



Notice of Ordinary Council Meeting and

Agenda

17 OCTOBER 2016

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, 17 October 2016. 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 2 January 2016.

Dated at Ulverstone this 12th day of October 2016.

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



Michelle Gillett
EXECUTIVE SERVICES OFFICER

GENERAL INFORMATION FOR THE MAYOR AND COUNCILLORS

Time for commencement of meetings of the Council

Ordinary meetings of the Council are required to commence at 6.00pm with dinner being taken prior to the meeting at 5.00pm. Special meetings commence as called by the convenor.

Time for closure of meetings of the Council

Meetings of the Council are required to close at 11.00pm but the meeting may approve of an extension of time by up to 30 minutes where pressing or urgent business is required to be dealt with.

Public question time at meetings of the Council

The Central Coast Council, at each regular meeting sets apart a period of up to 30 minutes to enable members of the public to ask questions relating to activities of the Council.

The procedure for such questions is as set out in the *Local Government (Meeting Procedures) Regulations 2015* made by the Parliament of Tasmania. As such, the Council is obliged to consider question time in accordance with the law of Tasmania and with its own meeting protocols.

The first and most preferable option for asking a question is to put it in writing. At least seven days notice must be given of a written question to be asked at a Council meeting. The notice – which is to contain the question – is to be addressed to the General Manager. No particular form is required other than it be in writing.

Under the Regulations, the following rules about questions must be complied with:

The chairperson (usually the Mayor) may –

- (a) address questions on notice submitted by members of the public; and
- (b) invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council.

A question by any member of the public under this regulation and an answer to that question are not to be debated.

The chairperson may –

- (a) refuse to accept a question; or
- (b) require a question to be put on notice and in writing to be answered at a later meeting.

If the chairperson refuses to accept a question, the chairperson is to give reasons for doing so.

Other matters that the Council has determined in relation to questions are that:

- . There is a two-question limit for all questioners.
- . Questioners, starting with those who have given written notice, will be invited to stand as they are able and to identify themselves and read out the question(s).
- . The question has to be a proper question in its form and content, as public statements, argument and debate etc. are not permitted whether in writing or orally. A questioner without notice who ignores this rule may be called to order and invited to either ask a question or the person may no longer be heard.
- . A question may only be prefaced by a statement that is appropriate to enable the question to be understood, and only if the context requires this.
- . A question which is prefaced by an explanation that makes suggestions, inferences or imputations that are, or may be defamatory, may expose the questioner to defamation proceedings.
- . Questions relating to business on the agenda of the Council may be refused for the reason that to answer may be unfair or prejudicial to the lawful operations of the Council, in order to avoid any questions of procedural error on the part of the Council whether or not the business item has been reached or not.

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- . Questions must be clear and precise in their meaning and if not clear, the Mayor or other chairperson may invite a question to be re-worded so that it is capable of being correctly answered.
 - . Questions on the following subject matters, which are usually dealt with in that part of the meeting closed to the public, are unlikely to be answered on the basis that to do so would be contrary to the interest of the affected persons, the Council and /or the wider public interest:
 - (a) personnel matters, including complaints against an employee of the Council and industrial relations matters;
 - (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposed to conduct, business;
 - (c) commercial information of a confidential nature that, if disclosed, is likely to –
 - (i) prejudice the commercial position of the person who supplied it; or
 - (ii) confer a commercial advantage on a competitor of the Council; or
 - (iii) reveal a trade secret;
 - (d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
 - (e) the security of –
 - (i) the Council, Councillors and Council staff; or
 - (ii) the property of the Council;
 - (f) proposals for the Council to acquire land or an interest in land or for the disposal of land;
 - (g) information of a personal and confidential nature or information provided to the Council on the condition it is to be kept confidential;
 - (h) applications by Councillors for a leave of absence;

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- (i) matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council;
 - (j) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

The question and its answer, whether written or a summary of a verbal answer, are included in the minutes of the Council meeting.

Members of the public are reminded that they are in an open public venue and it is in their interest not to make defamatory comments about individuals.

If it is not possible for an answer to be provided to a question at the meeting, then a written answer will be forwarded as soon as possible to the person asking the question.

Voting at meetings of the Council

The quorum at any meeting of the Council is an absolute majority and no business may be transacted without a quorum. Each Councillor has one vote at a meeting. A motion at a meeting, unless otherwise provided, is determined by a simple majority of votes. To abstain from voting is to vote in the negative. A tied vote results in a motion being determined in the negative.

