOSURE

As there was no more business to discuss the meeting closed at 4.35pm

To: DEPARTMENT OF EDUCATION

Date: 21/08/2019

Attention: Kelsey Garside

Project: Ulverstone Primary School – Pool Hall Thermal Plant

Project No. J184134MM

Completed by: Ray Berry/Nathan Stevanovich (JMG)

We refer to our recent investigations and testing and advise as follows:

1. POOL WATER HEATING – THERMAL PLANT & WATER RETICULATION

The heating water is served by 1 off air/water heat pumps (Accent HWP100).

JMG engaged Temp Control Tasmania who identified the following issues:

- 1 x condenser fan burnt out (rectified).
- Anti-short cycle timer removed from compressors (rectified).
- Compressor overloads not connected (rectified).
- Defrost function incorrect (fans are common to chamber and don't spot when in defrost function) (rectified).
- Defrost controllers set up was incorrect (rectified).
- Comp No. 1 R22 260/50psi 16 amps at 26°C water system.
- Comp No. 2 R438a 280/50psi 16 amps at 26°C water system.

2. POOL AIR HEATING – THERMAL PLANT AND DUCT DISTRIBUTION

The Pool hall is served by an air change air unit DX coils.

This unit distributes fresh air to the main plant room through preheat coil, filters, main supply fan and downstream step electric duct heater.

The DX coils are served by 2 off heat pumps (Accent HP80).

JMG engaged Temp Control Tasmania who identified the following issues:

Heating Water HP No. 1 (Accent HP80)

- Anti-short cycle timer removed from compressors (rectified).
- Compressor overloads not connected (rectified).
- Defrost function incorrect (fans are common to chamber and don't spot when in defrost function) (rectified).
- Defrost controllers set up was incorrect (rectified).
- Replaced 1 x defrost controller.
- Replaced contractor and overload on Comp C1 as two phasing, with no overload protection.
- 1 x TX valve on Circuit No. 2 not feeding (rectified).

Heating Water HP No. 2 (Accent HP80)

- Anti-short cycle timer removed from compressors (rectified).
- Compressor overloads not connected (rectified).
- Defrost function incorrect (fans are common to chamber and don't spot when in defrost function) (rectified).
- Defrost controllers set up was incorrect (rectified).
- Replaced 1 x defrost controller (rectified).
- Suction line burnout dryer blocked Comp No. 2 (rectified).
- Comp No. 1 R22 260/50psi 16amps at 29°C water system.
- Comp No. 2 R22 180/8psi 12amps at 29°C water, replaced blocked dryer (Comp was out of service).

▪ OTHER IDENTIFIED ISSUES

Heating Water Heating

- The pool HP Accent unit was in continual defrost further modifications were made to rectify this issue. Although due to the construction of the unit defrost issues will continue.
- The existing unit is past its life cycle (refer attached photos showing coil fins corroded and breaking away) and should be replaced within the next 12 months. We would recommend that the single unit be replaced with 3 x 30kw units. This will allow some redundancy of 1 unit.

Pool Air Heating

- The 2 air Accent heat pump systems were not operating during our initial visit with the pool air being heated by the in line electric duct heater.
- The 2 units are past their life cycle (refer attached photos showing foil fins corroded and breaking away) and should be replaced within the next 24 months.
- There is no inertia in the system which will have been causing the compressors to short cycle with subsequent failure.

Control System

- The existing control system should be replaced with a similar control functionality to the system installed at Deloraine Primary.

3. RECOMMENDATIONS

Stage 1 - New Pool Water Heat Pumps

Provide 3 x 30kw air/water heat pumps units to replace existing	\$90,000
DDC controls upgrade	\$25,000
Extend Concrete Plinth & enclosure <i>Allow to move existing air side heat pumps to accommodate 3 x new water side heat pumps</i>	\$35,000
Total estimated order of cost	\$150,000

Stage 2 - New Pool Air Heating

Provide 2 x air/water heat pumps to replace existing	\$60,000
New pipe reticulation with Inertia tank	\$30,000
Autofill and expansion system	\$10,000
Total estimated order of cost	\$100,000

Notes:

- These works could be undertaken in a staged manner.
- Inclusive of professional fees
- Excludes GST.
- Estimated costs are pre-design budgets and shall be confirmed during design phase.

4. NEW WATER SIDE HEAT PUMP OPERATION

The 3x new heat pumps will be operate in a staged manner in order to maintain pool water temperature @ 28 deg C (adjustable).

Heat pumps will ramp up/down to maintain return water temperature under their own control system.

The new control system will provide redundancy control upon fault of any operating heat pump. Current design will allow approximately 60% diversity.

Integration between control systems will be via Bacnet or Modbus to allow the necessary interface.

Note, heat pumps by nature can control temperatures up to around 45 deg C if required, however will be controlled to reach return water setpoint as above.

5. NEW AIR SIDE HEATING SYSTEM

The provision of new heat pumps will provide reliability and a level of redundancy which will in turn reduce the operation of the in-line electric duct heater. The in-line heater would only operate as backup upon either heat pump fault or in low ambient conditions.

Limiting the operation of the in-line duct heater will further reduce building energy consumption.

The Pool hall is the only area heated via the existing plant heating system delivering air from a series of floor mounted grilles around the perimeter.

Residual heated air is drawn into Male & female change areas to replenish the exhaust air systems.

The expansion tank is to be included on air side heating water loop as this system is closed loop and requires this bladder setup to allow expansion and contraction in pipework.

6. BENEFITS OF NEW CONTROL SYSTEM

- More reliability - the current system spare parts are becoming increasingly scarce
- User adjustability - the existing is limited.
- Motorised fresh, return & spill dampers would now be operational and controlled via a dew point sensor increasing the energy efficiency of the system
- Local Plant LCD touchscreen for local monitoring and adjustment
- Link to the DOE statewide network for monitoring via remote PC.
- Auto backwash could be incorporated into the control system

7. POOL WATER PUMPS

The following pumps are located within the main plantroom:

Description	Make	Model
P1 - Filter Pump	Davey	100x55x200
P2 - Filter Pump	Davey	100x55x200
P3 - Pool Return water pump	Lowara	SM471B5/304
P4 - Airside coil heating water pump	Kelly & Lewis	K&L Model 70

Condition assessment of the above pumps:

Pump #	Condition	Expected Life Span	Estimated Remaining life span	Recommendation/ Cost
P1	Fair	20-25 yrs	Nom. 10 yrs	Replace on failure / \$4,500
P2	Fair	20-25 yrs	Nom. 10 yrs	Replace on failure / \$4,500
P3	Fair	20-25 yrs	Nom. 10 yrs	Replace on failure / \$4,000
P4	Poor	20-25 yrs	0 yrs	-

Note:

- Likely service life estimated above listed from AIRAH handbook
- Replacement of P4 heating water pump is built into the stage 2 costs above
- Refer below for replacement of filter pumps as part of any future auto backwash upgrade

8. FILTRATION SYSTEM

The existing automatic backwash controls for each sand filter are currently siting on site defunct.

The Current backwash is undertaken manually once a week.

An automated system is operated via pressure.

Condition assessment of Sand Filters:

Description	Condition	Expected Life Span	Estimated Remaining life span	Recommendation/ Cost
Sand filters	Fair	15 yrs	Nom. 5 yrs	Replace on failure / \$10,000 x 2 off
Automatic backwash				\$8,000 x 2 off (if required)

Total replacement cost if Automatic backwash required - \$36,000

Newer technology when if/when replacing sand filters (including automatic backwash controls), would be a mixture of glass/sand.

This will reduce the backwash timing and in turn reduce the amount of water drained to waste which will decrease heating boost of the pool water.

9. CHEMICAL DOSING

Existing Setup.

The current dosing system is undertaken via manual mixing of Calcium Hypochlorite and 1 container of granular mix used on a weekly basis.

The calcium mix is 70% chlorine (high concentration) and if the levels are not quite right, this can lead to the following issues:

- Systems blockages
- Calcium build up
- Injection port blockage

We see the following as potential upgrades & would be dependent upon discussions with DOE and the future holistic approach to all DOE sites to attain a consistent replacement path and level of maintenance:

i. Upgrade existing setup

Increase existing mixing tank size to reduce the high concentration levels and therefore minimise the risk of future blockages

Estimated order of cost \$3,000

ii. New Calcium Hypochlorite with Auto Feeder System

Replace the existing with new Granular Calcium Hypochlorite System

Granules are transferred into a mixing tank which is blended with the incoming water

This system can be run in manual / or pulse duration mode

This system will provide more accurate & reliable chlorine control & reduced OH&S requirements

Estimated order of cost \$30,000

iii. New Liquid Sodium Hypochlorite System

Replace the existing with new Liquid chlorine System

This system will require nominally 7 x times the amount of chemicals on a weekly basis

25l containers would be required to be mounted in a bund with the appropriate chemical handling procedures put in place

Estimated order of cost \$15,000

**CENTRAL COAST COUNCIL
AUDIT PANEL
UNCONFIRMED MINUTES OF MEETING**

Minutes of meeting held on Monday 18 November 2019 at the Administration Centre, Central Coast Council commencing at 9.00am.

1 Present

Members – Robert Atkinson (Chairperson), Tom Hughes, Cr Garry Carpenter and Cr Philip Viney.

Officers – Sandra Ayton (General Manager), Yvonne Edwards (Finance Group Leader) and Rosanne Brown (Minute Secretary).

Leigh Franklin, Assistant Auditor-General, Tasmanian Audit Office and Carl Harris, Lead Audit Partner, Deloitte attended for the first part of the meeting relating to the Audit.

2 Apologies

Nil.

3 Confirmation of Minutes

Cr Viney moved and Cr Carpenter seconded that the minutes of the meeting held on 14 August 2019 be confirmed as true and correct.

Resolved unanimously.

4 Business Arising

Nil.

5 Financial Management

5.1 Annual Audit & Reporting

Leigh Franklin, Assistant Auditor General, Tasmanian Audit Office and Carl Harris, Lead Audit Partner, Deloitte attended for this part of the meeting and addressed items listed in the Tasmanian Audit Office Final Management Letter. The Final Management Letter, including letter from Deloitte with matters arising from the Audit, had been provided to all members with the agenda.

Auditors advised they had no matters for concern and were happy with the assistance and support provided during the Audit process. Items arising from the Audit, provision of the Auditor-General's Report, changes affecting the Audit Office, changes to future reporting requirements and challenges due to outdated IT systems were also discussed.

5.2 Financial Report

The Financial Report for quarter ended 30 September 2019, including Capital Works Schedule, had been circulated to members with agenda.

Discussion took place on works in progress, depreciation, rates and charges income reconciliation, reserves movement and the capital works program report.

6 Governance

6.1 Annual Report & Annual General Meeting

The Annual Report year ended 30 June 2019 was circulated with agenda.

General Manager reported on the AGM held on 11 November 2019 and on the Community Supper held on 30 October 2019. Members noted Report is very readable and listing non-achievements commended.

7 Risk Management

7.1 Claims Update

Schedule outlining workers compensation claims currently under active management was noted.

7.2 Risk Management Committee

No meetings to date.

General Manager outlined new structure which has been developed for risk management and that updated Charter will reflect this

Action: *Charter for Risk Management Committee to be provided at next Audit Panel meeting.*

8 Information & Communications Technology (ICT)

8.1 ICT Governance Committee

Minutes of meetings held on 12 August 2019, 9 September 2019 and 22 October 2019 and the ICT Action Plan had been circulated with agenda.

Members noted progress being made and General Manager advised ICT will be a focus for the new Director Organisational Services.

Action: *Provision of a report on IT security and risks to be included in the Annual Work Plan.*

9 Review Annual Work Plan

9.1 2019 Work Plan

Circulated with agenda. Members agreed that often items are rushed – perhaps focus on a major topic each meeting.

Action: *Draft Annual Work Plan to be prepared noting some items to be on a 3 year cycle. Draft Plan to be circulated to members as soon as possible to enable feedback and Plan to be finalised at next Audit Panel meeting.*

10 Audit Panel Assessment

10.1 Assessment criteria

Assessment criteria circulated with agenda.

Action: *Assessment Information to be provided to members in Word document. Members to complete and return by 20 December 2019 to enable Chairperson to prepare report.*

11 General Business

11.1 Major Projects

General Manager provided an update on current major projects/works being undertaken/ proposed by the Council:

- . Penguin Sea Wall – waiting on finalisation of Deed with the Federal Government for \$6.5 million.
- . Ulverstone Cultural Precinct – currently going through tender process.

12 Next meeting

Meeting dates for 2020 to be determined in conjunction with Devonport City Council and advised to members as soon as possible.

Meeting closed 10.39am.



Central Coast Youth Engaged Steering Committee
Minutes of a meeting held at
Gnomon Room,
3 Wharf Road, Ulverstone
Thursday, 28 November 2019 at 9.15am

Doc ID: 342958

PRESENT:

Cr Philip Viney (Councillor/Accountant/Ulverstone Lions Club); **Melissa Budgeon** (Community Wellbeing Officer – CCC); **Debra Lynch** (Minute taker – CCC); **Aaron Meldrum** (Beacon Foundation, Collective Ed. – USC); **Mel Blake** (Community Engaged Coordinator – ASC); **Alec Turale, Chantelle Knaap and Sarah McCauley** (Student Reps – [USC]); **Natalie Winchcombe** (Teacher – North West Christian School [NWCS]); **David McNeill** – (Principal – [NWCS]); **Emily Archer and Emily Carter** (Students Reps. – NWCS); **Glenn Mace** (Principal – Leighland Christian School LCS); **Eloise Piper and Jonas Moore** (Student Reps – LCS); and **Alec Turale** (Student Rep – USC);

1 WELCOME

Cr Philip Viney welcomed everyone to the meeting.

2 APOLOGIES

Sandra Ayton (General Manager – Central Coast Council [CCC]; **David Glen Lutwyche** (Principal – Ulverstone Secondary College [USC]); **Michael Walsh** (Leven Training Centre); **Mathew Grining** (Principal – Penguin District School [PDS]); **Millie Porter, Ella Atkinson and Piper Newton** (Student Reps – PDS).

4 MINUTES OF THE PREVIOUS MEETING

■ Sarah McCauley moved, and Jonas Moore seconded, “That the Minutes of the previous meeting held on 31 October 2019 be confirmed.”

Carried

5 BUSINESS ARISING FROM PREVIOUS MEETING GENERAL BUSINESS

Snapshot of meeting – Aaron Meldrum presented a video snippet of the Youth engaged meeting held on 31 October 2019.

NLC presentation – Aaron Meldrum on behalf of the Penguin District School students present a Video interview of Ella Atkinson and Piper Newton talking about their time at the 15th Australian National Leadership Camp held this year and the wonderful experience they had.

Cr Phillip Viney and the student representatives thanked Aaron Meldrum for putting these videos together.

Skate Park Design

Skate park design is currently out on social media and websites. Melissa Budgeon asked if the schools could share the link on their social media page.

Action: The links is to be emailed to schools.

6 MEMBERS REPORTS

Penguin District School

Penguin District School were an apology to the meeting; however, their school report was sent via email for the meeting.

- . Grade 9 students, including Youth Engaged representatives Ella and Jordan, spent 10 days in Kinmen and Taipei in Taiwan. This was the return leg of a cross school exchange involving eight North West coast high schools. There were plenty of memorable moments, opportunities to embrace Taiwanese culture, and pause for appreciation for what we have in Tasmania.
- . Our two-day athletics carnival was held recently, with the winning house Montgomery Blaze
- . Grade 5–6's have been enjoying a range of orienteering lessons around the school and in adjoining bushland as part of a Sporting Schools program.
- . Our parent group and student board ran Neon Socials for our primary campus students – these were a real hit, particularly for our younger students.
- . Student leaders had an active role in the Parliamentary Standing Committee Hearing last Monday. This is the process for a representative group of parliamentarians to approve the capital works funding for the school. The students received fantastic feedback on their knowledge of the project (and their ability to read maps!)
- . 15 grade 10 students have sat their final external exams for Maths Methods – this has been a great experience to understand the pace, demands and rigour of level 3 subjects as they head in to grade 11. The students in that math class will be tutoring primary students

for the remainder of the year, sharing their skills and designing math games.

- . Our school has been well represented in the school's triathlon yesterday and today at the Devonport Bluff, with Penguin teams winning the Grade 9–12 section and placing in a number of individual and team categories. Two Penguin teams played off in grand finals last weekend for the Todd Rogers and Burnie Trophy Centre Netball Carnivals and this weekend two teams will be participating in the Statewide Basketball finals
- . Our open-air cinema was cancelled for the second time due to forecast high winds. Unfortunately, the inflatable screen probably would have blown to Ulverstone if we had of gone ahead. We will be holding an indoor screening next week for students.
- . Our students participated in the Remembrance Day Service at the Penguin Cenotaph – our school has a strong connection with the Penguin Sports and Service Club for events like this.
- . We held a community information evening with the Diversity & Inclusion Educator from Working it Out. They are the body that provide information, support and professional learning for schools in relation to LGBTIQ and the responsibility school communities have to be safe and inclusive environments.

Leighland Christian School

- . Excursions included:
 - (1) Our High School Life Skills students went on an excursion to the Ulverstone shopping precinct.
 - (2) Our Kinder students from Ulverstone and Burnie Campuses visited the Guide Falls Farm.
 - (3) Our Prep and Year 1 students visited Wings Wildlife Park.
 - (4) Our Prep to Year 6 students travelled to Burnie to view the Little Mermaid performance.
- . Activities included:
 - (1) Our Year 12 students graduated on 7 November. An assembly was held in the morning and then a formal service in the evening. The graduates were presented with their sashes and certificates and a supper was held afterwards. It was an emotional but wonderful day of celebration and farewells. Some of the students had journeyed with the School since Kinder.
 - (2) A service was held on Remembrance Day to honour the men and women who gave their lives for our country in military service.

- (3) Our Year 12 students completed their external exams and then the 11 and 12 cohort celebrated the year and the completion of the exams with a Dinner at the Dial Park Function room in Penguin.
- (4) Our Burnie Campus held their Twilight Fair with a Country and Western theme. Despite the windy and cold conditions, it was well attended and a great success.
- (5) Our Year 2's had a sleepover at the School.
- (6) A group of our Year 7 students travelled to Hobart on 9 November to compete in the Lego League competition against 27 other schools in the State. They did an amazing job and won the Champions Trophy which meant they had to fly to Melbourne last weekend to compete at the National heats. Whilst they didn't win the Nationals, they did themselves and the School proud; at one stage they were sitting third on the leader board. They look forward to presenting their work to Mayor Bonde on 9 December.
- (7) Our Senior Art Students put on an amazing exhibition from 19–22 November which was also judged by external examiners. Two of the students had their artwork selected for Artrage which will tour the State until October next year.
- (8) Our Year 7 students for 2020 joined together for an Orientation Day on Monday. The students came from our Burnie Campus, Devonport Christian School and other primary schools in the community. It was a mix of excitement and nerves, but they soon settled to enjoy a fantastic High School experience.
- (9) Our Year 6 students displayed their impressive leadership skills on Tuesday as they addressed their Primary peers to describe how they will serve and lead if elected as Student Leaders for 2020.

In Sport/PE:

- (1) Selected students represented our School at the Inter Christian Athletics Carnival. Following an incredible day of competition and fellowship, our team finished in third place.
- (2) Our Kinder to Year 2 students from both campuses combined for their Athletics Carnival at the Wivenhoe Showgrounds. Even the howling winds and occasional rain couldn't dampen their spirits.
- (3) Our PE Extended students went ten pin bowling.
- (4) Our Ulverstone and Burnie Campuses competed in the Millard Shield which is an annual cricket match. This year it was held at Haywards Reserve in Ulverstone and the Ulverstone Campus students came away victors.
- (5) Selected primary and high school students competed in Triathlons.

Cr Philip Viney welcomed the guest students from North West Christian School, Jayde Lockett and Ebony McCoy who attended. They have shown interest to represent the school in 2020 on the Youth Engaged Steering Committee and their fellow students brought them along to experience the meeting.

North West Christian School

- High school students are glad to have completed their end of year exams that took place last week. It was a very busy week with students eagerly studying and teachers starting to mark exam papers and write reports.
- Last Friday the whole school travelled to the Penguin Athletics Track for their yearly athletics carnival. This was a fun filled day of competition where many records were broken, and students encouraged each other to do their best in the many activities.
- On Tuesday the Year 10 Formal Dinner was held at Mecca Restaurant in Burnie where students and staff celebrated the achievements of these students. The evening was enjoyed by all who attended. Some of our students have been with the school since kinder.
- High school students will be participating in the Inter-high Athletics Carnival next Monday.
- On the 10th of December, Presentation Night will be held at the Ulverstone Leven Theatre. This will be a special night, with parents and family of students invited to the Awards Ceremony.
- Primary school students entered artworks of many forms into an art competition planned by one of our primary school teachers. Students came up with many creative ideas that they went on to create and hand in. These entries were voted on by the primary school students, some high school students and the teachers. The winners were announced in assembly.
- On November 1, MESH was held after school for the students who wanted to spend time with friends playing games and eating good food. The next MESH will be held on the 6th of December.
- Dr Sue Collins is coming from the Conservatorium of Music located in Hobart for one last violin master class before the end of the year.
- Students attended the Remembrance Day Ceremony in Penguin.