Disqualification of a Councillor

The office of a Councillor becomes vacant if the Councillor:

- (a) dies; or
- (b) resigns; or
- (c) is absent without leave from three consecutive ordinary meetings of the Council; or
- (d) is removed or dismissed from office under the *Local Government Act 1993*; or
- (e) becomes a paid employee of the Council; or
- (f) is no longer eligible to nominate as a candidate under section 270 of the *Local Government Act 1993*.

Disclosure and improper use of information

A Councillor must not disclose information –

- (a) seen or heard by the Councillor at a meeting or part of a meeting of the Council or Council committee that is closed to the public that is not authorised by the Council or Council committee to be disclosed; or
- (b) given to the Councillor by the Mayor, Deputy Mayor, chairperson of a meeting of the Council or Council committee or the General Manager on the condition that it be kept confidential.

A Councillor must not make improper use of any information acquired as a Councillor. Improper use of information includes using the information:

- (a) to gain, directly or indirectly, an advantage or to avoid, directly or indirectly, a disadvantage for oneself, a member of one's family or a close associate; or
- (b) to cause any loss or damage to any person.

See also Code of Conduct of Councillors.

Use of office

A Councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.

See also Code of Conduct of Councillors.

Councillor's conduct and suspension from meeting

The *Local Government (Meeting Procedures) Regulations 2015* provide for the effective and efficient management and regulation of meetings of the Council and Council committees.

In particular, the Regulations provide that the chairperson may suspend a Councillor from part or all of a meeting if the Councillor –

- (a) makes a personal reflection about another Councillor or an employee of the Council and refuses to apologise; or

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- (b) interjects repeatedly; or
 - (c) disrupts the meeting and disobeys a call to order by the chairperson.

Councillor's interest

When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.

A councillor must act openly and honestly in the public interest.

A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.

A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.

A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.

A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –

- (a) declare the conflict of interest before discussion on the matter begins; and
- (b) act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remaining out of the room until the matter is decided by the Council.

Councillors are urged to seek advice on this matter from the General Manager if there is any doubt at all about the interest provisions of the *Local Government Act 1993*. There is a saying: “if in doubt, stay out”.

See also Code of Conduct of Councillors.

Defamation

A Councillor does not have the freedom of speech that a member of Parliament may exercise within Parliament. In other words, a Councillor does not have the benefit of parliamentary privilege. Comments of individual Councillors made at Council meetings do not necessarily reflect the views of the Council and it should be recognised that responsibility for those comments may well rest, in any action, with the Councillor concerned.

Council business at meetings

Local government legislation provides councils with general competence power, i.e. it provides local government with the freedom to do anything necessary or convenient to perform its functions, either within or outside its municipal area, to benefit the inhabitants of its community and which fall within the parameters of this very broad competence power. There may be some matters built into the general competence power which require control in order to preserve the statewide public interest, to achieve uniformity or minimum standards in outcomes, to protect individual rights and to ensure adequate levels of public accountability. And the Council must ensure, of course, that any decision made does not conflict with State or Federal roles or acts, and where required, complies with the terms of its own legislation. While general competence brings with it a high degree of freedom, it also imposes a high degree of accountability and the need for competence in decision making; the Council cannot, therefore, disregard the formal checks and balances that accompany general competence.

The Council is forbidden (as opposed to imposing a mere obligation on the Council) from making a decision unless certain criteria apply. And it may well be that failure to comply with the criteria will render the decision invalid. The Council is not to decide on any matter which requires the advice of a qualified person without considering such advice. There is no barrier on the Council considering any matter without advice etc. at all (subject to the Meeting Procedures Regulations or a ruling of the Mayor) unless the Council actually makes a decision.

The General Manager is under a strong duty to ensure that any advice, information or recommendation which is actually given to the Council is given by a person with the required qualifications or experience before any decision is made. The Council, of course, need not comply with the advice or make a decision based on the advice, i.e. it is not a 'rubber stamp', but it should always exercise great care if it considers departing from that qualified advice.

An aggrieved person could request a copy of the reasons for a decision (if any) and if not satisfied could ask for a review of the decision. Where the *Judicial Review Act 2000* applies, it would not necessarily say that the decision was wrong but that the Council should complete the process again.

The question of competence places a duty on a Councillor to have a matter listed on the agenda of the Council. Any attempt to consider a matter not listed on the agenda requires the approval of an absolute majority of the Council and may only be considered if the General Manager has reported:

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) that the matter is urgent; and
- (c) that qualified advice has been provided.

Importantly, whether the matter is listed on the agenda or not, the Council (repeated) is not to decide on any matter which requires the advice of a qualified person without considering such advice. As previously indicated, it could render the decision invalid.

It is timely to note that it may be difficult and sometimes impossible for qualified advice to be provided in respect of matters brought to a meeting without notice.

The principal issue, in summary, is the need to ensure that Councillors have access to all available information and professional advice relevant to the items of business before the Council to enable them to perform their duties and exercise the powers of the Council in a responsible manner.

Acting as a planning authority

The *Local Government (Meeting Procedures) Regulations 2015* require the General Manager to arrange the agenda so that the items to be dealt with by the Council as a planning authority under the *Land Use Planning and Approvals Act 1993* are sequential and the chairperson is to advise the meeting of the intention to act as a planning authority. This keeps together items that are to be dealt with as a planning authority and serves to remind the meeting of its obligations under planning law.

Councillors are reminded that the Regulations provide that the general manager is to ensure that the reasons for a decision by a council acting as a planning authority are recorded in the minutes.

Gathering of information before the Council meeting

Councillors are encouraged to obtain as much information as possible from the Departmental Directors prior to a meeting in order to ensure so far as practicable that meetings occupy quality time.

Decisions behind closed doors

The Council is limited in the matters that can be considered by the Council 'behind closed doors'. *The Local Government (Meeting Procedures) Regulations 2015* provide as follows:

All meetings of the Council or Council committees are to be open to the public unless the Council by absolute majority, or a Council committee by simple majority, decides to close a meeting because any one or more of the following matters are to be discussed:

- (a) personnel matters, including complaints against an employee of the Council and industrial relations matters;
- (b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposed to conduct, business;
- (c) commercial information of a confidential nature that, if disclosed, is likely to –
 - (i) prejudice the commercial position of the person who supplied it; or
 - (ii) confer a commercial advantage on a competitor of the Council; or
 - (iii) reveal a trade secret;
- (d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
- (e) the security of –
 - (i) the Council, Councillors and Council staff; or
 - (ii) the property of the Council;

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- (f) proposals for the Council to acquire land or an interest in land or for the disposal of land;
 - (g) information of a personal and confidential nature or information provided to the Council on the condition it is to be kept confidential;
 - (h) applications by Councillors for a leave of absence;
 - (i) matters relating to actual or possible litigation taken, or to be taken, by or involving the Council or an employee of the Council;
 - (j) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

Potential insurance claims

All incidents giving rise to an insurance claim, and any matter that may potentially give rise to a claim, must immediately be notified to the Organisational Services Department.

The Council's insurers advise that no matter what the circumstances, liability should never be admitted in any way. Admission may well affect the contractual relationship between the insurer and the Council.

Occupational health and safety

Occupational health and safety (OHS) is very important to the Council. As required under the Council's OHS Induction Procedure and to fulfil the Council's duty of care, the Human Resources Systems Officer will undertake the generic part of Councillors' OHS induction at an appropriately arranged time.

Anti-discrimination legislation

The Council is bound by the *Anti-Discrimination Act 1998*.

The Act requires the Council "to ensure that its members, officers, employees and agents are made aware of the discrimination and prohibited conduct to which this Act relates".

There are two types of discrimination:

'direct discrimination' (or 'less favourable treatment'); and
'indirect discrimination' ('differential impact').

Direct discrimination happens when someone is treated unfairly or less-favourably because of the following:

- . age
- . breastfeeding
- . disability
- . family responsibilities
- . gender/sex
- . industrial activity
- . irrelevant criminal record
- . irrelevant medical record
- . sexual orientation
- . lawful sexual activity
- . marital status
- . parental status
- . political activity
- . political belief or affiliation
- . pregnancy
- . race, colour, nationality, descent
- . religious activity
- . religious belief or affiliation
- . association with a person who has, or is believed to have, any of these attributes or identities.

Indirect discrimination happens when rules and requirements exclude certain people or groups. Sometimes these rules appear to be fair – the same for everyone – but in practice they are not. If it is *not reasonable under the circumstances* it may be considered discriminatory.

Examples where rules and requirements have been *unreasonable* are:

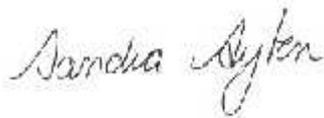
- . height requirements
- . last on first off or 'laying off' all part-time workers
- . bonus only for people who have worked five years uninterrupted service (continuous service)
- . English test for job applicants.