Ulverstone Secondary College (USC)

- Packages of Learning/Ignite update

The Ignite Class is completing their entrepreneur project and are also learning the skills to help the students become one. They are also getting ready for their final major project, which is to present to teachers and families what the ignite class has completed and achieved throughout this year.

The advanced manufacturing group are currently spending their Thursdays with Mr Sam Mawer learning to use Sketch Up to make 3D models.

- Grade 11 & 12 update:

Our Years 11 and 12, and some of our year 10s, had their exams last week and the week before.

Our VET Community Service students organised a trip for the Ulverstone Child Care Centre to Fairway Park. The younglings enjoyed the day, playing at the beach and playground before a picnic.

Our year 12s are still greatly supported by staff in their future paths (TAFE or University) and will be presented with their graduate certificates at our Final Assembly.

- Other:

There has been a number of school-based apprenticeships around the North-West region, including Civil Construction, Engineering, Horticulture and more.

Our Child's Play class have been learning about face painting for a few weeks. Caro from Caro's

Face and Body Painting held multiple workshops for students to be able to practice and model.

This Tuesday coming up will be both Don College's and Ulverstone Secondary College's Start Day to have a try of their courses for next year. Year 10 students attending other colleges or have apprenticeships will also attend the school's start day.

Four of our year 8 students attended an award presentation for the Tasmanian Science Talent

Search held in UTAS Launceston, returning with 3rd place and merit.

Our Community and Primary Concerts were held last week at the Leven Theatre. It included dances, bands and drama.

Our Song and Dance Night will be held on Monday, 9th December.

We had our first of two days of the Athletics Carnival yesterday at school, and today, it is held at the Penguin Athletic Track.

Our Presentation Night is coming up to award the well-deserved students at our school across from Years 7 to 12.

7 GENERAL BUSINESS

a Bushfire Season

At a recent Council community supper held in the Gnomon Room at the Wharf Precinct, community members raised a query on Council's bushfire plans for the summer season.

A fire was recently lit by young people in Ulverstone along Riverside Avenue, Ulverstone and had to be attended to by the local fire brigade.

The question was put forward to the student representatives on how the Council can help to promote the dangers of lighting fires and the consequences of losing property and how a traumatic event like a bushfire can affect people.

The Students advised the meeting that Tas Fire Services visit the primary schools a couple times a year and educate the students on fire awareness, however there is not a refresher course that is presented to students who attend years 7 to 11.

The Tas Fire Service do run a program that is aimed at offenders to understand the consequences of their action and hopefully rehabilitated them.

Sarah McCauley (Student Reps – USC) stated that the older students are aware of the problems however it would be good to promote awareness of the upcoming bushfire season and Eloise Piper (Student Reps – LCS) suggested it would be good to organise a guest speaker, preferably someone that has experienced a bushfire situation, someone that would talk to the student rather than talk at the students had the greatest impact and lasting impression. Melissa will also mention this suggestion at the Community Safety Meeting next week.

Action: Melissa Budgeon to contact Tas Fire Services to discuss a guest speaker and advise the Community Safety Committee.

Melissa Budgeon suggested that this could be a project, for the students to put together a video for their schools.

b Meeting Dates 2020/New Student Reps

Meeting dates for 2020 were handed to the school.

c Reflection of the year

Melissa Budgeon asked the Students for feedback and thoughts on the past year, a personal reflection on their involvement in the committee.

The Students offered to the meeting that it has been a great experience for them. All schools enjoyed the experience of writing reports and presenting them at the meeting. The students advised it has been good to network and learn from each other. Eloise and Sarah commented it was great meeting other schools and learning that schools are similar to each other.

d Presentation of certificates

Cr Phillip Viney on behalf of the Council presented students with their certificates of appreciations for 2019.

8 REVIEW OF MEETING

See item 7.c.

9 NEXT MEETING

The next meeting to be held on Thursday 27 February 2020 at the Central Coast Council, 19 King Edward Street, Ulverstone at 9.15am.

As there was no further business to discuss the meeting concluded at 10.06am.

Turners Beach Community Representatives Committee

Minutes of the meeting held in the Turners Beach Hall

Thursday, 28 November 2019 commencing at 4.00pm

1 PRESENT

Community Representatives: Andrew Leary, Elaine Eiler, Rod Priestley, Tim Horniblow, Waine Whitbread, Barry Isaac and Susan Spinks.

Central Coast Council (CCC) Representatives: Sandra Ayton (General Manager), Jackie Merchant (Community Development Officer) and Paul Breaden (Acting Director Infrastructure Services)

2 APOLOGIES Nil

3 MINUTES OF PREVIOUS MEETING

Amendment to Minutes of 22 August 2019 – Waine Whitbread requested amendment to point 5.2 Community update – to reflect that John Kersnovski said that a Council team turned up to do the work and were abused so they went away.

■ Barry Isaac moved, and Tim Horniblow seconded, “That the minutes for the meeting held on 22 August 2019 be confirmed”.

Carried

4 MATTERS ARISING FROM PREVIOUS MINUTES

a Football Club and Cricket Club representation

Representation to be sought from the Football and Cricket clubs.

Action: Jackie Merchant will follow up with the Football and Cricket clubs on obtaining a representative to attend the meetings.

b Community Garden edible plants

Community garden had requested some edible native plants for the garden. By the time they could be sourced it was not an appropriate time to plant them.

Action: Community garden group advised to contact Sonya in the new year if plants are required.

c Railway bridge and shared pathway

The Council is waiting on Crown Land to issue the license for the Council to sign. A contract is in place with RJ Construct.

Tim Horniblow asked about the pathway along the Esplanade and would the tree canopy remain? The Council advised options are still being explored as to how the pathway will travel through there, but there are no plans to touch the tree canopy.

Andrew Leary requested that the contractors be very mindful of the small amount of remnant bush and be careful with what machinery goes through there.

5 MATTERS FOR CONSIDERATION

5.1 COUNCIL UPDATE

- a **Service Station** – The Council will be engaging a real estate agent who will be responsible for auctioning the old service station site at Turners Beach.

It is anticipated that the auction will take place early next year. The sale of the service station will be advertised, and all processes of normal sale will be followed.

5.2 COMMUNITY UPDATE

- a **Susan Spinks**

Community Garden Shed – Bunnings may be willing to sponsor a shed, waiting on the outcome.

- b **Barry Isaac**

Water for the Bowls Club – A representative from the Bowls Club will be in touch with the Council regarding their water usage.

- c **Andrew Leary**

Pathway and Pathway bush areas – See item 4c.

Traffic calming – The Council will be developing a tree strategy and as part of this Council can explore traffic calming in Turners Beach.

Picnic Hut needs repair – May come in as part of the 7 Day Makeover.

Why is the retaining wall Turners Beach Hall not fixed – Jackie to check previous minutes.

(minutes from August 2019 note: *Retaining Wall* – The retaining wall is still falling down. John explained that attempts to repair it had been unsuccessful and it was being reviewed for removal.)

Trees – Trees were planted near the play area but weren't watered and they died.

Action: The Council to review what happened at that time.

d Rod Priestley

White lines on shared pathway – There is currently an inconsistency with the painting of the white lines on the shared pathway.

Action: Paul Breaden to assess against the national guidelines.

Also, between Turners Beach Road and Maskells Road on the shared pathway there are some large cracks appearing.

Sandra recommended to the group that for items that did not need to wait to come to a meeting that the groups use the “service request” option on the Council’s website which will ensure that requests go straight to the appropriate department.

e Elaine Eiler

Garbage in Bins – An increase in the amount of rubbish in the bins along the Esplanade at Turners Beach has been noted. Elaine questioned whether people may not be understanding their FOGO bins properly.

Action: Council will monitor.

f Waine Whitbread

Increasing number of delivery and service trucks – The volume of trucks has increased in Turners beach, for example supermarket delivery trucks and there is an issue. The Council is unable to act on this and any concerns need to be reported to the police.

Cape Ivy – Cape Ivy is an ongoing issue around the caravan park and in Turners Beach. Tim and Susan responded that Coastcare has been tackling the Cape Ivy, but more volunteers are always welcome.

Parking of Bulk good trailers – Waine questioned the safety and legality of the trucks parking on the siding at Turners Beach turning area. It is legal for trucks to park on the side of the road, but not on the footpath or obstructing a footpath. If trucks are parked across a pathway then it is a matter for the police.

6 OTHER BUSINESS

Jackie Merchant informed the group of some grant opportunities currently available.

7 NEXT MEETING

As there was no further business to discuss, the meeting closed at 5.30pm. The next meeting of the Committee will be held on Thursday, 27 February 2020 at 4.00pm in the Turners Beach Hall.



**Central Coast Community Shed Management Committee
General Meeting – Minutes of Meeting held at the Community Shed
Monday, 2 December 2019 commencing at 1.00pm**

Doc. ID: 342825

1 PRESENT/APOLOGIES

Members Present: Rob McKenzie, Colin Perry, Merv Gee, Sam Caberica, David Dunn, Russell Game, John Deacon, Ian Hardstaff, Len Blair, Norm Frampton, Peggy Smith, Kerry Hays, John Klop and Cr. Phil Viney.

Apologies: Nil

Coordinator Admin: Melissa Budgeon

2 CONFIRMATION OF MINUTES

It was resolved, "That the minutes of the general meeting held on Monday, 7 October 2019 be confirmed as correct."

Carried

3 BUSINESS ARISING FROM MINUTES

Lathe – All the components to be in place in the coming weeks to be fully functional.

Dogs at the Shed – A discussion was held, with a mixed view about safety in the shed if dogs are allowed to rush through areas. Rob McKenzie to have a discussion with members that bring dogs into the shed and remind them that the safety of participants is paramount, and that if their respective dog doesn't suitably fit with this guideline, the dog then must not be brought into the shed.

A complaint was also made regarding dog droppings. A reminder also that all dog droppings are to be appropriately removed and disposed of in the bin outside.

4 FINANCIAL REPORT (as attached)

The meeting resolved that the Financial Report be accepted.

Utilisation

Mens Group – 464 average 38 per day, Schools 32 for 4 days.

Ladies – 72, average 16 Per day.

Coffin Club – 27, average of 4 per day.

Total – 650, 165 per week averaged at the Shed.

5 GENERAL BUSINESS

- . *Coffin Club* – no report available.
- . *Ladies Group* – Ladies group has had a steady number of participants. Sixteen (16) attended the Christmas function on Tuesday 3 December at Peggy's place.
- . *Norm Frampton* – Ulverstone Show were very appreciative of the work done in the animal nurse area.
- . *Shed Users* – Melissa reminded the group that the Shed and the equipment at the Shed is available for the community to utilize, through paid membership or daily fees. Melissa also reiterated that items that are stored here in the buildings, that are not named, are stored at the risk of the owner. With a multitude of users at the Shed, it is impossible to ensure the safe/secure storage of materials or projects, and the Council takes no responsibility for these items.

Every attempt is made to maintain a safe work environment and assist the community with their endeavors; however, it takes everyone that uses the Shed to accomplish this. Works performed at the Shed are carried out on a donation for service basis, plus material where materials are not donated or provided by the requesting client. It was clearly advised that any individual profiteering for works carried out at the Shed was in direct conflict with the code of conduct and user agreement for use of the space.

6 CLOSURE/NEXT MEETING

As there was no further business to discuss the meeting closed at 1.49pm. The next meeting will be held on 4 February 2020 commencing at 1.00pm.

**SCHEDULE OF CORRESPONDENCE RECEIVED ADDRESSED TO
MAYOR AND COUNCILLORS**

Period: 19 November to 16 December 2019

- . Letter advising of issues regarding the introduction of FOGO bins and fortnightly waste collection
- . Request for the Council to install Penguins mosaic and word jumble public artwork



Sandra Ayton
GENERAL MANAGER

**SCHEDULE OF DOCUMENTS FOR AFFIXING OF
THE COMMON SEAL**

Period: 19 November to 16 December 2019

Documents for affixing of the common seal under delegation

- . Adhesion Order – CT128571/1 and CT128570/10
Castra Road, Ulverstone
Application No. DA213112
- . Lease Agreement
Central Coast Council and Crown Land
Buttons Beach Caravan Park, Beach Road, Ulverstone
PID: 7165377
Term of agreement: 1 December 2019 to 30 November 2029



Sandra Ayton
GENERAL MANAGER

SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 19 November to 16 December 2019

Contracts

- . Contract No. 7/2019–2020
Rodney Wright and Sons Contracting Pty Ltd
The provision of coastal and rural roadside mowing within the Central Coast municipal area as per tender submission documents dated 10 September 2019 and the Council's letter of acceptance date 12 November 2019
Contract Amounts:
Hourly Rate (\$) Inc. GST 137.50
3.4m wide cut rate (\$) Inc. GST 103.11
5.0m wide cut rate (\$) Inc. GST 137.48
- . Contract No. 8/2019–2020
Brett Gleeson Plumbing Pty Ltd
Undertake plumbing services in accordance with tender documents dated 18 October 2019
Rates as per tender documents
- . Contract No. 9/2019–2020
Cradle Coast Electrical
Undertake general electrical maintenance in accordance with tender documents dated 15 October 2019
Rates as per tender documents
- . Contract No. 10/2019–20
ETCS Electrical & Fire
Undertake the provision of maintenance of essential safety and health features measures – fire and electrical inspections in accordance with tender documents dated 2 October 2019
Rates as per tender documents
- . Contract No. 11/2019–2020
Southern Cross Protection Pty Ltd
Undertake security patrols, lock ups, cash collections, events security, alarm responses in accordance with tender documents dated 20 October 2019
Rates as per tender documents

- . Contract No. 12/2019–2020
S & K Design Building
Undertake cleaning services in accordance with tender documents dated
21 October 2019
Rates as per tender documents
- . Contract No. 13/2019–2020
S & K Design Building
Undertake gardening services in accordance with tender documents dated
21 October 2019
Rates as per tender documents

Agreements

- . Memorandum of Understanding
Cradle Coast Authority and Central Coast Council (inc. other Key Agencies)
Cradle Coast Regional Futures Plan 2019–2022
- . Deed of Variation
The Crown (Department of State Growth) and Central Coast Council
Grant funding – Forth Rail Bridge
Item 3 – Replacement of Payment Method for Grant Instalments 2 and 3
Item 4 – Replacement of Conditions precedent to payment of the Grant 2 and
Grant 3
Item 6 – Amendment of Date for completion of the Approved Purpose
Item 7 – Replacement of words in Reporting requirements
Item 8 – Adding definitions to Special terms and conditions glossary



Sandra Ayton
GENERAL MANAGER

Central Coast Council
List of Development Applications Determined
Period from: 1 November 2019 to 30 November 2019

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA2019040	25 Ozanne Drive GAWLER,TAS,7315	Discretionary	Residential (subdivision – two lots)	8/08/2019	21/11/2019	27	\$10,000.00
DA2019055	2 Barleen Place WEST ULVERSTONE,TAS,7315	Discretionary	Residential (multiple dwellings x two)	23/08/2019	19/11/2019	38	\$200,000.00
DA2019069	20 Hull Street LEITH,TAS,7315	Permitted	Residential (dwelling)	12/09/2019	11/11/2019	17	\$350,000.00
DA2019070	6 Oceanside Boulevard SULPHUR CREEK,TAS,7316	Discretionary	Residential (dwelling and outbuilding – shed)	12/09/2019	11/11/2019	33	\$650,000.00
DA2019074	29 Water Street ULVERSTONE,TAS,7315	Discretionary	Sport and recreation (demolition, refurbishment, redevelopment and new buildings – changerooms, grandstands, scoreboard and public toilet facility)	13/09/2019	19/11/2019	29	\$950,000.00
DA2019088	9 Shorehaven Drive TURNERS BEACH,TAS,7315	Discretionary	Residential (outbuilding – carport)	25/09/2019	1/11/2019	28	\$30,000.00
DA2019091	Duffs Road RIANA,TAS,7316	Discretionary	Residential (building envelope for non-required dwelling and establishment of a pasture chicken egg farm)	26/09/2019	19/11/2019	39	\$350,000.00
DA2019092	8 Tucker Street ULVERSTONE,TAS,7315	Discretionary	Residential (outbuilding – carport)	26/09/2019	1/11/2019	32	\$11,000.00
DA2019093	56 Main Street ULVERSTONE,TAS,7315	Discretionary	Bulky goods sales (motor vehicle sales)	1/10/2019	19/11/2019	40	\$1,500.00

Central Coast Council
List of Development Applications Determined
Period from: 1 November 2019 to 30 November 2019

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA2019096	261 Top Gawler Road GAWLER,TAS,7315	Permitted	Resource development (boundary adjustment)	2/10/2019	5/11/2019	28	\$2,000.00
DA2019097	206 Preservation Drive SULPHUR CREEK,TAS,7316	Discretionary	Residential (dwelling extension and outbuilding – shed)	30/09/2019	25/11/2019	31	\$130,000.00
DA2019098	19 Bowman Drive PENGUIN,TAS,7316	Permitted	Residential (multiple dwellings x 2)	26/09/2019	1/11/2019	18	\$5,000.00
DA2019104	8 Fieldings Way ULVERSTONE,TAS,7315	Discretionary	Educational and occasional care (trade training and signage) and Storage (Warehouse and Offices)	7/10/2019	19/11/2019	36	\$800.00
DA2019105	18 Eastland Drive ULVERSTONE,TAS,7315	Discretionary	Residential (dwelling)	7/10/2019	26/11/2019	35	\$335,000.00
DA2019108	161 Hardys Road PENGUIN,TAS,7316	Discretionary	Residential (outbuilding – dwelling)	8/10/2019	21/11/2019	36	\$50,000.00
DA2019110	82 Allegra Drive HEYBRIDGE,TAS,7316	Permitted	Residential (dwelling)	9/10/2019	1/11/2019	18	\$400,000.00
DA2019112	U 2/11 New Street U 2/ULVERSTONE,TAS,7315	Permitted	Residential (awning)	14/10/2019	1/11/2019	7	\$8,729.00
DA2019113	27 Pineleigh Street PENGUIN,TAS,7316	Permitted	Visitor accommodation	15/10/2019	12/11/2019	7	\$5,000.00
DA2019119	15 Penguin Road WEST ULVERSTONE,TAS,7315	Permitted	Visitor Accommodation	23/10/2019	1/11/2019	4	\$1,000.00
DA2019122 – 1	Dial Road Penguin,TAS,7316	Minor amendment of a Permit.	Subdivision (additional lots)	28/10/2019	22/11/2019	22	\$1,000.00

Central Coast Council
List of Development Applications Determined
Period from: 1 November 2019 to 30 November 2019

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA217076	71 Montgomery Road PENGUIN,TAS,7316	Discretionary	Residential (non-required dwelling, studio and outbuilding)	1/02/2018	19/11/2019	34	\$0.00

**SCHEDULE OF STATUTORY DETERMINATIONS
MADE UNDER DELEGATION**

Period: 1 November 2019 to 30 November 2019

Building Permits – 3

• New dwellings	3	\$925,000
• Outbuildings	0	\$0.00
• Additions/Alterations	0	\$0.00
• Other	0	\$0.00
• Units	0	\$0.00

Demolition Permit – 0

Permit of Substantial Compliance – Building – 7

Notifiable Work – Building – 6

• New dwellings	2	\$449,000
• Outbuildings	2	\$50,600
• Additions/Alterations	2	\$210,000
• Other	0	\$0.00

Building Low Risk Work – 1

Certificate of Likely Compliance – Plumbing – 7

No Permit Required – Plumbing – 5

Food Business registrations (renewals) – 12

Food Business registrations – 1

Temporary Food Business registrations – 2

Temporary 12 month Statewide Food Business Registrations – 0

Public Health Risk Activity Premises Registration – 0

Public Health Risk Activity Operator Licences – 0

Temporary Place of Assembly licences – 0


Paul West

ACTING DIRECTOR COMMUNITY SERVICES

SCHEDULE OF COMMUNITY SERVICES DETERMINATIONS

MADE UNDER DELEGATION

Period: November 2019

Abatement notices issued

ADDRESS	PROPERTY ID
0 Walkway beside Ashwater Crescent, Penguin	403030.0870
45 Coroneagh Street, Penguin	403120.0510
165 Dial Road, Penguin	504490.0100
Dial Road, Penguin	403150.0900
26 Fairway Drive, Penguin	403195.0340
5 Fielding Street, Penguin	403200.0120
40 Hales Street, Penguin	403230.0980
16 Ironcliffe Road, Penguin	403280.0920
44-48 Ironcliffe Road, Penguin	403280.1180
22 King Edward Street, Penguin	403310.0160
20 Mission Hill Road, Penguin	403430.0980
6 Seaside Crescent, Penguin	403550.0240
20 South Road, Penguin	403570.1600
26-28 South Road, Penguin	403570.1650
2 Stubbs Court, Penguin	403590.0040
3 Sunnyridge Avenue, Penguin	403600.0020
13 Whittle Street, Penguin	403660.0160
96 Preservation Drive, Preservation Bay	403485.0095