Other conduct which is *unlawful*:

- . sexual harassment
- . harassment because of a person's gender/sex

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- . harassment because of a person's marital status, pregnancy, breastfeeding, parental status, family responsibilities
 - . victimisation and/or bullying
 - . inciting hatred because of race, disability, sexual orientation or lawful sexual activity, religious belief or affiliation or religious activity
 - . promoting discrimination and prohibited conduct.

The information given in this publication is provided for the information of Councillors. It is by no means complete and the information given is very general in its advice. Where a Councillor is uncertain of any matter, the Councillor should contact the General Manager or the appropriate Departmental Director for further advice.



Sandra Ayton
GENERAL MANAGER

Code of Conduct of Councillors

PART 1 – Decision making

1. A councillor must bring an open and unprejudiced mind to all matters being decided upon in the course of his or her duties, including when making planning decisions as part of the Council's role as a Planning Authority.
2. A councillor must make decisions free from personal bias or prejudgement.
3. In making decisions, a councillor must give genuine and impartial consideration to all relevant information known to him or her, or of which he or she should have reasonably been aware.
4. A councillor must make decisions solely on merit and must not take irrelevant matters or circumstances into account when making decisions.

PART 2 – Conflict of interest

1. When carrying out his or her public duty, a councillor must not be unduly influenced, nor be seen to be unduly influenced, by personal or private interests that he or she may have.
2. A councillor must act openly and honestly in the public interest.
3. A councillor must uphold the principles of transparency and honesty and declare actual, potential or perceived conflicts of interest at any meeting of the Council and at any workshop or any meeting of a body to which the councillor is appointed or nominated by the Council.
4. A councillor must act in good faith and exercise reasonable judgement to determine whether he or she has an actual, potential or perceived conflict of interest.
5. A councillor must avoid, and remove himself or herself from, positions of conflict of interest as far as reasonably possible.
6. A councillor who has an actual, potential or perceived conflict of interest in a matter before the Council must –
 - (a) declare the conflict of interest before discussion on the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine whether the conflict of interest is so material that it requires removing himself or herself physically from any Council discussion and remaining out of the room until the matter is decided by the Council.

PART 3 – Use of office

1. The actions of a councillor must not bring the Council or the office of councillor into disrepute.
2. A councillor must not take advantage, or seek to take advantage, of his or her office or status to improperly influence others in order to gain an undue, improper, unauthorised or unfair benefit or detriment for himself or herself or any other person or body.
3. In his or her personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), a councillor must not expect nor request, expressly or implicitly, preferential treatment for himself or herself or any other person or body.

PART 4 – Use of resources

1. A councillor must use Council resources appropriately in the course of his or her public duties.
2. A councillor must not use Council resources for private purposes except as provided by Council policies and procedures.
3. A councillor must not allow the misuse of Council resources by another person or body.
4. A councillor must avoid any action or situation which may lead to a reasonable perception that Council resources are being misused by the councillor or any other person or body.

PART 5 – Use of information

1. A councillor must protect confidential Council information in his or her possession or knowledge, and only release it if he or she has the authority to do so.
2. A councillor must only access Council information needed to perform his or her role and not for personal reasons or non-official purposes.
3. A councillor must not use Council information for personal reasons or non-official purposes.
4. A councillor must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

PART 6 – Gifts and benefits

1. A councillor may accept an offer of a gift or benefit if it directly relates to the carrying out of the councillor's public duties and is appropriate in the circumstances.
2. A councillor must avoid situations in which the appearance may be created that any person or body, through the provision of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.
3. A councillor must carefully consider –
 - (a) the apparent intent of the giver of the gift or benefit; and
 - (b) the relationship the councillor has with the giver; and
 - (c) whether the giver is seeking to influence his or her decisions or actions, or seeking a favour in return for the gift or benefit.
4. A councillor must not solicit gifts or benefits in the carrying out of his or her duties.
5. A councillor must not accept an offer of cash, cash-like gifts (such as gift cards and vouchers) or credit.
6. A councillor must not accept a gift or benefit if the giver is involved in a matter which is before the Council.
7. A councillor may accept an offer of a gift or benefit that is token in nature (valued at less than \$50) or meets the definition of a token gift or benefit (if the Council has a gifts and benefits policy).
8. If the Council has a gifts register, a councillor who accepts a gift or benefit must record it in the relevant register.

PART 7 – Relationships with community, councillors and Council employees

1. A councillor –
 - (a) must treat all persons with courtesy, fairness, dignity and respect; and
 - (b) must not cause any reasonable person offence or embarrassment; and
 - (c) must not bully or harass any person.

2. A councillor must listen to, and respect, the views of other councillors in Council and committee meetings and any other proceedings of the Council, and endeavour to ensure that issues, not personalities, are the focus of debate.
3. A councillor must not influence, or attempt to influence, any Council employee or delegate of the Council, in the exercise of the functions of the employee or delegate.
4. A councillor must not contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
5. A councillor must not contact an employee of the Council in relation to Council matters unless authorised by the General Manager of the Council.

PART 8 – Representation

1. When giving information to the community, a councillor must accurately represent the policies and decisions of the Council.
2. A councillor must not knowingly misrepresent information that he or she has obtained in the course of his or her duties.
3. A councillor must not speak on behalf of the Council unless specifically authorised or delegated by the Mayor or Lord Mayor.
4. A councillor must clearly indicate when he or she is putting forward his or her personal views.
5. A councillor's personal views must not be expressed in such a way as to undermine the decisions of the Council or bring the Council into disrepute.
6. A councillor must show respect when expressing personal views publicly.
7. The personal conduct of a councillor must not reflect, or have the potential to reflect, adversely on the reputation of the Council.
8. When representing the Council on external bodies, a councillor must strive to understand the basis of the appointment and be aware of the ethical and legal responsibilities attached to such an appointment.

PART 9 – Variation of Code of Conduct

1. Any variation of this model code of conduct is to be in accordance with section 28T of the Act.

QUALIFIED PERSON'S ADVICE

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

- . A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

- . A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council.

I therefore certify that with respect to all advice, information or recommendations provided to the Council in or with the following agenda:

- (i) the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and

- (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 in that person's general advice the advice from an appropriately qualified or experienced person.



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

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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 19 September 2016 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 19 September 2016 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.

- . 26.09.2016 – Main Road, Penguin – Standards in relation to carpark spaces & Destination Action plan
- . 3.10.2016 – Quarterly Update
- . 10.10.2016 – Cradle Coast Authority NRM Update

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

- “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:

- . XVI Australian Masters Games – Advisory board update for North–West Tasmania 2017 Games
- . Cradle Coast Innovation – meeting
- . Cradle Coast Authority – Representatives group meeting (Burnie)
- . Bike Futures Tasmania and Bicycle Network – annual conference (Ulverstone)
- . Central Coast Garden Club – performed official opening of Flower & Daffodil Fair
- . ‘A History of the Ulverstone to Nietta Railway’ by Bill Field – performed official book launch at Ulverstone History Museum
- . Leith residents – meeting re foreshore issues
- . Kentish University of the Third Age (U3A) – meeting re–education opportunities (Sheffield)

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- . Ulverstone Bowling Club – season opening day
 - . North–West Mayors – meeting re Mersey Community Hospital funding (Devonport)
 - . TasWater – Owners’ Representatives General Meeting (Riverside)
 - . Radio 7AD – community report
 - . Speak Out Association of Tasmania (advocacy service for people with a disability) – opening of annual conference (Ulverstone)
 - . Rotary Club of Ulverstone West – Health and Wellbeing Expo
 - . Cycling Australia 2016 Tour of Tasmania – presentation to Stage 2 winner of Devonport–Penguin Road Race
 - . Leven Yacht Club – season opening day
 - . Rotary Club of Ulverstone West & Australian Rotary Health – Beyondblue Gala Dinner
 - . Ulverstone Senior Citizens Club – Mayor’s Cup presentation
 - . Local Government Association of Tasmania – Professor Susan Law Workshop re Organisational Change (Launceston)
 - . Lions Club of Penguin – 70s and Over Dinner
 - . Central Coast Chamber of Commerce and Industry – Business Excellence Awards
 - . Cradle Coast Authority and Third Horizon Consulting – Shared Services
 - . Cradle Coast Authority and Third Horizon Consulting – Shared Services Project workshop (Burnie).”

The Deputy Mayor reports as follows:

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

- . Turners Beach Bowls Club – season opening day
- . Ulverstone Soccer Club – presentation night.”

Cr van Rooyen reports as follows:

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

- . Ulverstone Football Club – annual dinner.”

Cr Carpenter reports as follows:

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

- . Penguin Football Club – annual dinner.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the Mayor’s, Deputy Mayor’s, Cr van Rooyen and Cr Carpenter reports 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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3.4 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 20 June 2005 (Minute No. 166/2005).”