6 Oceanside Boulevard, Sulphur Creek	403448.0140
8 Oceanside Boulevard, Sulphur Creek	403448.0140
12 Sandhaven Crescent, Sulphur Creek	403541.0360
8 Tamworth Street, Sulphur Creek	403617.0160
24 Hales Street, Penguin	403230.0820
8 Oceanside Boulevard, Sulphur Creek	403052.0120
78 Esplanade, Turners Beach	202050.1140
112-118 Esplanade, Turners Beach	202050.1460

8 Barker Street, Ulverstone	100100.0360
27 Barker Street, Ulverstone	100100.0220
28 Barker Street, Ulverstone	100100.0540
29 Beach Road, Ulverstone	100120.0100
11 Debbie Court, Ulverstone	100335.0120
5 Fieldings Way, Ulverstone	100450.0020
24 Fieldings Way, Ulverstone	100450.0440
2 Hobbs Parade, Ulverstone	100710.0200
36 Jermyn Street, Ulverstone	100810.1160
1 Kilowatt Court, Ulverstone	100895.0010
6 King Edward Street, Ulverstone	100910.0460
21 Main Street, Ulverstone	101080.0320
3 Maisie Place, Ulverstone	101085.0040
103-103A Reibey Street, Ulverstone	101420.0800
9-11 Scurrah Street, Ulverstone	101510.0080

14 Southern Cross Drive, Ulverstone	101555.0380
15 Southern Cross Drive, Ulverstone	101555.0160
12 Trevor Street, Ulverstone	101670.0660
Von Bibras Road, Ulverstone	505750.0060
9 Blair Court, West Ulverstone	100162.0100
7 Breheny Place, West Ulverstone	100190.0020
8 Breheny Place, West Ulverstone	100190.0040
9 Breheny Place, West Ulverstone	100190.0060
10 Breheny Place, West Ulverstone	100190.0080
11 Breheny Place, West Ulverstone	100190.0100
12 Breheny Place, West Ulverstone	100190.0120
27 Breheny Place, West Ulverstone	100255.0060
3 Cheryl Court, West Ulverstone	100255.0080
4 Cheryl Court, West Ulverstone	100255.0100
5 Cheryl Court, West Ulverstone	100255.0140
7 Cheryl Court, West Ulverstone	100260.1180
Clara Street, West Ulverstone	100260.1480
78 Clara Street, West Ulverstone	100470.0020
Lot 1 Flinders Avenue, West Ulverstone	100850.0820
18 Josephine Street, West Ulverstone	101060.0020
1 Lugana Crescent, West Ulverstone	101340.0860
44 Penguin Road, West Ulverstone	101560.1700
46 South Road, West Ulverstone	101560.0650
101 South Road, West Ulverstone	101710.0768
195 Upper Maud Street, West Ulverstone	101850.0510
53A Westland Drive, West Ulverstone	101420.0800

Kennel Licence issued

ADDRESS

OWNER

72 Allens Road, Ulverstone

Michael and Donna Bourke

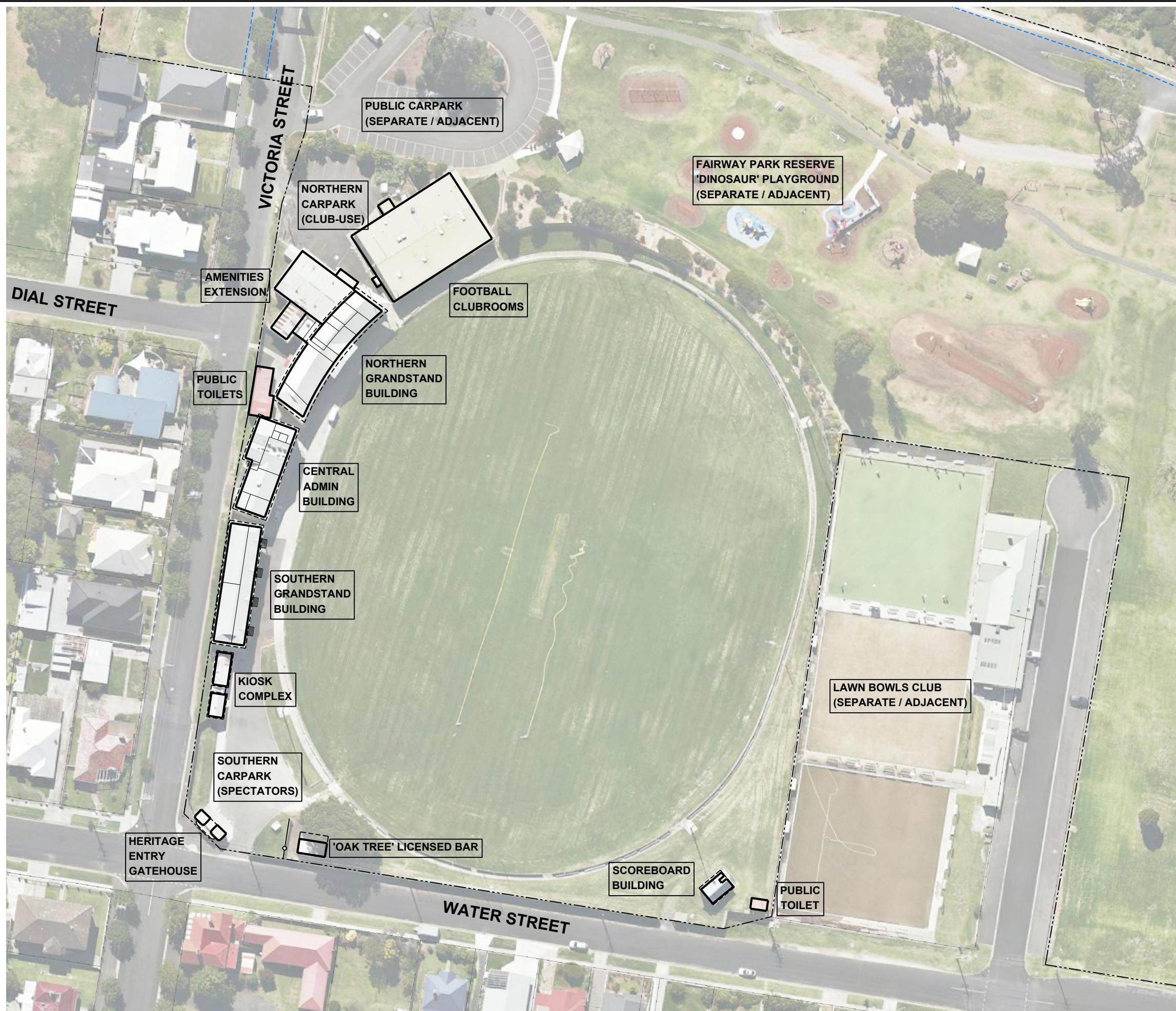
Permits issued under Animal By-law 1 – 2018

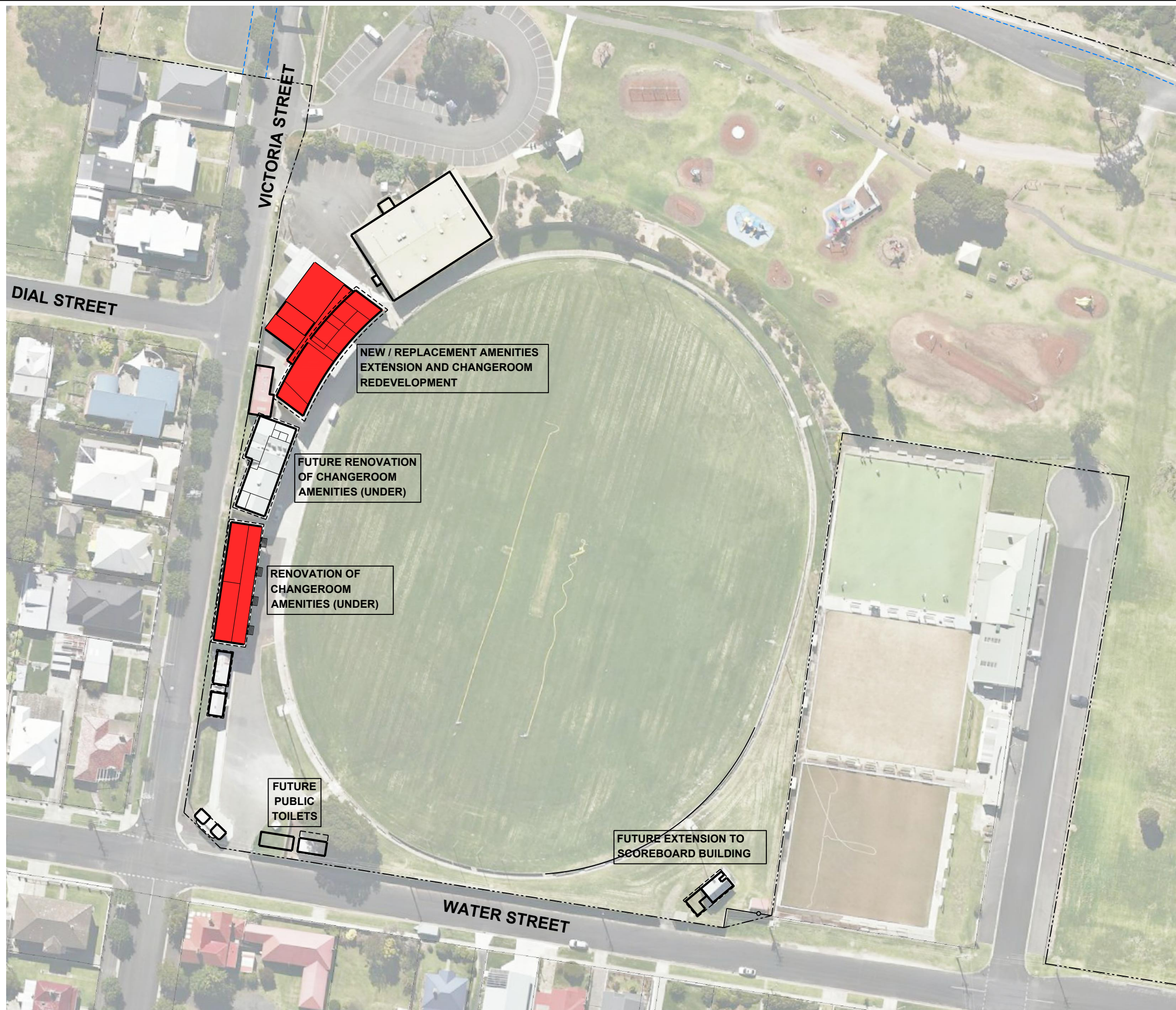
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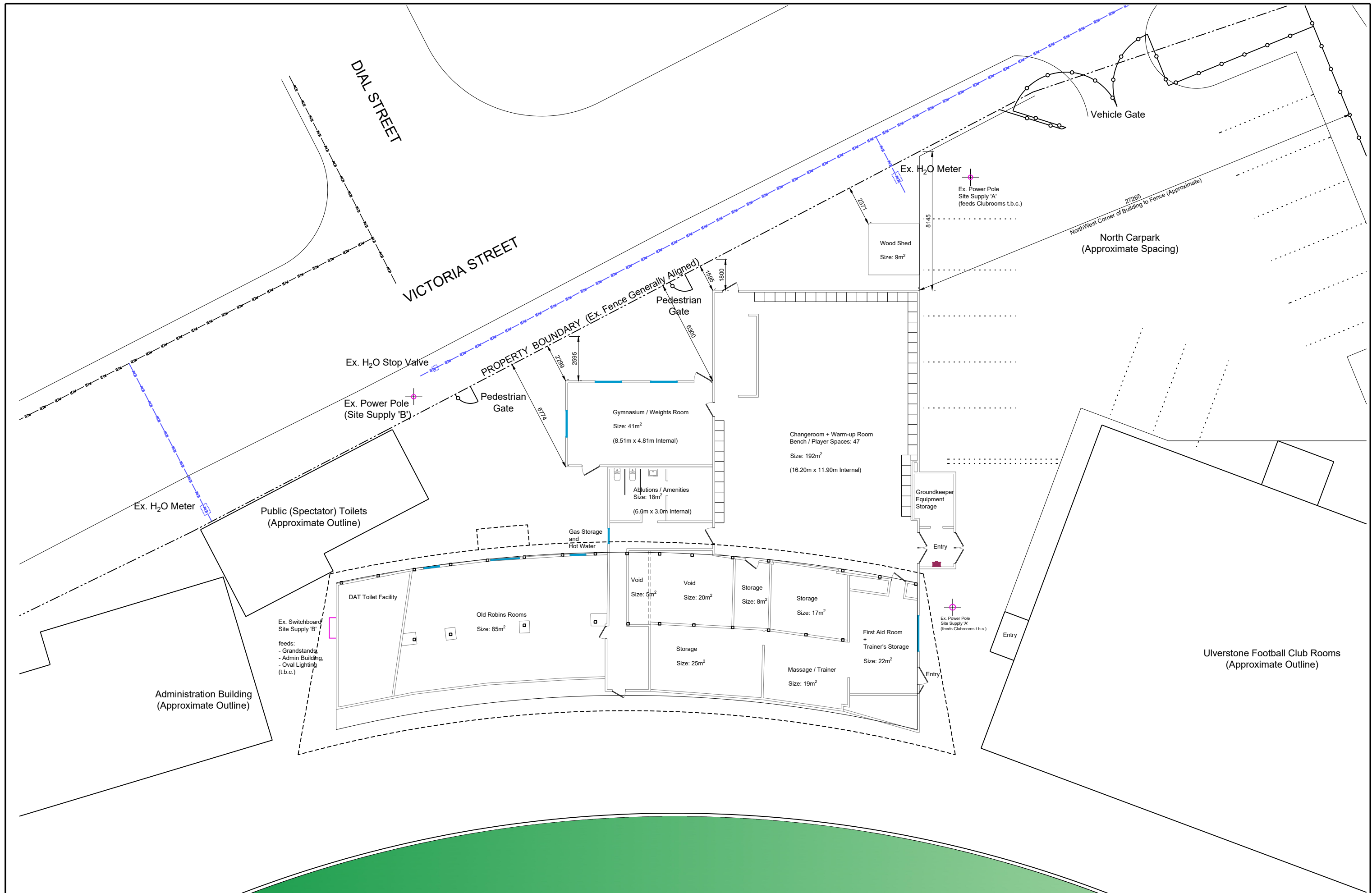
PERMIT ISSUED FOR

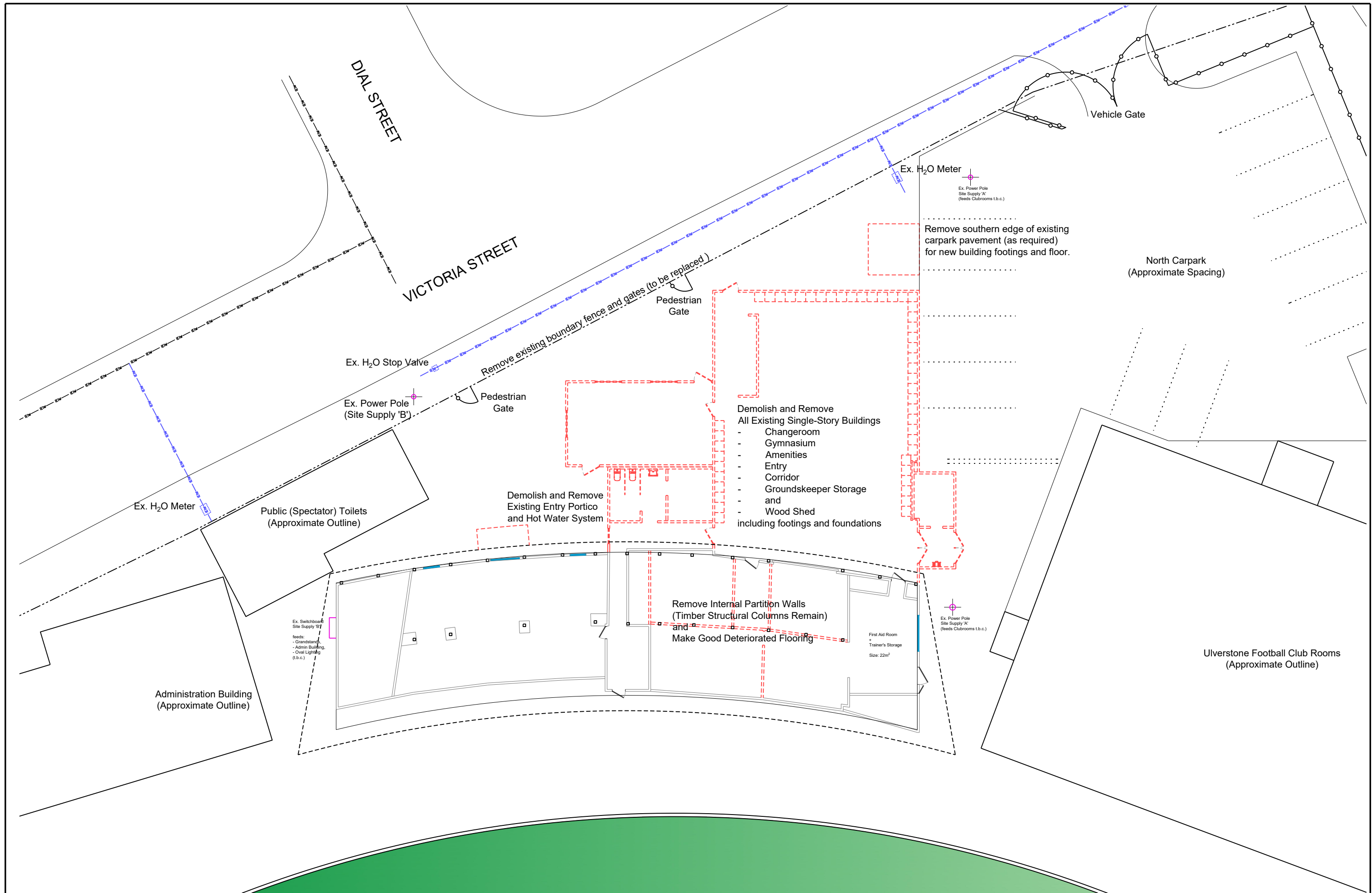
Belinda Baldock, 5 Tingha Way,
Ulverstone

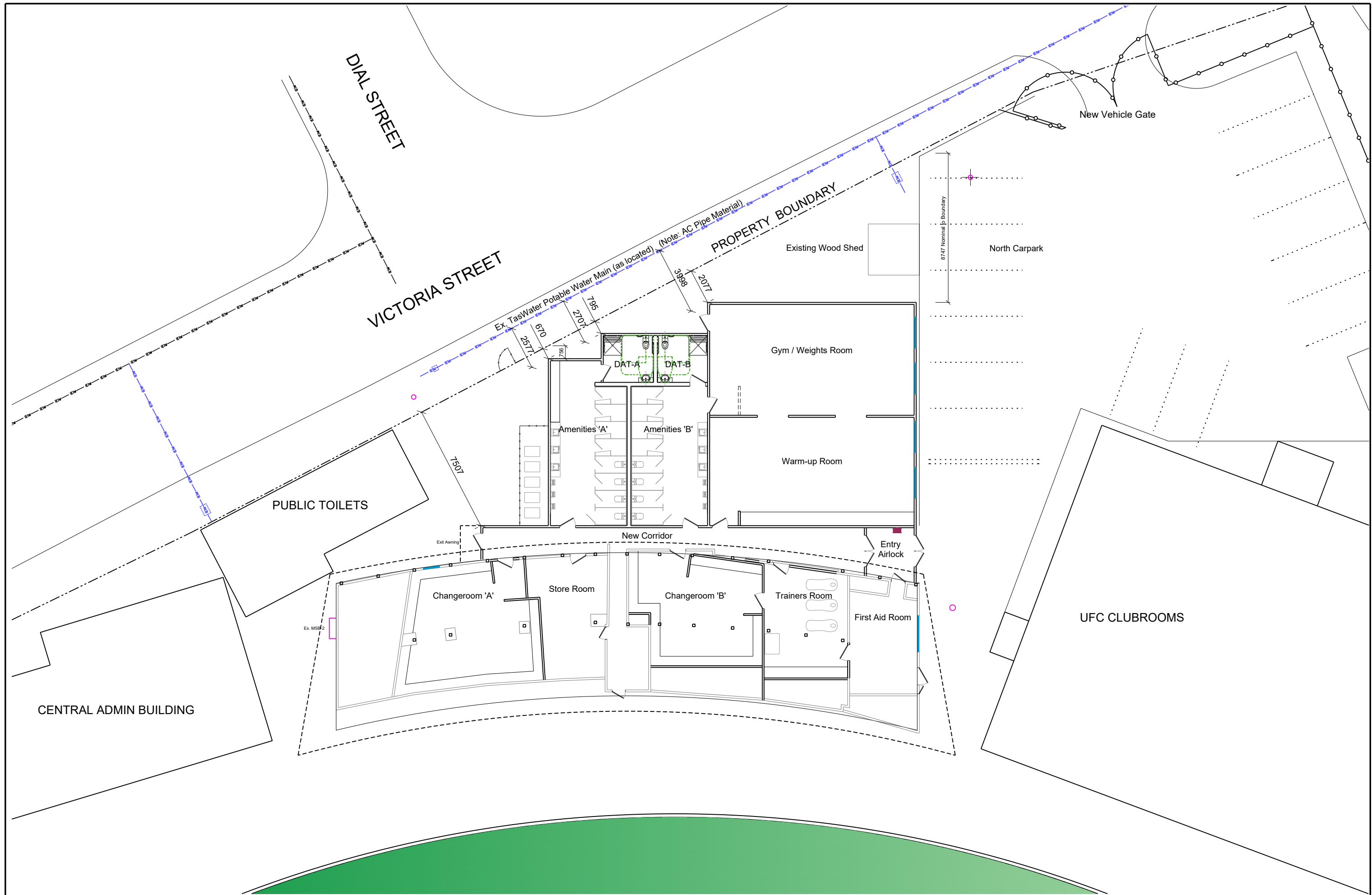
2 Ducks & 2 Chickens

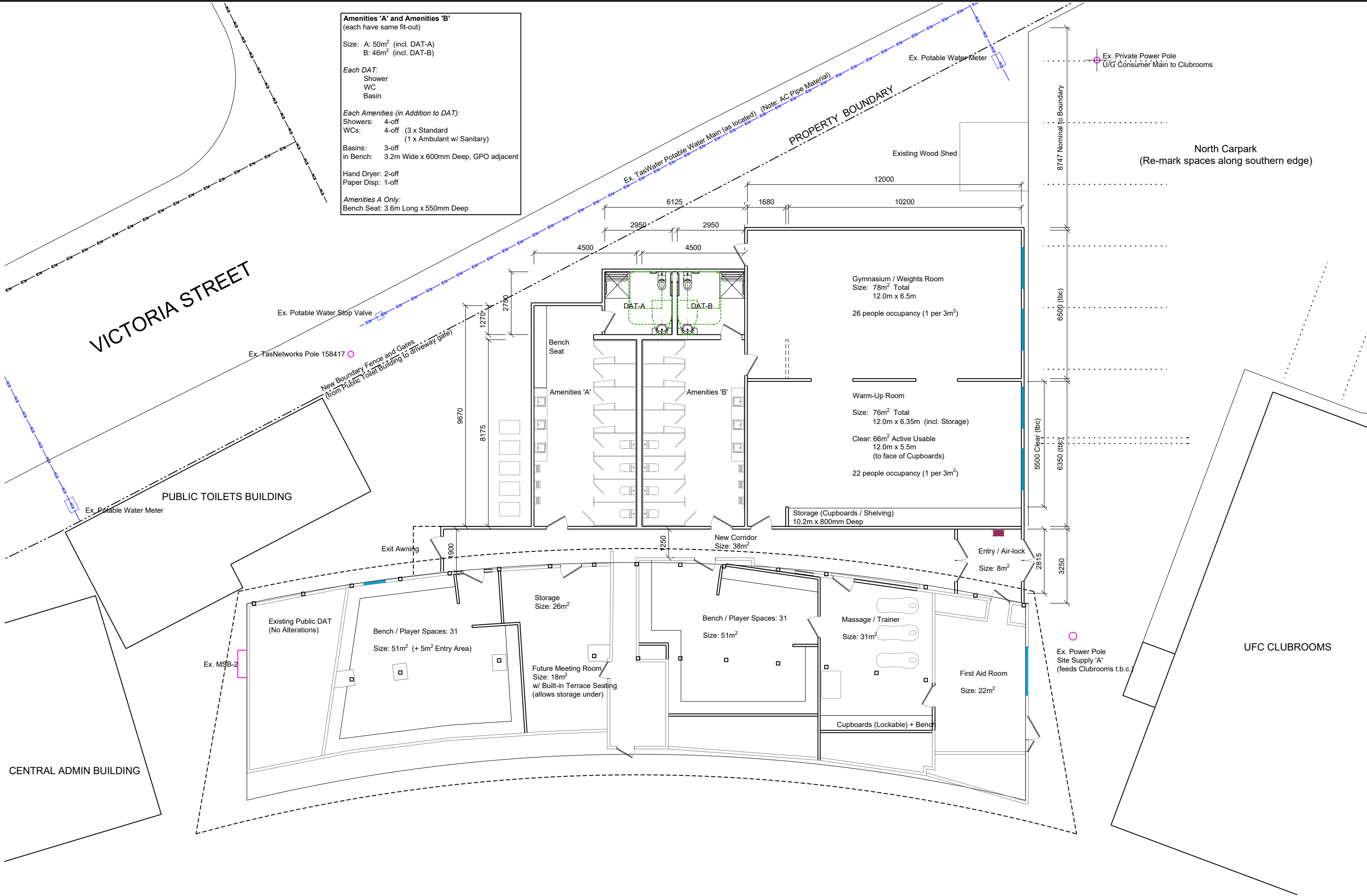












Amenities 'A' and Amenities 'B'
(each have same fit-out)

Size: A: 50m² (incl. DAT-A)
B: 46m² (incl. DAT-B)

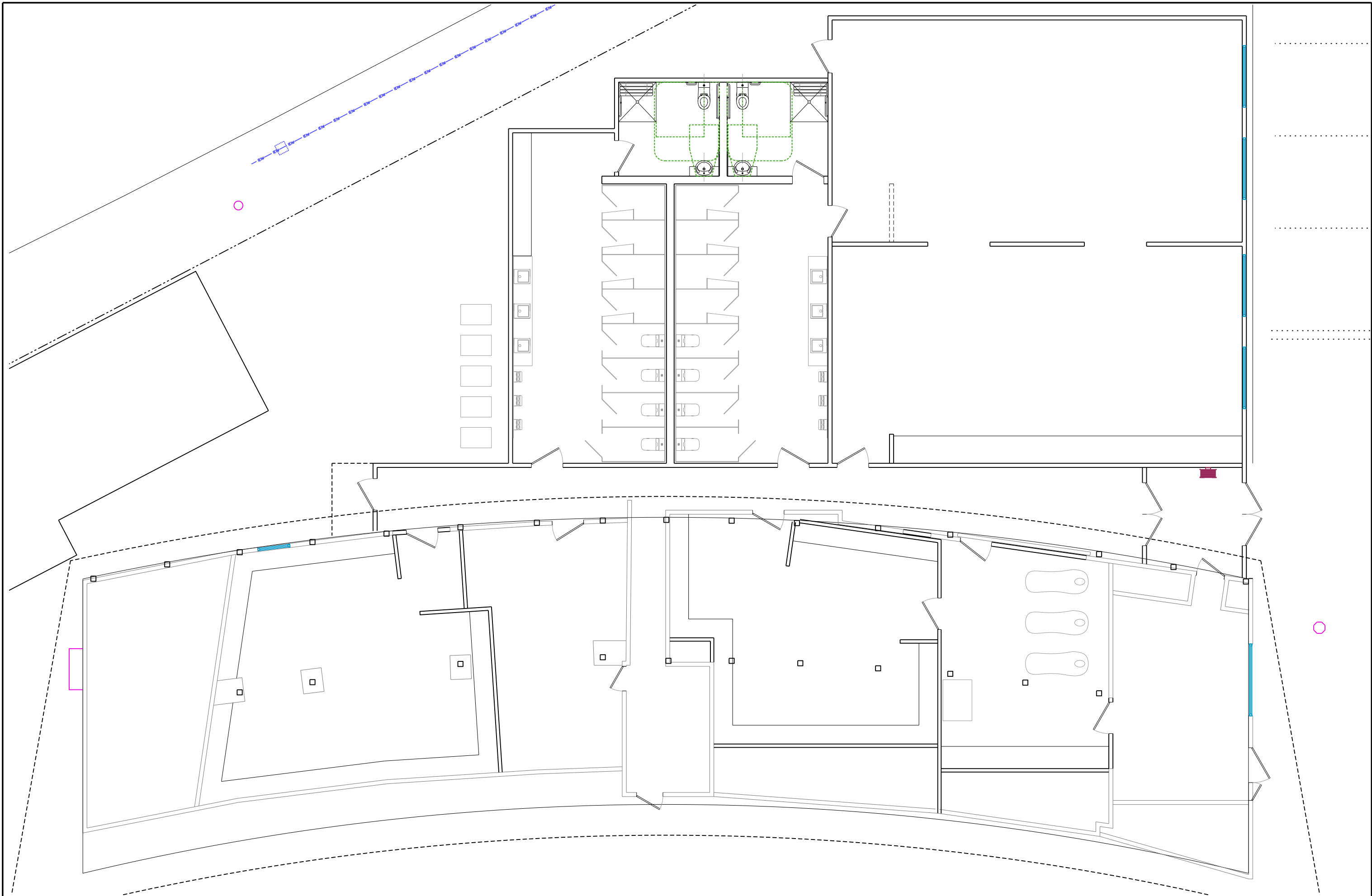
Each DAT:
Shower
WC
Basin

Each Amenities (in Addition to DAT):
Showers: 4-off
WCs: 4-off (3 x Standard
(1 x Ambulant w/ Sanitary))
Basins: 3-off
in Bench: 3.2m Wide x 600mm Deep, GPO adjacent

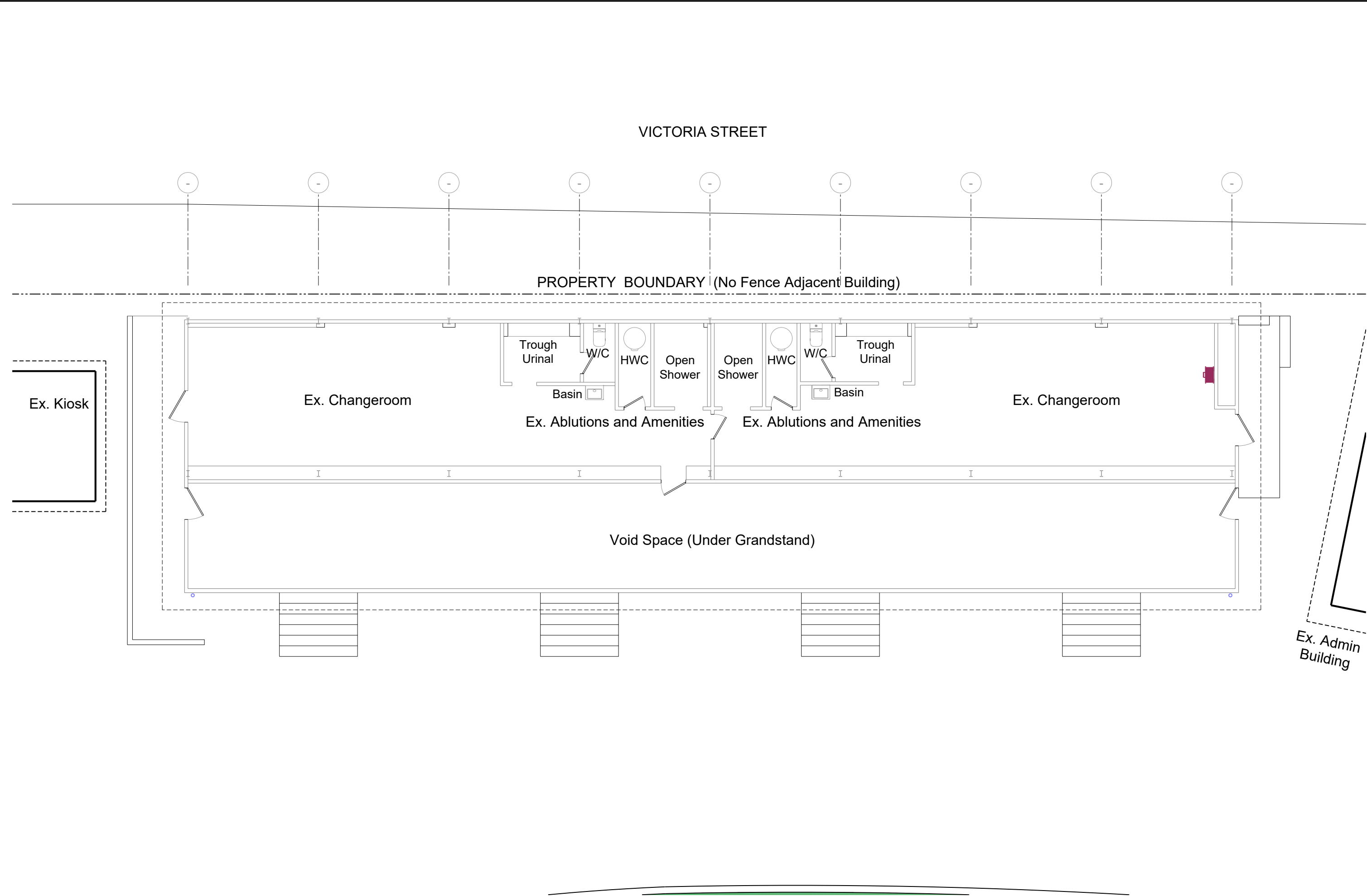
Hand Dryer: 2-off
Paper Disp: 1-off

Amenities A Only:
Bench Seat: 3.6m Long x 550mm Deep

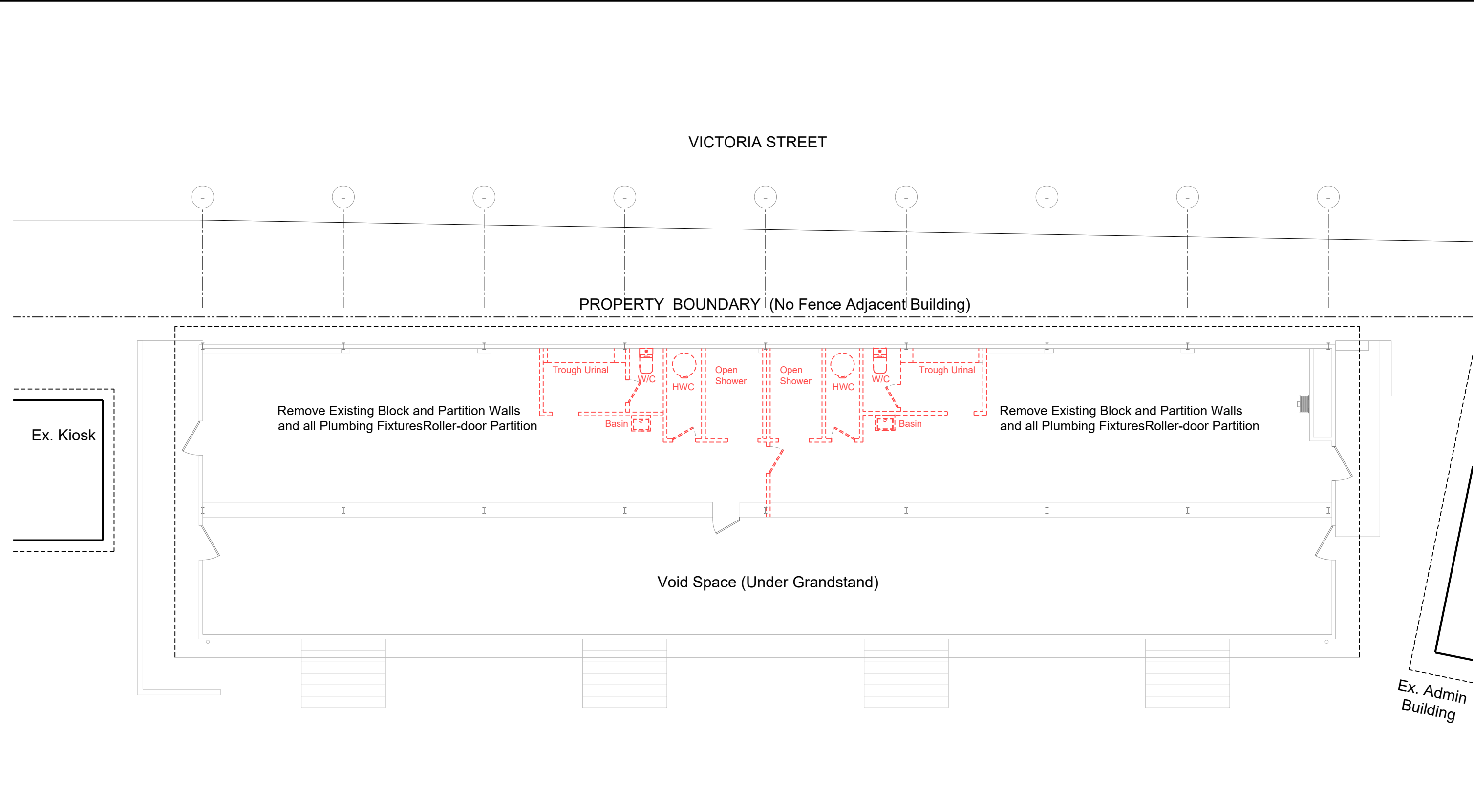
Preliminary, Preliminary



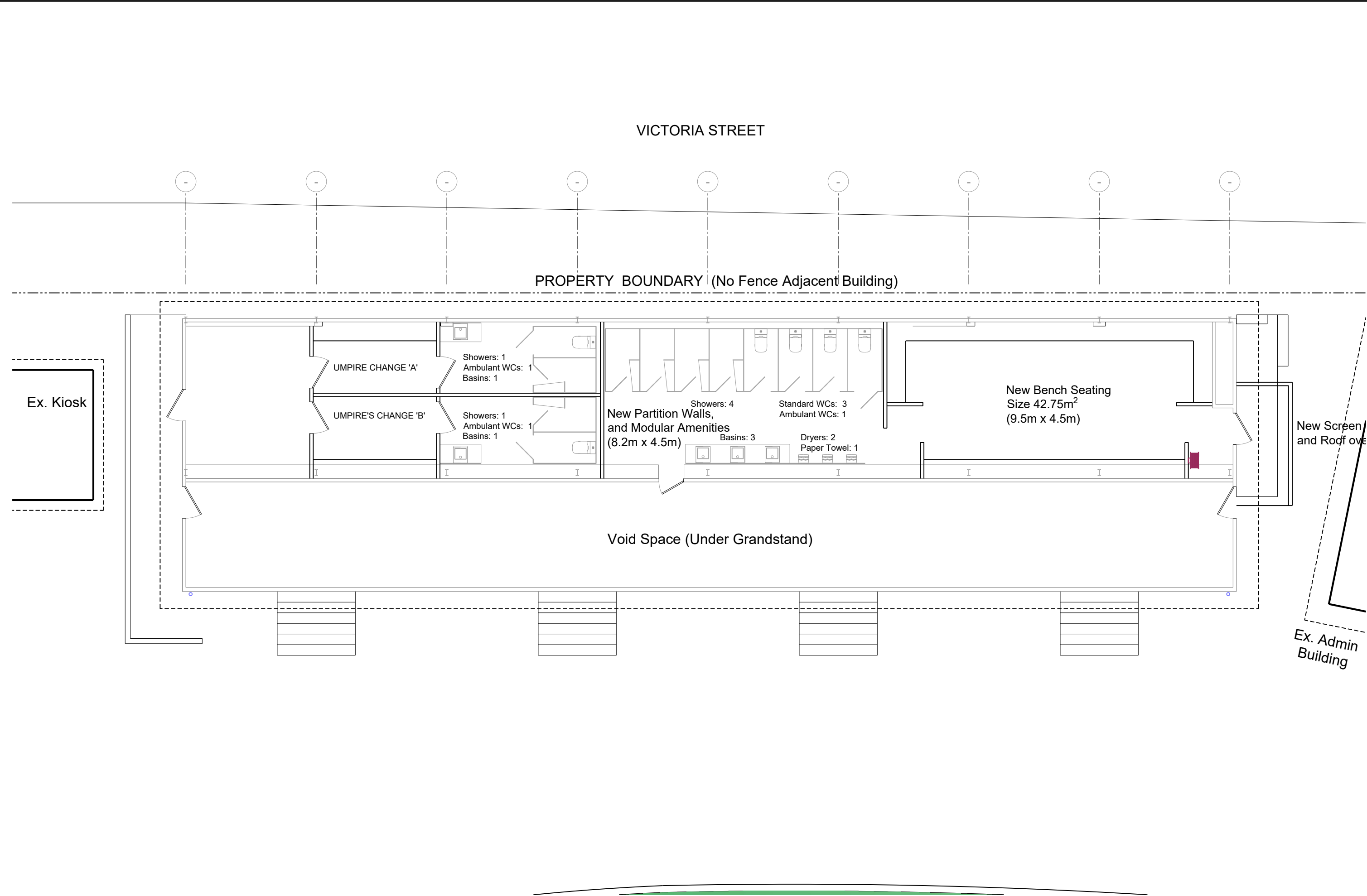
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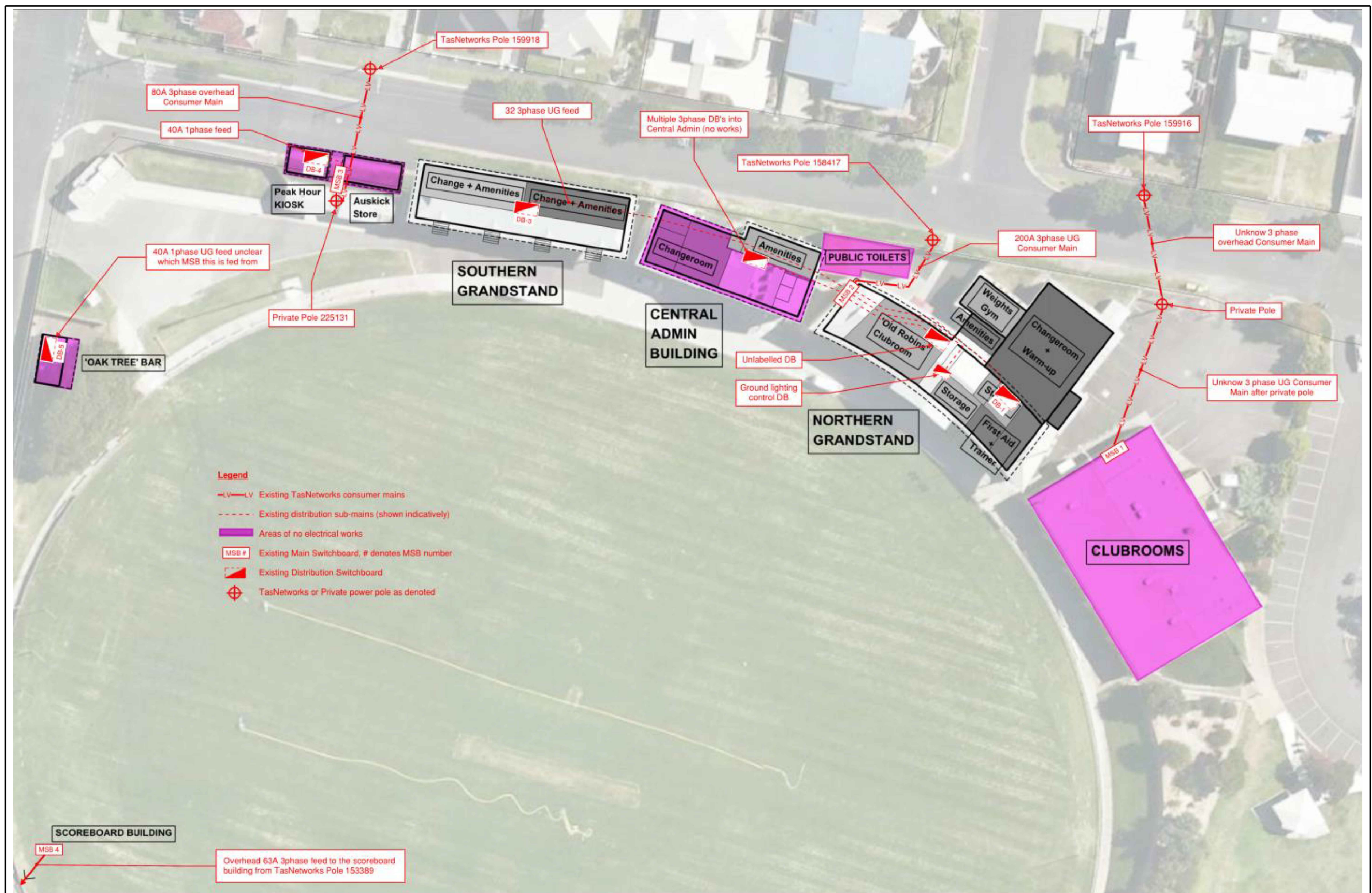
Preliminary, Preliminary