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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 – traffic management facilities and parking time limits Main Road, Penguin

The Executive Services Officer reports as follows:

“The following petition has been received:

‘Subject matter	Traffic management facilities and parking time limits Main Road, Penguin.
Statement of subject matter and action requested	The following petitioners request the Council remove the “traffic calming” construction in the Main Street of Penguin.
Signatories	There are 1334 signatures.’

A copy is attached. Whilst the petition is largely in compliance with s.57 of the *Local Government Act 1993* it lacks a statement specifying the number of signatories.

A report on this matter is provided at Agenda item 9.6.

The petition having been tabled, a suggested resolution is submitted for consideration.”

- “That the petition be received.”
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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 –

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- (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

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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 DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

9.1 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:

- . Cradle Coast Authority – Cradle Coast Waste Management Group – meeting held 12 September 2016
- . Central Coast Youth Engaged Steering committee – meeting held 15 September 2016
- . Cradle Coast Authority – Representatives – meeting held 22 September 2016
- . Central Coast Community Shed Management Committee – meeting held 3 October 2016
- . Ulverstone Wharf Precinct Advisory Committee – meeting held 5 October 2016

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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9.2 Annual Report for the year ended 30 June 2016

The General Manager reported as follows:

“PURPOSE

The purpose of this report is to approve the Annual Report for the year ended 30 June 2016.

BACKGROUND

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

An Annual Report for the period 2015–2016 has been prepared as required and a copy is appended to this report.

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

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

DISCUSSION

Discussion has been provided for within the Annual Report.

CONSULTATION

A draft Annual Report was forwarded to the Tasmanian Audit Office for review in accordance with Auditing Standard ASA 720 *Other Information in Documents Containing Audited Financial Reports*.

Community reporting will take place as part of the Annual General Meeting which is scheduled to be held at the Council's Administration Centre at 7.00pm on Tuesday, 8 November 2019.

RESOURCE, FINANCIAL AND RISK IMPACTS

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

CORPORATE COMPLIANCE

Preparation of the Annual Report is a statutory requirement.

CONCLUSION

The Annual Report is recommended for approval.”

The Executive Services Officer reported as follows:

“A copy of the Annual Report for the year ended 30 June 2016 has been circulated to all Councillors.”

9.3 Cradle Coast Authority – Governance Review

The General Manager reports as follows:

“PURPOSE

The purpose of this report is to note the new governance arrangements for Cradle Coast Authority that have been endorsed by the Cradle Coast Authority Representatives Group.

BACKGROUND

The Cradle Coast Authority for some time have been undertaking a review of the governance arrangements for the Authority. The review commenced as an outcome of a meeting of mayors of the member councils.

A workshop of the mayors with an external facilitator was undertaken and resulted in a number of scenarios being discussed. A further workshop with the mayors, general managers and other Cradle Coast Authority representatives was conducted which led to the endorsement of the following:

1. The Mayor and General Manager from each participating council be the representatives on the Cradle Coast Authority;
2. Two Mayors be appointed as Directors on the Board of the Authority;
 - a. One from Devonport, Central Coast or Burnie;
 - b. One from Latrobe, Kentish, West Coast, Waratah–Wynyard, King Island or Circular Head; and
 - c. That Board Fees not be paid to Mayors on the Board
3. That General Managers nominate a Director for the Board from within their ranks and that Board Fees not be paid;
4. The Chief Executive Officer will prepare the Agenda for Representatives Meetings in collaboration with the Chief Representative;

5. General Managers will prepare a briefing paper for Mayors to distribute to elected members on the: CCA Strategic Plan; Annual Plan and Budget; and an Agenda Overview within seven days of receiving the Agenda;
6. Consideration be given to modifying the Rules to one vote per participating council;
7. A review of the Board, with regard to process of appointments, adequacy and spread of skill sets and frequency of board meetings, be undertaken by the Representatives; and
8. That, in addition to the implementation of the proposed governance arrangements, the governance review be extended to include an engagement process with individual councils to understand the Council expectation of its Authority and to identify any changes to the rules, strategy, annual plan and/or governance to best deliver on their expectations.

DISCUSSION

Since this motion was endorsed by the representatives the following changes have been made:

- . Mayors Anita Dow and Duncan McFie have been appointed to the Cradle Coast Authority Board to represent the Mayors from the Region; and
- . Mr Michael Stretton, General Manager, Waratah-Wynyard Council has been appointed to the Cradle Coast Authority Board to represent the General