Preliminary, Preliminary



Preliminary, Preliminary



Petition to Central Coast Council Against FOGO – Cover Page

Subject matter

The Central Coast Council's:

- introduction of fortnightly Food Organics and Garden Organics ("FOGO") kerbside collection service for all current domestic waste and recycling kerbside collection residents, and
- the reduction in collection of general domestic waste from weekly to fortnightly starting in October 2019.

Statement of action requested

The following petitioners ask the Council to:

- consult with rate payers further before introducing FOGO;
- introduce FOGO for only those rate payers who wish to opt in, and
- continue to collect general domestic waste weekly.

FOGO is not required by many rate payers who do not want to be forced into paying for it and see a reduction in the frequency of collection of their general domestic waste.

Signatories

The number of signatories to this petition is:

220.

Petition to Central Coast Council Against "FOGO" – Signature Page

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[illegible]

Petition to Central Coast Council Against "FOGO" – Signature Page

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Print Name	Print Address	Signature
ALAN DONOVAN	10 WRIGHTS ROAD	[Signature]
Paul Kirkpatrick	18 Thomas St Ulu	[Signature]
Lucy Noh	Longy Pl Tamworth	[Signature]
GEOFF GIBSON	41 LOVETT ST	[Signature]
PHILLIP WHITEL	4 PARSONS ST	P.O.
JUST GIVE US A BIGGER RUBBISH BIN!		
B. BARKIN	11 LLOYD ST	
D. Smith	22 WHITTE ST	[Signature]
Roz Flanagan	92 Main St Penguin	[Signature]
DLAWAR	14 CLINTON Place	[Signature]
Warren Chisholm	212 Westalla Drive T/Beach	[Signature]
A. Kable	143 ST AB	[Signature]
Lynette Vos	7 Kyrning Crs. Ulverstone	[Signature]
Helen Ling	St Pnetho Peng	[Signature]

Petition to Central Coast Council Against "FOGO" – Signature Page

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Print Name	Print Address	Signature
LORRAINE WATKINS	5 PASLEY PLACE	LW
WENDY COLLINS	66 ESPYANADE TURNERS BEACH	W Collins
Alice Vernon	147 Gawler Rd Ullv	Alice Vernon
Berry Vernon	" " " "	B Vernon
JOHN COWNS	100 ESPYANADE T/BORN	John Cowns
GLORIA DEAL	68 MAIN ST ULVERSTONE	G Deal
Janine Eustace	48 Walkers Rd N'mindin	Janine Eustace
DIL EVANS	8 DUNNING	Dil Evans
Melissa Johnson	94 Eastland Drive, Ullv	M Johnson
Scott Pearce	129 Penguin Rd Ullv	S Pearce
JOHN JACENTIA	15 CLARA ST Ullv	John Jacentia
ROSS JONES	17 HERTHROPE ST VLV	R Jones
RAY EUSTACE	48 WALKERS RD	R Eustace
PAUL JOHNSON	32 ANHERST ST	P Johnson
LIAM PUNSHON	172 TOP GAWLER ROAD	L Punshon

Petition to Central Coast Council Against "FOGO" – Signature Page

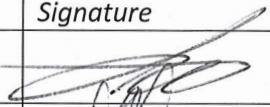





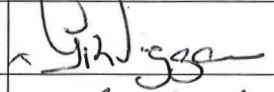




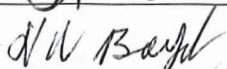
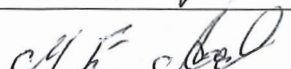
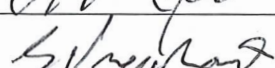
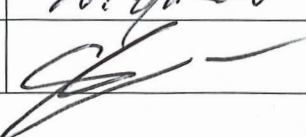
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The Central Coast Council's:

- introduction of fortnightly Food Organics and Garden Organics ("FOGO") kerbside collection service for all current domestic waste and recycling kerbside collection residents, and
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Print Name	Print Address	Signature
A. Hawkesworth	29 John St Ulverstone	
D. JACKLIN	130 Alexander Rd, Ulverstone	
C. Marely	20 hew	
K.F. LEHMAN	13 HARLEY CT	
K.D. Lehman	13 Harley CRT	
KERRY MAXWELL	17 VERTIGAN P/L	
GARRY DUGGAN	23 CLUAN CRT ULV.	
ALAN LAKIN	24 JAMES ST	
MAREE ABEL	7/119 LEVEN ST. ULV.	
Tracey Howe	1 Jesamel Plk Ulv	
Lee Mitchell	3 Bladen-Lee Cres	
VIV BOYD	181 st MAIN ST	
ITICH ABEL	5 JACKSON AV	
G Urquhart	4 Top Gawler Rd Ulv	
A Johnson	13 Heathcote ST	

Petition to Central Coast Council Against "FOGO" – Signature Page

Subject matter

The Central Coast Council's:

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Print Name	Print Address	Signature
RON MOTT	GAVILER	Rymott
MIKE BATES	16 RIVERSIDE AVE. ULV	Mike Bates
Tony Pearson	33 Lakin Street	T. Pearson
Scott Harsy	19 HOPE ST. ULV	SH
Jack Siely	Brooks PL ULV	JS
BELINDA SIELY	" "	BSIELY
Narelle Rawlings	" "	Narelle Rawlings
Andrew Wright	106 Alexandra RD Ulverstone	AW
DARREN PAYNE	10 Lovett St	D. Payne
Kristy Fanning	12 Plover Court	KF
ANNE JOHNSON	47 BRETT ROAD	a.m. Johnson
D. BUCKLEY	JOHN ST. ULV	DB
ERIN DELPIZZO	CRAWFORD ST ULV	Erin Delpizzo
Angela Ockerby	Amber CRT. ULV	AOckerby
BREUAN DAVES	AMBER CRT ULV	BDaves

Petition to Central Coast Council Against "FOGO" – Signature Page





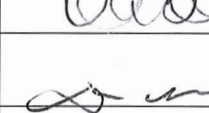
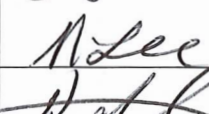
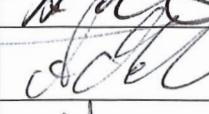

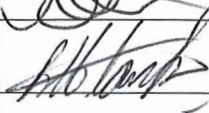

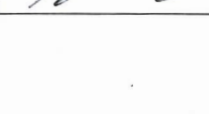

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The Central Coast Council's:

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Print Name	Print Address	Signature
Michael Jago	152 Main St Ulverstone	
BRETT THOMPSON	21 HAMILTON ST	
ALAN JOHNSTON	2 ROSE CRT T/B EACH	
Nick Close	49 Hears Rd	
GREG ALLEN	12 KINGS PARADE	
Vanessa Abel	20 Mervinda Dr. ULV.	
DALE Howe	1 Jesanel plc n	
Rod Lee	3 Bladen-Lee Crs.	
RICHARD MICHAELSON	32 HEARPS Rd	
ALLAN MAHER	19 SOUTH ST	
TONY APTED	7 GEORGE ST ULVERSTONE	
DAVID CORBET	157 MAIN ST ULV	
RUSSELL CLARK	135 MAIN ST. ULV.	
D. JACKSON	85 LOFTY	
RONALD MAHER	69 CLARA ST	

Petition to Central Coast Council Against "FOGO" – Signature Page

Subject matter

The Central Coast Council's:

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Print Name	Print Address	Signature
KELLY DUGGAN	37 EASTLAND DR. ULV.	K Duggan
LANCE DUGGAN	35 LEIGHLANDS AVE	L Duggan
CARIS GAVIGAN	37 EASTLAND DR	C Gavigan
KRIS NAHUYTS	37 EASTLAND AVE	K Nahuyts
PETER BONNEY	8 OCEAN DR	P Bonney
Nathan Lynd	18 Short St	N Lynd
RAY. GUNDRY	418 HOBBS RD	R Gundry
Anthony Bonney	29 JOSEPHINE ST.	A Bonney
Mitchell Reid	41 McCulloch St	M Reid
Karl Bonn	18 Short Street	K Bonn
Dott Leary	U19 31 John ST	D Leary
CHRIS NICHOLS	32 HENSLOWES RD	C Nichols
PETER JOHNS	4 LAKIN ST	P Johns
BILL WICKHAM	5 H'ELLEN ST.	B Wickham
Tom CLARKE	17 HOBBS ST	T Clarke

Petition to Central Coast Council Against "FOGO" – Signature Page

Subject matter

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Print Name	Print Address	Signature
Becky Jones	153 West Gawler RD	B Jones
Lauren Steward	3 Goddard Street	L Steward
Luke Andrews	henslow RD	L Andrews
Dean Pearson	18 Hope st	D Pearson
Allison Butters	23 Barker st	A Butters
Dale McKenzie	Barker Street	D McKenzie
Adam Hill	15 Westland Drive West Wlv	A Hill
SHANE ANSELL	264 ISANDULA RD	S Ansell
JAMES SHEEHY	75A upper main ST Wlv	J Sheehy
Ashleigh Short	9 Whittle Street	A Short
Donna Smith	13/52 Lethborg Ave	D Smith
Ballin Smith	CL	B Smith
Johnny Edwards	33 Lethborg AVE.	J Edwards
Larue Meldrum	33 Lethborg Ave	L Meldrum
Sam Meldrum	33 Lethborg Av	S Meldrum

Petition to Central Coast Council Against "FOGO" – Signature Page

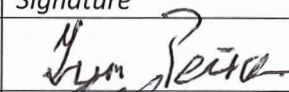



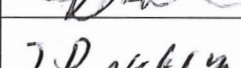






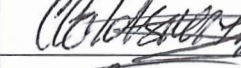
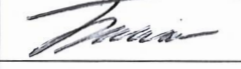


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Print Name	Print Address	Signature
TIM PEIRCE	12 CORNELIA ST. ULV	
Trent Allen	393 Lerth Rd. Forth	
Buddy Nazar	16 Thomas St	
Dannielle Williams	16 Thomas St	
Glenn Reading		
Glenn Reading	13 OUTLOCK ST PENG	
Ben Stewart	11 KING Edward	
Helen Kempton	48 Ashwater Cres	
ALISON CAMPBELL	18 Ashwater Crescent	
Bec Lamond	111 Leven Street, ULV	
Chara Goldsworthy	61 Alexandra Rd, ULV	
Tim Davies	1 Stubbs crt Penguin	
Sharon Rogers	90 Stn Rd "	
Pete Rogers	90 South Road	
GAVAN KNIGHT	595 ISLANDULA ROAD	

Petition to Central Coast Council Against "FOGO" – Signature Page

Subject matter

The Central Coast Council's:

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Print Name	Print Address	Signature
Lorne Knight	595 Isabella Rd Gawler	NR
L. Gates	2 LUGANA ULVERSTON	LR Gates
R BOWEN	12 THOMAS ULV	RB
M Flanagan	10 THOMAS ST ULV	M Flanagan
BREN BOWEN	7 RUSSELL ST PENJ	B Bowen
Daniel McKenna	2 wadecliff Rise ulv	D McKenna
A Stones	25 eastland drive	AS to [initials]
V. Wishart	16 Towett ST ULV.	V Wishart
M. Roberts.	26 Westland DR ULV.	M Roberts
I. TURVEY	24 JERLING ST	I Turvey
KALEB BOWEN	7 RUSSELL ST PENJ	K Bowen
R HUGHES	179 SHEFFIELD RD SPALDING	R Hughes
J. Hazlewood	54 Leighlands Ave	J Hazlewood
CAROL DAWKINS	7 Knights Rd	CD
Peter Perton	53 TREVOR ST	P Perton

Petition to Central Coast Council Against "FOGO" – Signature Page

Subject matter

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Print Name	Print Address	Signature
JESSICA GIBSON	7 RUSSELL ST PENGUIN	J Gibson
PETER JACKSON	5 KELVIN ST PENGUIN	P Jackson
GREG PEARSON	23 SANDHAVEN CRES S/CREEK	G Pearson
BARRY KERNAN	14 SANDHAVEN CRES S/CREEK	B Kernan
SHANE BROWN	58 MISSION HILL PENGUIN	Shane Brown
BP HENNING	26 WHITE SE IEM	BP Henning
B.M. Brown	58 Mission Hill	B.M. Brown
G.A. HUETT	3 LING ST PENGUIN	G.A. Huet
D.J. TALBOT	8 Smith St	D.J. Talbot
W.B. Brooks	6 Lowry Place	W.B. Brooks
J.W. Corbett	23 Marion Street	J.W. Corbett
D. Brown	22 Peppermint Drive	D. Brown
S. Lamprey	Forth hotel	S. Lamprey
Tim Allen	Forth hotel	Tim Allen
VEENA MICHELYAP	48 CREVON STREET	VEENA MICHELYAP

Petition to Central Coast Council Against "FOGO" – Signature Page


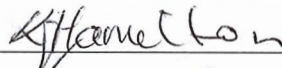

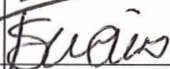

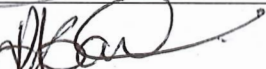
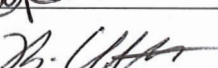
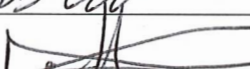




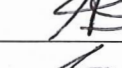


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Print Name	Print Address	Signature
Lindy Hamilton	51 Westland Drive	
Keith Hamilton	"	
Stacey Wilson	WEST VUE C/PARK	
Pyrah Swain	Josephine Street	
Eric Chadwick	Hearps Rd	
Katrina Batten.	24 Amherst Street	
Billy Catlin	63 Uppermaud St	
AJ Myler Nathan	78 Queen St,	
W. Gillan	92 Clara St	
Barry Ling	77 Queen St	
Kelly Speight	51 Bowman Street	
Annette Shelton	57 QUEEN ST	
A. Santos	18 Knight's RD	
Chellminal	7 Jackson Ave	
K. Colgrave	32 Mary Street	

Petition to Central Coast Council Against "FOGO" – Signature Page

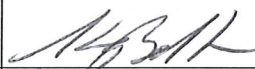

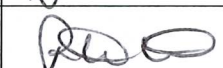



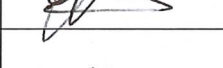





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Print Name	Print Address	Signature
KEVIN BAKES	13 Josephine St Westv	
Nils Williams	32A Alice St. Westv.	
ROYCE WOODWARD	20 RUSSELL AVE	
Andrew Swain	58 Josephines t	
FRED LEE	4 BLACKWOOD RD	
Letitia Mark	5 Warnoja Court Westv.	
Colin Kenny	5 Orana Court West	CKenny
Karla French	20 HIGHFIELD CRESCENT	
Cathy Snowden	63 Clara St	
Wendie Mclintock	Loth Taz	
MARIE WOODHOUSE	3/27 QUEEN	
Geoff Levey	47 Clara	
Steve Chrystie	15 Lakin St Silverstone	
Drift Chrystie	15 Lakin St Silverstone	dchrystie
Rhett Griffiths	265 Tarlton Rd	RG

Petition to Central Coast Council Against "FOGO" – Signature Page

Subject matter

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Print Name	Print Address	Signature
NEIL WARNE	40 DEVIATION ROAD PENGUIN	Neil Warne
LEANNE DYKE	40 DEVIATION ROAD PENGUIN	L.M. Dyke
C Porter	Queen St Ull	C Porter
R. Carwell	Queen St	R. Carwell
R. Carwell	Queen St	R. Carwell
B Walkham.	HELEN ST.	B Walkham
E Lloyd	Clay St	E Lloyd
C. Dobbie	31 Makella Crt Ull	C. Dobbie
D. Perries	16 Nichols Street Ull	D. Perries
N. HARDING	Uiverstone	N. Harding
D. Batten	uiverstone	D. Batten
T. Jones	Henslowes RD	T. Jones
D. MAPLEY	70 QUEEN ST.	D. Mapley
S. Smith	107 Queen ST	S. Smith
M. Smith	107 Queen St	M. Smith

Petition to Central Coast Council Against "FOGO" – Signature Page

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Print Name	Print Address	Signature
Stuart Clayton	47 Queen St	[Signature]
T. Berne	Ul-5 Blau Ct.	[Signature]
M. Browning	34 Westland Dr.	[Signature]
D. Evans	55 Main St ULV	[Signature]
C. WESTON	6 Queen St.	[Signature]
L. Langham	Clara St	[Signature]
M. Richley	South Rd.	[Signature]
K. Turner	Harley Ct	[Signature]
M. Wing	Upper Maud St	[Signature]
J Plapp	Leighland Ave	[Signature]
R. Bouch	40 Queen St	[Signature]
G. PERRY	5 OLINGA AVE	[Signature]
IAN SUTTON	8 TINGHA WAY	[Signature]
LEN BASS	3/3 ILVKA CRT	[Signature]
R.A. CLARK	19 ALICE ST	[Signature]

Petition to Central Coast Council Against "FOGO" – Signature Page

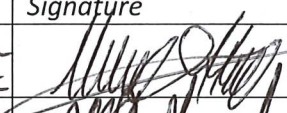
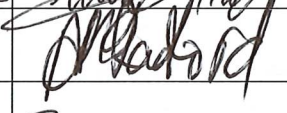
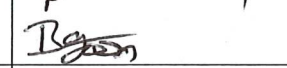

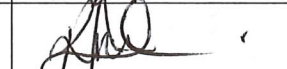
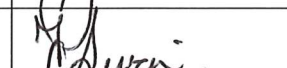
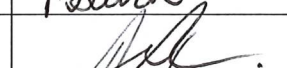
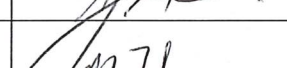
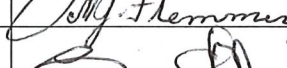




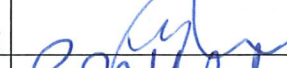

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Print Name	Print Address	Signature
MEL HUME	1 COLAC CT WEST ULVERSTONE	
Al Rodford	9 Clarke St WLV	
B. Fan	3 Pengana ct WLV	
Brian Maloney	ULVERSTONE	
KYLE JOAN	ULVERSTONE	
Tracy Swain	Ulverstone	
Beau Price	Ulverstone (West)	
Margaret Flemming	ULV. west.	
Sharon Gleeson	49. Queen St. Ulverstone	
KARINA BEATTY	2-3 Westshore Rd ULV.	
J. ELIOTT	DOOLEY ST ULV	
H BOSKELL	WESTLAND DR	
M. WING	ALICE ST, WEST ULVER	
B. APPLEBY	PENGUIN RD W. ULV	
T. RAND	Lugana Cres W/ULV	

Petition to Central Coast Council Against FOGO – Final Page

Subject matter

The Central Coast Council's:

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Statement of action requested

The following petitioners ask the Council to:

- consult with rate payers further before introducing FOGO;
- introduce FOGO for only those rate payers who wish to opt in, and
- continue to collect general domestic waste weekly.

FOGO is not required by many rate payers who do not want to be forced into paying for it and see a reduction in the frequency of collection of their general domestic waste.

The person lodging the petition is:

Ricky Dean Bowen

of 12 Thomas Street, Ulverstone in Tasmania

Signature:



To Sandra Ayton.

I am writing to object to the Sale of 22 Markem Court.

The land is classed as public open space. My kids go down there and play.

We live on a hill, its the only flat area for the kids to play.

When we brought our house the land was classed as public open space.

When they subdivide land they allocate area for public play ground. I like my kids to get outside and play its the only area that the kids can play with a ball as we live on a hill. They play cricket, football, soccer and just general fun. A neighbour used it to practice his fly fishing and have see other kids from the street play down there.

My kids have used it for years until recently the gentleman on Amy Street has fenced it all off. He removed the sign that the council put up calling for objections to the sale of the land. He has abused my kids for playing on there and put a sign up saying private property trespasses will be prosecuted. The land should not be sold because the kids play there and when our kids grow up there will always be other kids move into the street where do they go to play. We complain that kids need to get outside more. how will they be able to when they have no area to play its hard playing with a ball on a hill.

The council returned and put another sign up after he took the first one down.

As of Sunday 13/10/19 he has removed the.

the Sign for a Second time and put a gate up.

I object to the Sale of 22 markm cart.
It will be intrested to See the outcome.

Thanks

Concerned Resident and Rates payer
In the Street.

CENTRAL COAST COUNCIL

Division

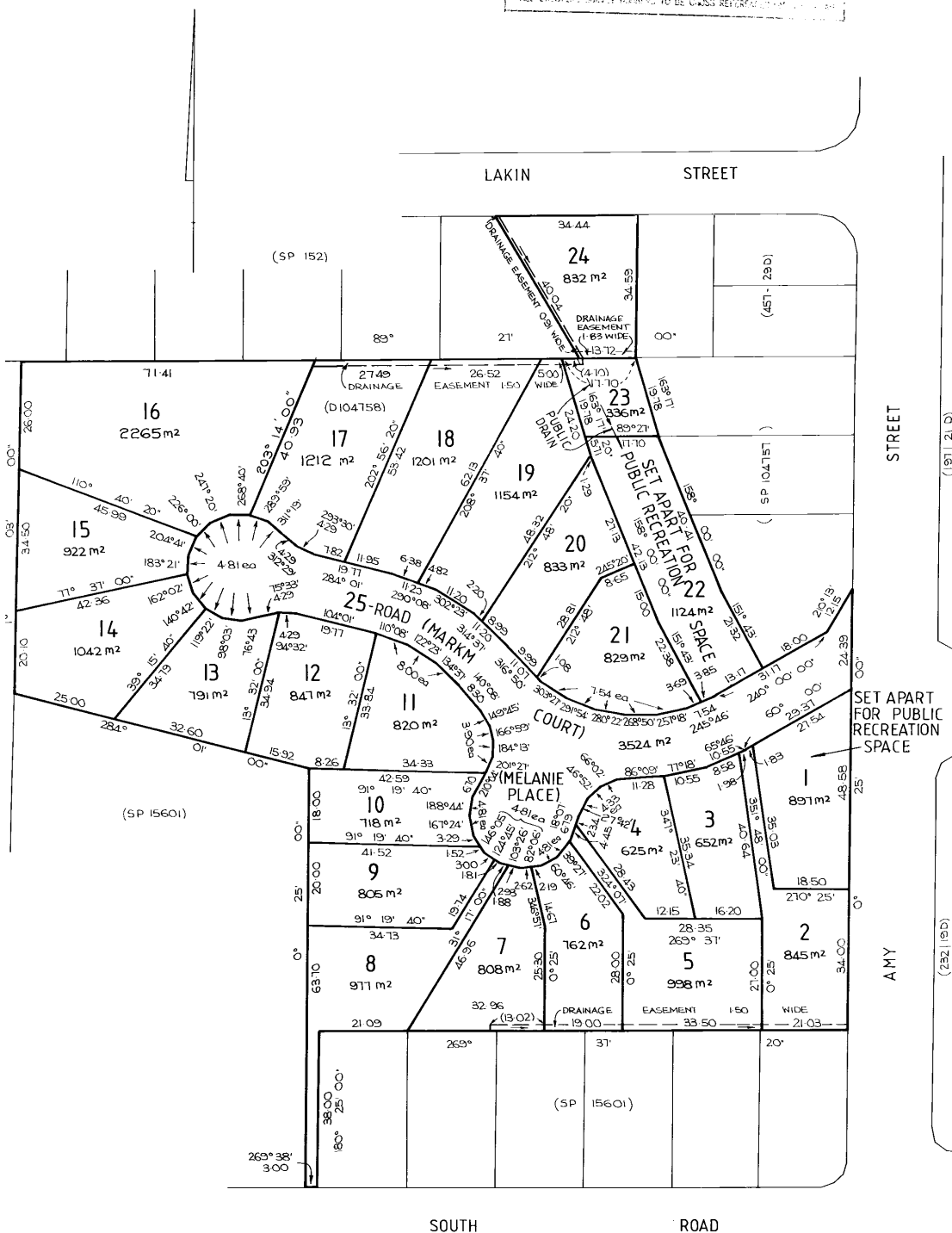
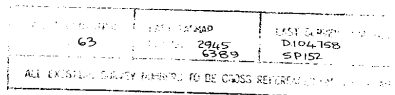
Rec'd 14 OCT 2019

File No

Doc. Id

Owner: Markem Pty Ltd R.K. & M.A. Williams	PLAN OF SURVEY by Surveyor MR. J.M. BAMFORD of land situated in the LESTER, FRANKS & CO. PTY. LTD TOWN OF ULVERSTONE SECTION S SCALE 1: 800 MEASUREMENTS IN METRES	REGISTERED NUMBER SP 109177 Approved Effective from: 16 JAN 1994 Recorder of Titles
Title Reference: C.T. 104758-1 C.T. 249-69 60429-54		
Grantee: Part of Lot 3, Sec S, 10 Acs, John Griffin, par and Part of Lot 2, Sec S, 6 Acs, Granted to James Monaghan Dooley.		

Lot 23 is to be added to Lot 24
Lot 24 is compiled from SP 152 and this survey.
Lot 23 and Lot 24 together form Lot 27



PLAN OF SUBDIVISION

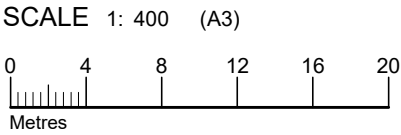


PDA Surveyors
Surveying, Engineering & Planning

6 Queen Street
Burnie, Tasmania, 7320
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& Kingston
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EMAIL: pda.bne@pda.com.au

Owners	Central Coast Council, PJ & HM Barry, JP & KL Martin, EH Arnold and LJ Scott		Address	20, 21 & 22 Markm Ct, 12 &14 Amy St, West Ulverstone		This plan has been prepared only for the purpose of obtaining preliminary subdivision approval from the Council and the information shown hereon should be used for no other purpose. All measurements and areas are subject to final survey.					
			Council	Central Coast Council							
			Planning Scheme	Central Coast Council Interim Planning Scheme 2013							
Title References	FR 109177/21, FR 104757/3; FR 104757/2, FR 109177/22 and FR 109177/20	Zone & Overlay	10.0 General Residential								
Schedule Of Easements	PIPELINE AND SERVICES EASEMENT 3.00 WIDE over existing sewer mains DRAINAGE EASEMENT 3.00 WIDE over existing stormwater mains										
Scale	1:400	Date	28/08/2019	PDA Reference	44064-1B	Map reference	5026-25	PID	1457264	Point of Interest GDA94 MGA55	428710 E, 5444200 N

LOT 1a to be added to FR 109177/21
LOT 2a to be added to FR104757/3
LOT 3a to be added to FR104757/2
LOT 4a to be added to FR109177/20



Code for Tenders and Contracts

~~May~~ December 2019

Table of Contents

1	INTRODUCTION.....	3
2	DEFINITIONS	4
3	PURCHASING PRINCIPLES.....	5
3.1	OPEN AND EFFECTIVE COMPETITION	5
3.2	VALUE FOR MONEY	5
3.3	ENHANCEMENT OF THE CAPABILITIES OF LOCAL BUSINESS AND INDUSTRY	6
3.4	ETHICAL BEHAVIOUR AND FAIR DEALING	6
4	ETHICS AND PROBITY	7
4.1	ETHICS	7
4.2	PROBITY	7
4.3	PROCUREMENT	7
5	MAKING THE PURCHASE.....	8
5.1	PROCUREMENT OVERVIEW – PROCESSES	8
5.2	PLANNING THE PROCUREMENT	8
5.3	PURCHASING DOCUMENTATION	10
5.3.1	Verbal Quotations (for procurement below \$10,000 excluding GST).....	10
5.3.2	Written Quotations (for procurement between \$10,000 and \$100,000 excluding GST).....	10
5.3.3	Tenders (for purchases greater than \$100,000 excluding GST)	10
5.4	INVITING OFFERS.....	12
5.4.1	Verbal Quotations	12
5.4.2	Written Quotations	12
5.4.3	Tenders	13
5.5	COMMUNICATION WITH ALL POTENTIAL SUPPLIERS AND BIDDERS – CONTACT OFFICER	14
5.6	RECEIVING OFFERS	14
5.6.1	Verbal and Written Quotations.....	14
5.6.2	Tenders	15
5.7	EVALUATING OFFERS	15
5.7.1	Verbal and Written Quotations.....	15
5.7.2	Tenders	16
5.8	TENDER REVIEW	17
5.8.1	Purchase Audit Committee	17
5.8.2	Tender Evaluation Panel	18

5.9	NOTIFICATION OF SUCCESSFUL AND UNSUCCESSFUL TENDERERS.....	18
5.10	DEBRIEFING UNSUCCESSFUL TENDERERS	19
5.11	CONTRACT MANAGEMENT.....	19
5.12	STANDING TENDERS	20
5.13	MULTIPLE USE REGISTER	20
5.14	MULTIPLE-STAGE TENDERS	21
5.14.1	Process	22
6	EXEMPTIONS	23
7	COMPLAINTS PROCESS	25
8	CONTRACT RENEWALS AND EXTENSIONS	25
8.1	CONTRACT RENEWALS	25
8.2	CONTRACT EXTENSIONS	26
9	DISPOSALS	26
9.1	DISPOSALS LESS THAN \$5,000 (EXCLUDING GST)	26
9.2	DISPOSALS GREATER THAN \$5,000 (EXCLUDING GST).....	26
10	REPORTING.....	26
10.1	ANNUAL REPORT	26
11	COMMON USE CONTRACTS	27

1 Introduction

The purpose of the Code for Tenders and Contracts (Code), is to provide a policy framework on best practice tendering and procurement methods in line with the legislative requirements of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2015* (the Regulations).

With this Code the Central Coast Council (the Council) aims to achieve the purchasing principles of:

- . open and effective competition;
- . value for money;
- . enhancement of the capabilities of local business and industry; and
- . ethical behaviour and fair dealing.

The Act requires every council to adopt a code relating to tenders and contracts.

This Code:

- . is consistent with the Act and the Regulations; and
- . includes procedures and guidelines for any prescribed matter.

As a measure of accountability and transparency, the General Manager will:

- . make a copy of this Code (and any amendments) available for public inspection at the public office during ordinary office hours;
- . make copies of this Code available for purchase at a reasonable charge; and
- . publish a copy of this Code on the Council's website.

The Act and Regulations require the Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST). The Council has however chosen to maintain its threshold at \$100,000 and in accordance with the Regulations, the Council will invite tenders for all contracts valued at or over \$100,000 (excluding GST) by one of the following means:

- . an open tender process (refer Sections 5.1 through to 5.12);
- . a multiple-use register (refer Section 5.13); or
- . a multiple-stage tender (refer Section 5.14).

There are circumstances in which the Council is exempt from undertaking the above processes. These circumstances are described in Section 6.

For purchases under the \$100,000 threshold, the Council, in accordance with the Regulations, has decided that a quotation process will be undertaken. The Council may choose to grant an exemption from undertaking a quotation process where the same circumstances exist for that of a tender described in Section 6.

The Council will not split a contract into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

Officer acting under this Code should do so under delegated authority from the General Manager.

2 Definitions

Code – refers to this Code for Tenders, Contracts and Procurement which has been developed in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015*.

Consultant – a person or organisation, external to the Council, engaged under a contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision making by the Council. The consultant will be expected to exercise his or her own skills and judgement independently of the Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

Contractor – a person or organisation, external to the Council, engaged under a contract for service (other than as an employee) to provide specified services to the Council.

Contract – a contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.

Expression of Interest (EOI) – an Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.

Local Business – any business operating in the Central Coast municipal area that has a permanent office or presence in the municipal area.

Multiple-stage Purchasing – a process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.

Preferred Supplier – a supplier that has satisfied the Council's selection criteria and is approved for the purchase of particular goods and services.

Procurement – the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

Probity – probity is a risk management approach to ensuring procedural integrity.

Public Tender – a tender where any business that can meet the requirements of the Request for Tender can bid.

Purchasing – the acquisition of goods or services.

Quotation – the bid submitted in response to a Request for Quotation from the Council.

Request for Quotation (RFQ) – either a verbal or written request for offers from businesses capable of providing a specified good or service.

Request for Tender (RFT) – a document soliciting offers from businesses capable of providing a specified good or service. Requests for Tender are usually advertised.

Standing Tender – a tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

Tender – a proposal, bid or offer that is submitted in response to a Request for Tender from the Council.

Tender Evaluation Panel – a committee established to review the process used for all tenders over \$100,000 (excluding GST).

Value for Money – achieving the desired outcomes at the best possible price.

Verbal Quotation – a verbal response to a request for a quotation.

Written Quotation – a written response to a request for a quotation.

3 Purchasing Principles

This Code has been developed in order to have a transparent set of strategies and procedures that the Council will follow in order to comply with the four purchasing principles as required in the *Local Government (General) Regulations 2015*. Below is a brief definition of each principle and what it means in practice to the Council.

3.1 Open and effective competition

Open and effective competition – ensuring that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that the Council will:

- . use transparent and open procurement processes so that potential contractors, suppliers and the public can have confidence in the outcomes;
- . adequately test the market by applicable processes, e.g. by open tender or by seeking quotations;
- . avoid biased specifications; and
- . treat all suppliers consistently and equitably.

3.2 Value for money

Value for money – achieving the desired outcome at the best possible price.

In practice this means that the Council will weigh-up the benefits of each purchase against the costs of that purchase. In doing this, it may take the following factors into consideration:

- . fitness for purpose;
- . maintenance and running costs over the lifetime of the product;

- . ~~the advantages of buying locally, e.g. shorter delivery times, local backup and servicing, and the availability of spare parts;~~
- . ~~the advantages of supporting local business~~
- . ~~Council is committed to a zero-waste future and supports Reduce, Reuse and Recycle opportunities.~~
- . the contribution to the achievement of other Council objectives such as industry development and employment creation;
- . quality assurance and perceived level of risk;
- . the capacity of the supplier, e.g. managerial and technical abilities; and
- . disposal value.

3.3 Enhancement of the capabilities of local business and industry

Enhancement of the capabilities of local business and industry – ensuring that local businesses that wish to do business with the Council are given the opportunity to do so.

In practice this means that the Council:

- . will actively seek bids from local business, if available, particularly from those which have previously requested the opportunity to quote;
- . will, for purchases less than \$10,000 (excluding GST), seek at least one verbal quote from a local business, if available. Exemptions may apply to items below \$500 (excluding GST), refer to table on page 9;
- . will, for purchases between \$10,000 and \$100,000 (excluding GST), seek at least one written quote from a local business, if available; and
- . will, for purchases greater than \$100,000 (excluding GST), seek to get at least one tender from a local business, if available.

3.4 Ethical behaviour and fair dealing

This principle means that all procurement is undertaken in a fair and unbiased way and in the best interests of the Council.

In practice this means that the Council will:

- . be fully accountable for the purchasing practices that it uses and the decisions it makes;
- . ensure that decisions are not influenced by self-interest or personal gain (i.e. declining gifts or other personal benefits from suppliers);
- . identify and deal with conflicts of interest;
- . maintain confidentiality; and
- . ensure that all procurement is undertaken in accordance with the Council's policies.

4 Ethics and Probity

4.1 Ethics

The Council will observe the following ethical standards when making procurement transactions:

- . all business will be conducted in the best interests of the ratepayers, avoiding any situation which may impinge, or might be deemed to impinge, on impartiality;
- . all expenditure will be in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015*;
- . all procurement activity will be undertaken without favour or prejudice and will aim to maximise value in all transactions;
- . confidentiality will be maintained in all dealings; and
- . acceptance of gifts, gratuities or any other benefits which may influence, or might be deemed to influence, equity or impartiality will not be permitted.

4.2 Probity

In order to achieve probity, the Council will consider the following five probity principles throughout all stages of procurement and contracting processes to ensure success in achieving the best value for public money:

- . open competitive processes;
- . transparency of process;
- . identification and resolution of conflicts of interest;
- . accountability; and
- . monitoring and evaluating performance.

4.3 Procurement

The following points make up the Council's commitment to equitable and transparent Procurement. The Council aims to:

- . ensure that all potential suppliers are provided with identical information upon which to base tenders and quotations and are given equal opportunity to meet the requirements;
- . establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;
- . promote honesty and equity in the treatment of all suppliers of goods and services;
- . provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- . promote fair and open competition and seek value for money for the Council and its local community;

- . seek to minimise the cost to suppliers for participation in the procurement process;
- . protect commercial-in-confidence information;
- . satisfy accountability standards;
- . establish processes that avoid situations where private interests of the Council's employees may conflict with public/council duty and provide for the declaration of any conflicts of interest that do arise; and
- . provide a clear statement that soliciting or accepting remuneration or other benefit from a supplier for the discharge of official duties is not permitted and may be illegal.

5 Making the Purchase

5.1 Procurement overview – processes

The following procurement overview is provided to give a brief outline on the way in which the Council procures routine goods and services:

- . plan the purchase, which includes the selection of the most appropriate purchasing method;
- . prepare the relevant documents, e.g. quotation, tender or expression of interest;
- . invite and receive offers;
- . evaluate those offers;
- . where the process has involved a formal contract process for a contract of a value greater than that of the General Manager's delegation, gain a Council resolution to formally proceed with the contract with one of the contractors.
- . advise the successful bidder and offer to debrief any unsuccessful bidders; and
- . manage any contract that has been implemented as a result of the procurement.

5.2 Planning the Procurement

During the planning phase of procurement, the following steps may be taken by the Council's staff:

- . any relevant approval to undertake procurement is obtained;
- . an estimate of the cost of the good or service is undertaken and available Council funding of such a procurement is confirmed and an appropriate method of procurement is chosen;
- . market research and consultation is undertaken, e.g. what products are available on the market and how many suppliers;
- . the specifications, shall where applicable, comply with the *Work Health and Safety Act 2012*;

- the specifications are defined, and mandatory requirements are identified. The specifications will usually be developed in consultation with relevant Council stakeholders (useful resources during this phase may include previous or similar specifications);
- the establishment of a Tender Evaluation Panel, if required (refer Section 5.8.1);
- the establishment of evaluation criteria and evaluation methodology, undertaken by Project Manager;
- the development of a risk assessment and management plan;
- the commencement of a contract management plan; and

There are three tendering and procurement thresholds that require different levels of involvement in planning and executing the procurement. The following table refers to the thresholds and summarises what procurement method the Council utilises based on the total dollar value of the purchase.

Procurement Value	Minimum Requirement
\$10,000 and below (excluding GST)	<p>Verbal Quotations</p> <p>Where possible, at least three verbal quotations will be obtained, of which the Council will seek at least one from a local business (if available) and issue a purchase order form to the successful business including the agreed price.</p> <p>Exemption from obtaining verbal quotations</p> <p>Quotations are not required for one-off purchases valued at \$500 or less that fall outside the Preferred Supplier Listing where it would not be cost-effective to obtain verbal quotations.</p>
Between \$10,000 and \$100,000 (excluding GST)	<p>Written quotations</p> <p>Where possible, at least three written quotations will be obtained, of which the Council will seek at least one from a local business (if available).</p>
\$100,000 and greater (excluding GST)	<p>Any one of the following:</p> <p>Public Tender -</p> <ul style="list-style-type: none"> The tenders will be advertised in the Saturday edition of The Advocate newspaper or other newspapers as appropriate. Each of the tenders will be advertised on the Council's own website. The Council will seek at least one tender from a local business (if available). <u>The Council encourages tenders from local business.</u> <p>Multiple-use Register (refer Section 5.13).</p> <p>Multiple-stage Tender (refer Section 5.14).</p>

The Council will apply the above requirements to the procurement of all goods and services with the exception of certain circumstances. The circumstances in which the above requirements may not be used are described under Section 6 - *Exemptions*.

5.3 Purchasing Documentation

5.3.1 Verbal Quotations (for procurement below \$10,000 excluding GST)

Central Coast Council will undertake most procurements below \$10,000 on a verbal basis and as such there will not be any formal quotation documentation. However, the Council may choose, for all but very low-value/low-risk procurement, to provide suppliers with a written specification and request a written quotation.

5.3.2 Written Quotations (for procurement between \$10,000 and \$100,000 excluding GST)

The Request for Quotation (RFQ) is a document inviting offers from businesses to provide a specified good or service. The Council's quotation documents will include all terms and conditions of quotation, together with a clear description of the goods or services required, and the details of any applicable Council policies.

The complexity of the documentation will depend upon the nature and value of the procurement. Generally, the RFQ documentation will consist of:

- . **Conditions of Quotation** – The conditions set out the terms under which the Council will receive and evaluate offers. The conditions will usually include:
 - the evaluation criteria and a brief outline of the evaluation methodology to be used;
 - the closing date, time and place of lodgement;
 - the Council's contact details;
 - pricing requirements, i.e. the price should exclude GST;
 - relevant Council policies and principles;
 - the entitlement of unsuccessful bidders to be debriefed; and
 - information about the Council's complaints process.
- . **Specification** – the specification clearly, accurately and completely describes the essential requirements of the good or service being procured. It is the basis of all offers and is the foundation for the contract. The specification will usually include the:
 - functional requirements;
 - performance requirements; and
 - technical requirements.

5.3.3 Tenders (for purchases greater than \$100,000 excluding GST)

The Request for Tender (RFT) is a document inviting offers from businesses to provide a specified good or service. The Council's RFT documentation usually consists of four main parts. These four parts are:

- . **Conditions of Tender** – The Conditions of Tender set out the terms under which the Council will receive and evaluate tenders. The conditions will usually include:
 - the evaluation criteria and a brief outline of the evaluation methodology to be used;
 - the closing date, time and place of lodgement;
 - the Council's contact details;
 - pricing requirements, i.e. the price should show GST separately;
 - relevant Council policies and principles;
 - the entitlement of unsuccessful tenderers to be debriefed; and
 - information on the Council's complaints process.
- . **Specification** – The specification clearly, accurately and completely describes the essential requirements of the goods or service being procured. It is the basis of all offers and is the foundation for the contract. The specification will usually include the:
 - functional requirements;
 - performance requirements; and
 - technical requirements.
- . **Conditions of Contract** – The Conditions of Contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases over \$100,000 (excluding GST), or where there are material risks involved.
- . **Tender Form** -- The Tender Form must be completed, signed and returned by the tenderer. It includes a declaration by the tenderer that: the tenderer agrees to the Conditions of Tender; the information provided in the tender is accurate and correct; and the person signing the form is duly authorised to do so.

The Council, when preparing the tender documentation, will undertake the following procedures and processes:

- . prepare clear and concise tender documentation that includes all the terms and conditions of the planned procurement with a clear description of the goods or services required and details of any applicable Council policies;
- . prepare tenders that include details of the intended duration of the contract, including any extensions that are applicable to the contract;
- . prepare tenders that include details of the evaluation criteria (which are based on the specifications), any weightings to be used in the assessment of bids and the evaluation methodology;
- . under no circumstances modify the evaluation criteria or methodology after the request for tender has been released without advising all potential tenderers;
- . prepare specifications that do not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives;
- . provide advice and details of any briefing sessions to be held in relation to the procurement;
- . provide details about the availability of debriefing sessions for unsuccessful tenderers;

- . provide details about the Council's complaints process and include the contact details of the complaints officer;
- . prepare documentation that clearly specifies the Council's contact details (including Contact Officer), closing time, date and place of lodgement;
- . prepare documentation that clearly states how and in what circumstances the procurement documentation can be altered, including the length of time given to tenderers to prepare their submissions (which is to be at least 14 days from the date on which the tender notice is published);
- . provide advice about the treatment of late submissions;
- . provide an indication if alternative bids will be considered; and
- . where applicable, documentation such as tenders will be cleared by the Council's legal advisers and the General Manager before being issued.

5.4 Inviting Offers

5.4.1 Verbal Quotations

The Council will follow the following procedures when inviting verbal quotations:

- . provide each supplier with the same information and give each supplier the same amount of time to prepare a quote; and
- . seek at least one verbal quotation from a local business (if available).

5.4.2 Written Quotations

The Council will follow the following procedures when inviting written quotations:

- . where possible, it will seek at least three written quotations of which one quotation will be sought from a local business if available;
- . in some cases, it may choose to advertise a quotation if advantageous to do so;
- . it will directly send the invitation to quote to identified businesses (such as businesses that already provide the service and businesses identified during the market research phase);
- . exemption from seeking quotations will only be granted by the General Manager in circumstances outlined under Section 6 - *Exemptions*;
- . it will issue the request for quotation documentation either by mail or email;
- . when issuing a request for quotation to a business, the details of that business will be recorded. The details recorded will include name of business, address, contact person, email, telephone number; and

- the time it provides to bidders to respond to the request for quotation will depend largely upon the nature and the complexity of the procurement, but equal time will be given to all businesses requested to quote.

5.4.3 Tenders

The Council will do the following in respect of inviting tenders:

- For tenders, it will advertise each tender, at a minimum, in the Saturday edition of The Advocate newspaper, and on the Council's website at www.centralcoast.tas.gov.au. The following information will be specified:
 - the nature of the goods or services the Council requires;
 - any identification details allocated to the contract;
 - where the tender is to be lodged;
 - identifying a person from whom more detailed information relating to the tender may be obtained; and
 - the period within which the tender is to be lodged.
- The tender documentation will either be made available via mail, email, or electronically from the Council's website at www.centralcoast.tas.gov.au. (Any electronic or online tendering process undertaken by the Council will be in accordance with the requirements of the *Electronic Transactions Act 2000*.)
- It may send tender documentation directly to identified businesses, however, it will not provide any documentation to any potential tenderer until the tender has been advertised (so as not to give one tenderer an advantage over another).
- Endeavour to get a minimum of three bids of which it will seek at least one from a local business if available.
- Ensure that all potential suppliers are provided with identical information upon which to base tenders and are given equal opportunity to meet the requirements.
- When inviting tenders, ensure that enough time has been provided to allow tenderers to prepare an adequate response. At a minimum, tenders will be open for 14 days. However, this may increase, dependent on whether the requirements are complex, or if it is likely that interested businesses may need to form partnerships/ consortiums with other businesses in order to fulfil the requirements of the tender.
- When issuing an RFT to a business, record the details of that business. The details recorded will include name of business, address, contact person, email and telephone number.
- If for any reason, there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all businesses that have been issued with that documentation; and

- . If it is necessary to extend the closing date of the tender, the following will be done:
 - all businesses that have been issued with tender documentation will be advised in writing of the change in closing date; and
 - the new closing date will be advertised in all newspapers and websites where the original advertisement was placed.

5.5 Communication with all potential suppliers and bidders – Contact Officer

In accordance with this Code, the Council will do the following in respect of communication with all potential suppliers and bidders:

- . nominate one Contact Officer for each procurement activity and clearly specify their name, contact details (including phone number and mailing address) so that tenderers know who to contact for more information (one person only for probity reasons);
- . the Contact Officer will be the sole point of communication with potential suppliers and bidders and will document any questions asked of them by a potential supplier or bidder and any response given;
- . where possible, the Contact Officer will request that questions from potential suppliers and bidders be put in writing (email will suffice). Any response from the Contact Officer will also be provided in writing;
- . where possible, the Contact Officer will limit the provision of information to the clarification of procedural issues; and
- . any additional information provided to one prospective tenderer will also be provided to everyone else who has requested or received tender documentation.

5.6 Receiving Offers

5.6.1 Verbal and Written Quotations

In receiving quotations, the Council will hold any written or verbal quotations received prior to the closing time in a secure location to maintain confidentiality, to ensure probity and to protect the individuals involved from claims of unfair practices.

All quotations that the Council receives will be clearly marked with the time and date of receipt and recorded in an appropriate schedule or register.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

For written quotations, the Council will follow the procedures set out in the conditions of quotations for any late quotations and, by accepting a late quotation, the Council will ensure that it is not providing an advantage to that bidder over other bidders.

5.6.2 Tenders

Council utilises TenderLink which is an electronic lodgement system for receiving tenders. All tenders should register with TenderLink to be able to access and submit tenders.

Council officers will advise local suppliers how to access TenderLink.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons. The Council may in some cases notify all tenderers of prices tendered prior to a decision being made.

In receiving tenders, the Council may reject non-compliant offers (in accordance with the terms of the tender documents) which:

- . are lodged after the closing time without a valid reason;
- . are not signed where required;
- . are incomplete, e.g. questions have not been answered, pages are missing, or required documentation has not been attached (e.g. insurance certificates);
- . do not comply with mandatory conditions of tender; or
- . fail to meet mandatory specifications.

When opening tenders, the Council will ensure that tenders are:

- . opened in the presence of a minimum of two officers; and
- . clearly identified and recorded.

The Council will follow the procedures set out in the conditions of tender for any late tender submissions and by accepting a late tender, the Council will ensure that it is not providing an advantage to that tenderer over other tenderers.

5.7 Evaluating Offers

5.7.1 Verbal and Written Quotations

The Council, when evaluating verbal and written quotations, does so with the objective of identifying the offer that best meets the requirements and provides the best value for money. When evaluating quotations, it takes into consideration the following aspects of a bid:

- . value for money, taking into account estimated life, disposal value and maintenance requirements and costs;
- . price;
- . compliance with quotation specifications;
- . quality, delivery and service;

- . the full benefits of sourcing locally;
- . the consequences, including possible risks, of entering into a contract where there is one supplier, or a limited number of suppliers, that can provide and maintain the product over its lifetime; and
- . any relevant Council policies.

5.7.2 Tenders

The Council will evaluate tenders in accordance with the evaluation criteria and methodology specified in the evaluation plan, which was developed prior to offers being invited. Under no circumstances will the Council modify the evaluation criteria or methodology after the request for tender has been released unless all potential tenderers are advised of the change in writing.

In evaluating tenders, the Council will undertake the following steps:

- . **Evaluate compliance** – screen all offers to ensure that they are complete and comply with all mandatory evaluation criteria. Offers which do not meet all mandatory criteria may be excluded from further evaluation. Non-compliant offers include those that:
 - are lodged after the closing time without a valid reason;
 - are not signed where required;
 - are incomplete, e.g. questions have not been answered, pages are missing, or required documentation has not been attached (e.g. insurance certificates);
 - do not comply with mandatory conditions of tender; or
 - fail to meet mandatory specifications.
- . **Clarify offers** – it may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought will be documented in writing.
- . **Evaluate qualitative/non-cost criteria** – this stage involves a detailed analysis of each offer against the non-cost or qualitative evaluation criteria and weightings specified in the evaluation plan (the supplier must demonstrate that they meet the evaluation criteria, not just assert it).
- . **Short-list offers** – this step is only used for complex purchases in order to eliminate offers that are clearly not competitive. However, during this process, eliminated offers are not yet totally rejected, and may be re-visited later in the evaluation process.
- . **Requests for tenderers to make a formal presentation** – if appropriate, and tenderers have been forewarned in the Conditions of Tender, tenderers may be requested to make a formal presentation to the Tender Evaluation Panel, clarifying their tender and providing the opportunity for the Tender Evaluation Panel to ask questions. Under these circumstances, the tenderer will be directed to not introduce new or revised information. All information, questions and answers will be formally recorded by the Council.

- . **Calculate value for money and compare offers** – the aim of the Council’s comparative evaluation process is to determine which offer best meets all the requirements of the specification and offers the best value for money. The major factors which the Council takes into consideration when evaluating value for money are:
 - the quality of the proposed good or service, i.e. how well it meets the specified requirements; vs
 - whole of life costs; vs
 - risk, i.e. the capacity of the tenderer to deliver the good or service, as specified, on time and on budget.
- . **Select preferred tenderer** – when selecting the offer that represents the best value for money for the Council, and where two or more firms are ranked equally following the value for money assessment, the Council will give preference to a Tasmanian business over an interstate or overseas business. In selecting a preferred tenderer for a high risk/high value or complex process, the Council will often undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract.
- . **Write the evaluation report** – on completion of the evaluation process the Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant Director. In the case of tenders in the amount of \$100,000 or more, an evaluation report will be submitted by the relevant Director to obtain formal approval of the Council. For tenders under \$100,000 approval of the successful tender will be as per the General Manager’s delegation. The Council’s evaluation reports include:
 - a comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and
 - reasons for overlooking lower priced tenders.

5.8 Tender Review

5.8.1 Purchase Audit Committee

A Purchase Audit Committee may be established by the Council to review the purchase/lease process of goods and services to ensure that the Council’s procurement policies are adhered to.

Standing tenders, and contracts over \$100,000 will always be reviewed by the Purchase Audit Committee.

The Purchase Audit Committee will consist of the Finance Group Leader, the Assets Group Leader/Engineering Group Leader (whichever is not involved in the relevant purchase) and the Regulatory Services Group Leader.

Prior to proceeding with invitations/advertising for Quotation or Tender, the Purchase Audit Committee will review and consider the following aspects of the process:

- . the purchase and evaluation process adopted;
- . the evaluation criteria;

- . consideration for local business opportunity; and
- . critical dates;

to ensure that these aspects meet the criteria set down in the Purchasing and Procurement Policy and under the Code for Tenders and Contracts.

Following evaluation of offers and prior to approval by the relevant Director, the Purchase Audit Committee will confirm that due process has been followed.

5.8.2 Tender Evaluation Panel

A Tender Evaluation Panel (the Panel) may be established by the Council to review the purchase/lease of all goods and services over \$100,000 (excluding GST), prior to the awarding of contracts, to ensure that the Council's procurement policies are adhered to.

The Panel will consist of between two and four members who are knowledgeable of the purchase requirements.

Members of the Panel will individually review and consider each of the tenders.

The Panel will evaluate each of the tenders received within the context of the approved criteria and weightings.

~~The Panel will recommend for approval that tender that best meets the relevant criteria~~

The Panel will provide a recommendation to the Council of the tender which in the Panel's evaluation best meets the relevant criteria.

The final decision for awarding a tender (contract) is at the sole discretion of the Council. In circumstances where the Council determines to award a contract contrary to a Panel's recommendation, the reasons for its decision is to be recorded in the minutes.

5.9 Notification of successful and unsuccessful tenderers

Once the preferred tenderer is selected and all relevant Council approvals to proceed with the purchase have been granted, the Council will write and (in most cases) telephone the preferred tenderer to notify them that they have been successful. After the preferred tenderer has been notified, the Council will notify all unsuccessful tenderers in writing of their non-selection.

The Council will advise the unsuccessful tenderers in writing of:

- . the tender outcome, including the contract number and title;
- . the successful tenderer;
- . the term of the contract; and
- . the total contract price for the term of the contract.

Details of tenders awarded will be displayed on the Council's public notice board and on its website for a period of not less than 14 days.

All unsuccessful tenderers will be offered a debriefing session.

5.10 Debriefing unsuccessful tenderers

The purpose of the debriefing session is to help unsuccessful tenderers submit more competitive bids in future by identifying ways in which the tenderer's offer could be improved.

The Council will provide a debriefing interview to any unsuccessful tenderer who requests one. At this interview the unsuccessful tenderer will be briefed as follows:

- . how their offer performed with respect to the evaluation criteria; and
- . strengths as well as weaknesses of their offer.

During this interview, the following will not happen:

- . comparisons between the unsuccessful tenderer's offer and the winning, or any other, offer; or
- . the debriefing interview being used to justify the selection of the successful tenderer.

The Council will document the proceedings at each debriefing interview, including:

- . who attended (from the Council and from the business concerned);
- . the information provided to the unsuccessful tenderer;
- . any issues arising;
- . the details of any information that was requested, but not disclosed due to commercial-in-confidence considerations; and
- . any likely future complaints, and recommendations for further action.

Where a multiple stage purchasing process is used, e.g. where Expressions of Interest are used to short-list tenderers, suppliers not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.

5.11 Contract Management

A contract defines the rights and obligations of both parties once the tender is awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the business which has made the successful offer. This includes:

- . the conditions of tender;
- . the specifications, including any plans and other attachments;
- . the successful offer; and
- . the conditions of contract.

A draft copy of the conditions of contract will be included in the Council's original RFT.

For complex or high value purchases it may be necessary for the Council to enter into negotiations prior to finalising the contract in consultation with the Council's legal advisers. The purpose of these negotiations is to:

- test the understandings and assumptions made by tenderers in determining their costs;
- clarify and rectify any false assumptions; and
- achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be reflected in the final contract and, once completed and agreed, the formal contract is then signed by both parties.

A formal contract management plan is not required for all contracts, but the Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

5.12 Standing tenders

From time to time the Council may utilise a standing tender in which one or more tenderers are contracted through an open tender process to provide specified goods or services over a period without the need for a further tender process.

The way in which a standing tender is established is the same as for an open tender process where the specification and description of the tender describe the intent of the standing contract and the conditions of its use.

5.13 Multiple use register

For contracts valued at under \$100,000 (excluding GST) from time to time the Council may utilise a multiple-use register process to establish a register of suppliers that the Council has determined satisfy the conditions for participation in that register, and that the Council intends to use more than once.

If it is determined that the Council will establish such a register, an invitation for expressions of interest from prospective applicants for inclusion on a register will be published at least once in a daily newspaper circulating in the municipal area a notice specifying –

- the nature of the goods or services the Council requires; and
- any identification details allocated to the register; and
- where the application is to be lodged; and
- the person from whom more detailed information may be obtained; and
- the period within which the application is to be lodged.

Applicants will be provided with the following in order to make an application:

- details of the categories of goods or services required;
- the criteria for evaluating applications;
- the method of evaluating applications against the criteria;
- a reference to the Council's Code.

The Council will advise all prospective tenderers of the results of their application including all categories for which they are registered and the reasons for rejection or inclusion on the register as soon as practicable.

When the Council wishes to use the register, the Council will invite all successful applicants that are registered for the relevant category to tender for the provision of the required good or service.

The Council will review any established register at least once every two years.

The Council will allow a prospective applicant to apply for inclusion on a register of tenderers at any time, unless the prospective tenderer –

- . has applied within the previous 12 months; and
- . has not been accepted.

For contracts valued at over \$100,000 (excluding GST), where the Council might wish to utilise a multiple use register process, individual contracts will be let only after being approved by the Council.

The following table outlines the differences between a standing tender and a multiple-use register:

Standing tender	Multiple use register
<ul style="list-style-type: none"> . Outcome of a procurement process. . Can purchase directly from successful tenderers. . Successful tenderers selected following evaluation. . Size is set at conclusion of process. . Indicative or set price. . Operates for a finite period. . Re-opens at conclusion of period. 	<ul style="list-style-type: none"> . Part of a procurement process. . Basis for select tendering. . Conditions for participation stated. . Cannot limit size. . No pricing. . Can operate indefinitely. . Open continuously or annually.

5.14 Multiple-stage tenders

From time to time the Council may utilise a multiple stage tendering process to:

- . gain market knowledge and clarify the capability of suppliers (however, it will not be used as a substitute for conducting market research);
- . short-list qualified tenderers; and
- . obtain industry input.

A multiple stage tendering process may be more costly and time-consuming for both suppliers and for the Council, and as such will usually only be used where:

- . the best way to meet the requirement is unclear;
- . it is considered appropriate to pre-qualify businesses and restrict the issue of formal tenders (to reduce the cost of tendering);
- . there are benefits which cannot be obtained by researching the market through conventional means; and
- . maximum flexibility is required throughout the procurement process.

The multiple-stage processes that the Council may use are as follows:

- . **Expression of interest** – an expression of interest (sometimes called a registration of interest) is generally used to short-list potential suppliers before seeking detailed offers. Suppliers are short-listed on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers with demonstrated capacity.
- . **Request for proposal** – may be used by the Council when a project or requirement has been defined, but where an innovative or flexible solution is sought.
- . **Request for tender** – may be used by the Council when a project requirement has been defined to solicit offers from businesses capable of providing a specified good or service.
- . **Request for information** – may be used at the planning stage of a project to assist with defining the project. The Council will not issue a request for information to identify or select suppliers.
- . **Closed tender process** – may be used if the initial specification is well defined and an expression of interest or request for proposal has already been used to short-list suppliers. Suppliers will be informed in advance that only those short-listed will be requested to tender.

The Council is mindful of the following aspects when conducting a multiple-stage tender process:

- . the same mandatory requirements regarding advertising and seeking at least one bid from a local business, that apply to a public tender process;
- . that a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by an absolute majority of the Council; and
- . when using a request for information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

5.14.1 Process

Expressions of interest will be invited, and the list of suppliers who lodge an application will be used as the basis for inviting potential suppliers to submit tenders.

A Notice will be published at least once in a daily newspaper circulating in the municipal area requesting any interested supplier to submit an expression of its interest to supply the goods or services required. The notice is to specify:

- . the nature of the goods or services the Council requires;
- . any identification details allocated to the contract;
- . where the expression of interest is to be lodged;
- . identifying a person from whom more detailed information relating to the tender may be obtained; and
- . the period within which the expression of interest is to be lodged.

Prospective tenderers will be provided with the following in order to lodge an expression of interest:

- . details of the goods or services required;
- . the criteria for evaluating expressions of interest;
- . the method of evaluating expressions of interest against the criteria;
- . details of any further stages in the tender process; and
- . a reference to the Council's Code for Tenders, Contracts and Procurement.

An invitation to tender will be sent to all of the suppliers that expressed an interest in providing the goods or services required unless it has been stated specifically in the notice that the Council may limit the suppliers that it will invite to participate.

Provided that the notice requesting expressions of interest states specifically that the Council may limit the suppliers it will invite to participate and the relevant requirements and evaluation criteria have been specified in the notice or associated documentation, the Council, in determining the suppliers that will be invited to tender, may:

- . in assessing the technical ability, assess the extent to which an application meets the technical performance specifications of the procurement; and
- . limit the number of businesses that the Council invites to tender, based on its rating of applications, provided that the largest number of potential suppliers selected, is consistent with an efficient tender process.

The Council will:

- . ensure that the evaluation criteria that is used to decide at the first stage of the process (expression of interest), is consistent with the criteria to be used for the second (tender) stage; and
- . not directly engage a short-listed party without going through a more detailed second (tender) stage process unless approved by an absolute majority of the Council.

6 Exemptions

The *Local Government (General) Regulations 2015* provide that councils must publicly invite tenders for the purchase of goods and services with a value in excess of \$250,000 (excluding GST).

The Council is committed to:

- . encouraging open and effective competition between suppliers with the objective of obtaining value for money; and
- . enhancing opportunities for local business.

As per the Regulations, the Council may not issue a tender or use a quotation process where the goods and services sought relate to:

- “(a) an emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency;

- (b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- (c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- (d) a contract for goods or services obtained as a result of a tender process conducted by –
 - (i) another council; or
 - (ii) a single authority or a joint authority; or
 - (iii) the Local Government Association of Tasmania; or
 - (iv) any other local government association in this State or in another State or a Territory; or
 - (v) any organisation, or entity, established by any other local government association in this State or in another State or Territory;
- (e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- (f) a contract for goods or services that is entered at public auction;
- (g) a contract for insurance entered through a broker;
- (h) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- (i) a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of –
 - (i) extenuating circumstances; or
 - (ii) remoteness of the locality; or
 - (iii) the unavailability of competitive or reliable tenderers;
- (j) a contract of employment with a person as an employee of the council.”

Point (i) above may be applied for one or more of the following reasons:

- . where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money;
- . where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system, and there are limited supply options;
- . the product is being trialled to assist in the evaluation of its performance prior to a large-scale purchase for which open tenders will be called;

- . to assist in the development of a new product in conjunction with a private sector business;
- . where the cost to the Council and to suppliers would outweigh the value for money benefits of calling public tenders;
- . projects of genuine urgency, e.g. in the case of a natural disaster or similar emergency circumstances; or
- . other exceptional circumstances, where conclusive justification of the request is provided.

Where an exemption has been granted based on point (a) or (i) above, the Council will report in the Council's Annual Report the following details:

- . a brief description of the reason for not inviting public tenders;
- . a description of the goods or services acquired;
- . the value of the goods or services acquired; and
- . the name of the supplier.

7 Complaints Process

Tasmanian councils are provided with broad competency powers under the *Local Government Act 1993* to carry out the role of providing services to their communities.

The Act also includes accountability measures under which councils can be held responsible to their communities for their actions and decisions.

The Council has a formal complaint process which can be used should you wish to make a complaint about the Council's purchasing and procurement process.

In the first instance, complainants are encouraged to seek resolution through the Director in charge of the relevant purchasing/tender process. If relevant, complainants are encouraged to seek a debriefing, if they have not already done so.

If a complainant is not satisfied with the response of the Director, the complainant is able to write to the General Manager providing copies of all correspondence and other relevant material. The General Manager will take whatever action is considered necessary to resolve the complaint. In certain circumstances, the Council may employ an independent person to investigate the complaint.

8 Contract Renewals and Extensions

8.1 Contract renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, the Council will undertake a new procurement process (tender/quotation) prior to the completion of the existing contract.

8.2 Contract extensions

In some circumstances, it may be desirable for the Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- by an absolute majority of the Council;
- following a full evaluation of the performance of the current contractor; and
- where the principles of open and effective competition are protected.

As a rule, the Council will not extend contracts if:

- the original contract does not allow an extension;
- since the previous tender, the market has changed substantially; or
- the nature of the goods or services required has substantially changed.

9 Disposals

Disposals are to be conducted so that the best return to the Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the *Local Government Act 1993*.

9.1 Disposals less than \$5,000 (excluding GST)

The Council will dispose of items with an estimated disposal value of less than \$5,000 at the discretion of the General Manager.

The Council will only dispose of items that cannot be reused or recycled and with no commercial use or appreciable market value by disposing them at approved refuse sites or by destruction.

9.2 Disposals greater than \$5,000 (excluding GST)

The Council shall dispose of items with an estimated disposal value in excess of \$5,000 by way of tender, public auction, or trade-in.

When disposing of items by tender, the Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local daily newspaper, e.g. boats and marine section if disposing of a boat, if these are more likely to attract appropriate interest.

10 Reporting

10.1 Annual Report

The Council will publish in its Annual Report in relation to tenders valued at over \$250,000 (excluding

GST) and all contracts for the supply or provision of goods or services valued at or above \$100,000 (excluding GST), awarded or entered into in the financial year, including extensions granted:

- . a description of the tender or contract;
- . the period of the tender or contract;
- . the periods of any options for extending the tender or contract;
- . the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- . the business name of the successful tenderer; and
- . the business address of the successful tenderer.

Where an exemption has been granted from a tender process [refer Section 6, points (a) to (j)], the Council will report in the Council's Annual Report the following details:

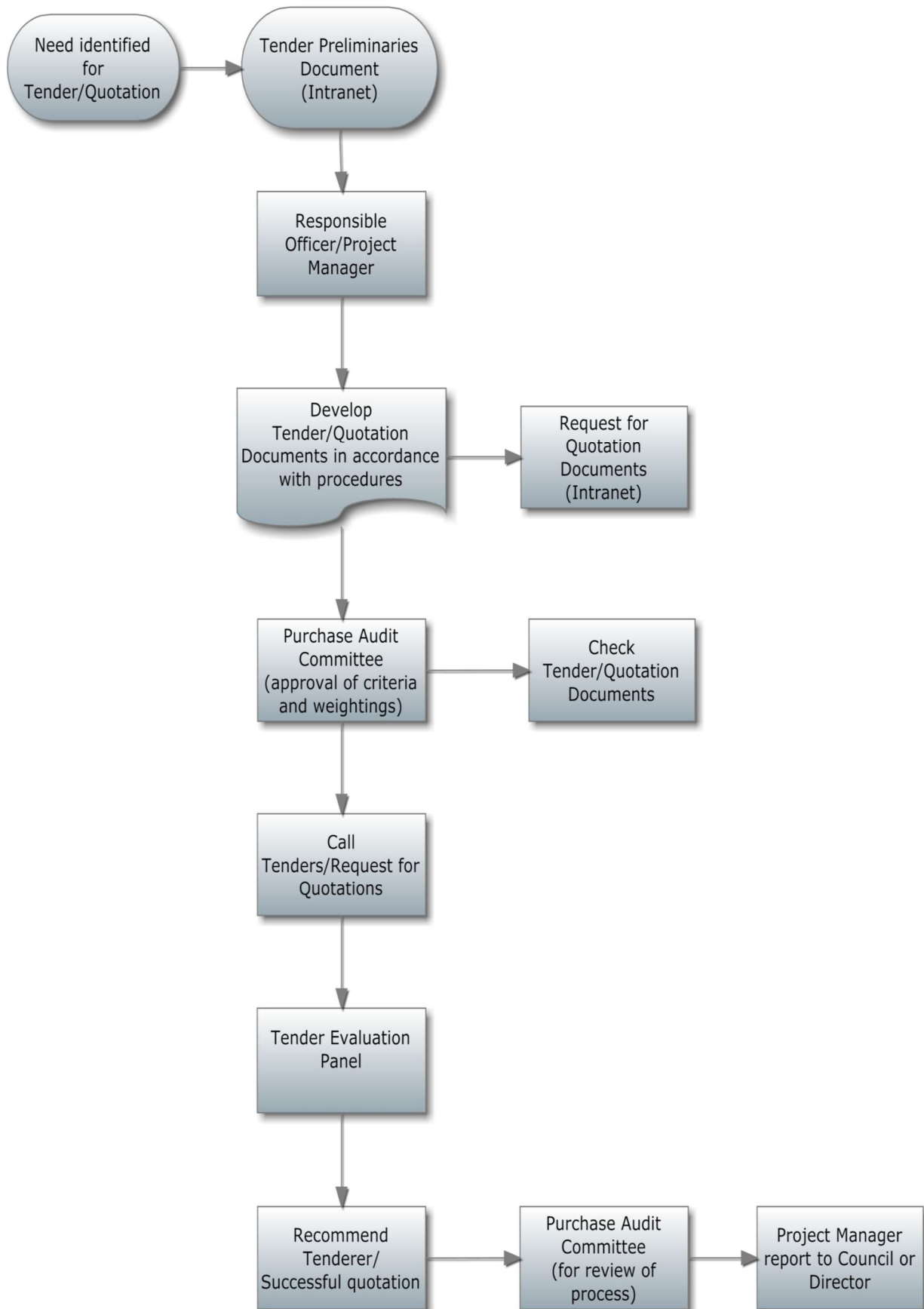
- . a brief description of the reason for not inviting public tenders;
- . a description of the goods or services acquired;
- . the value of the goods or services acquired; and
- . the name of the supplier.

11 Common Use Contracts

11.1 Department of Treasury and Finance

Where the Department of Treasury and Finance has established whole-of-Government contracts for the supply of goods or services to agencies and other authorised organisations, the Council may choose to utilise the whole-of-Government contracts:

Information on these contracts is available from the Department of Treasury and Finance's website at www.purchasing.tas.gov.au.



TENDER CHECKLIST

Contract Name		Contract No	
----------------------	--	--------------------	--

1. Project Description

--

2. Estimated Cost of the Project and Funding

--

3. Define Options

--

4. Approval

--

5. Managing the Project

--

6. Reporting

--

7. Tender Advertisement

--

8. Tender Evaluation

Criteria	Weighting*
<i>Compliance with the tender documents</i>	10%
<i>Previous experience</i>	10%
<i>Management/Supervisory Personnel</i>	10%
<i>Proposed Construction Program</i>	20%
<i>WHS Policy, Procedures and Record</i>	15%
<i>Price</i>	35%
TOTAL	100%

*Weighting will vary to suit circumstances.

Prepared by

Date

Approved by

Group Leader

Date

B - CHECKLIST FOR TENDER DOCUMENT COMPILATION

Contract Name:		Contract No:	
-----------------------	--	---------------------	--

	Yes	No
1. Confirm that all documents Compilation.		
Existing drawings	<input type="checkbox"/>	<input type="checkbox"/>
Original drawings	<input type="checkbox"/>	<input type="checkbox"/>
Site establishment drawing	<input type="checkbox"/>	<input type="checkbox"/>
General conditions of contract AS 2124 – 1992	<input type="checkbox"/>	<input type="checkbox"/>
2. Type of Contract payment clearly indicated (e.g. SOR, Lump Sum)	<input type="checkbox"/>	<input type="checkbox"/>
3. Schedule of Quantities/Schedule of Rates confirmed	<input type="checkbox"/>	<input type="checkbox"/>
4. Security of documentation assured	<input type="checkbox"/>	<input type="checkbox"/>
5. "Appropriate Person" designated to supervise the tender process		
	<u>Name</u> _____	
	<u>Position</u> _____	
7. Person assigned to respond to tender queries.		
	<u>Name</u> _____	
	<u>Position</u> _____	
8. Annexure Parts A and B for General Conditions of Contract completed and included.	<input type="checkbox"/>	<input type="checkbox"/>
9. Tender evaluation panel installed, tender appraisal criteria determined and transferred to tender assessment forms	<input type="checkbox"/>	<input type="checkbox"/>
Names and comments:	_____	

10. Documentation compiled by:		
11. Documentation Checked and Approved:		
Signed: _____	Date: _____	
	<i>Group Leader</i>	
12. Documentation issued to Purchase Audit Committee for review	<input type="checkbox"/>	

C - CHECKLIST FOR TENDER ADVERTISING

Contract Name		Contract No	
----------------------	--	--------------------	--

Yes No

1. Project reviewed and approval to advertise:

Invited quotations Estimate < \$50,000 (excl. GST)
Approval by Director Infrastructure Services

☐

Public Tender Estimate > \$50,000 (excl. GST)
Approval by Director Infrastructure Services

☐

Public Tender Estimate > \$100,000 (excl. GST)
Approval by the Council

☐

2. Advertising requirement

Dates _____

Medium _____

3. Advertisement

Date

Create advert using template My Templates – Infrastructure Services – Advert

☐

.....

Submit to Newspaper(s) through Corporate Services Assistant

☐

.....

Confirm Proof provided by Newspaper

☐

.....

Submit to Website through Corporate Services Assistant

☐

.....

Name _____

I have reviewed the entries on this checklist and certify that Council is justified in advertising tenders for the subject contract in the methods and on the dates described above.

Signed _____

Group Leader

Date _____

D - CHECKLIST FOR RECEIPT OF TENDERS

Contract Name		Contract No	
----------------------	--	--------------------	--

Tender Period

1. List of Tenderers names, addresses and date of collection (refer form D1)
2. Supplementary notices sent to all Tenderers and listed on form D1

Tender Opening

3. Personnel present at Tender Box opening (min 2)

Appropriate Person	<u>Name</u> _____
Other	<u>Name</u> _____
Other	<u>Name</u> _____
	<u>Date</u> _____ <u>Time of Day</u> _____

Satisfactory Action Taken

	Yes	No
4. Secure filing of Tenders	<input type="checkbox"/>	<input type="checkbox"/>
5. List of Tenderers' prices without appraisal (refer form D1)	<input type="checkbox"/>	<input type="checkbox"/>
6. Standard acknowledgement letter sent to Tenderers	<input type="checkbox"/>	<input type="checkbox"/>

Preliminary Assessment

7. Conformity of Tenders checked and recorded	<input type="checkbox"/>	<input type="checkbox"/>
Lodged on time	<input type="checkbox"/>	<input type="checkbox"/>
Lodged in accordance with instructions	<input type="checkbox"/>	<input type="checkbox"/>
Tender Submission Documents all provided	<input type="checkbox"/>	<input type="checkbox"/>
All documents signed as required	<input type="checkbox"/>	<input type="checkbox"/>
OHS Information Provided	<input type="checkbox"/>	<input type="checkbox"/>

If "No", describe.....

.....

8. Requests for supplementary details determined and actioned

☐ ☐

If "No", describe.....
.....

9. Mathematical price extensions verified correct or reported

☐ ☐

If "No", describe.....
.....

Checklist completed by

Signed _____

Date _____

10. Documents provided to Tender Evaluation Panel.

☐ ☐

Delivery Date: _____

FORM C1 LIST OF TENDERERS

Contract Name		Contract No					
Tenderer	Postal Address	Date Collected	Collection Method	Tender Sum	Sup 1	Sup 2	Sup 3

E - CHECKLIST FOR TENDER ASSESSMENT

(One page for each Tender)

Contract Name		Contract No:	
----------------------	--	---------------------	--

1. CONTRACTOR'S DETAILS

Name		Contact Person	
Address		Telephone	

2. TENDER EVALUATION PANEL NOMINATION AND DECLARATION

PANEL MEMBERS NAME	CONFLICT OF INTEREST		IF YES, SPECIFY	SIGNATURE
	YES	NO		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

3. ISSUES FROM PRELIMINARY ASSESSMENT

.....

.....

.....

4. THE EVALUATION PANEL FINDS THIS TENDER:

☐

conforming

☐

nonconforming

5. NOMINATION & DECLARATION ACKNOWLEDGMENT

I acknowledge the record above regarding conflict of interest for the tender evaluation panel and conformity with regard to the tender received.

Signed

Group Leader

Date

G - TENDER ASSESSMENT REPORT

Contract Name		Contract No	
----------------------	--	--------------------	--

Tender Evaluation Panel

Tender	Consensus Assessment Points (Total)	Summary Comment
1.		
2.		
3.		
4.		
5.		
6.		

Tender Evaluation Panel Recommendation

It is recommended _____

Signed 1. _____ **Date:**

2. _____ **Date:**

3. _____ **Date:**

4. _____ **Date:**

Documentation issued to Purchase Audit Committee for review



H - CHECKLIST FOR PURCHASE AUDIT COMMITTEE (PAC)

Contract Name		Contract No	
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PRE-TENDER REVIEW

Tender reviewed by PAC in relation to

Purchase and evaluation process adopted

☐

Evaluation criteria

☐

Consideration for local business

☐

Critical Dates

☐

Signed

Finance Group Leader

Date

Signed

Assets Group Leader/Engineering Group Leader

Date

Signed

Regulatory Services Group Leader

Date

POST-TENDER REVIEW

Evaluation supported by PAC and due process followed

☐

Signed

Finance Group Leader

Date

Signed

Assets Group Leader/Engineering Group Leader

Date

Signed

Regulatory Services Group Leader

Date

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Central Coast Council

Boundary Fence Contribution Policy

December 2019

Table of Contents

<i>PURPOSE</i>	2
<i>SCOPE</i>	2
<i>POLICY STATEMENT</i>	3

PURPOSE

This Policy outlines the Council's position in relation to requests it may receive from time to time in relation to assistance with the erection, repair or replacement of boundary fences between Council owned property and private land.

SCOPE

~~Council will not contribute to the fencing of roads and public reserves unless:~~

- ~~1. it is a car park and situated within the boundaries of the central business districts of Ulverstone and Penguin and the shopping precinct at West Ulverstone as defined by the Planning Scheme; and~~
- ~~2. the reserves and car parks (other than a car park referred to in point (1)) are land which is not open to the public generally.~~

The Council will contribute financially to the cost of erection, repair or replacement of shared boundary fences between Council property and private property in accordance with the following table:

Where a private property abuts:	Council contribution will be considered if requested:	Compliance
A road reserve	No	s.7 <i>Boundary Fences Act 1908</i>
A public reserve	No	s.6 & s.7 <i>Boundary Fences Act 1908</i>
A public car park	Yes	
A developed Council property (ie Recreation Centres)	Yes	
Sports fields	Subject to demonstrated need	

Note: Council may choose to contribute to fencing outside what is defined above if it is of the view it is in the best interest of Council to do so. Examples when this might occur include security, public safety, amenity and operational efficiency.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

This Policy was developed in accordance with the provisions of the:

- . *Local Government Act 1993*
- . *Boundary Fences Act 1908*

POLICY STATEMENT

Any fencing contribution will be subject to the following conditions:

1. The maximum contribution will be 50 per cent of the cost of materials plus 50 per cent of the labour component of a 'standard' fence.
2. The contribution will only be payable where Council's written agreement has been obtained prior to any construction or repair work being undertaken.
3. The following conditions form part of this Policy:

(i) Applications

Applications for a Council contribution must be made in writing and fully detail the type of fence proposed. The application is to be accompanied by quotations for the materials and labour costs involved. Where a landowner is proposing to supply the labour, the estimated value of the labour is to be included.

(ii) 'Standard' Fence

Where a Council property adjoins:

- (a) residential property, a 'standard' fence will be of solid face construction, consistent with other fences in the immediate area:
- (b) commercial or industrial property, a 'standard' fence will be of wire mesh, chain link or solid face construction,
- (c) rural or undeveloped land, a 'standard' fence will be of five-wire and timber post construction,

All fences are to be made of sturdy durable materials and are to be erected in a tradesman like manner.

- (iii) Where a landowner proposes a fence which, in the Council's opinion, exceeds a 'standard' fence, the contribution payable by the Council will be limited to no more than that which would have been payable by Council for a 'standard' fence.
- (iv) There will be no contribution by Council in respect of retaining walls or any structure intended by the landowner to extend the usefulness or enjoyment of private land.
- (v) Council's contribution to any fence will be payable on completion of construction. Before payment will be authorised the fence will be inspected by a Council officer to ensure it has been constructed to Council's satisfaction.

SANDRA AYTON
GENERAL MANAGER

Date of approval: / /
Approved by:
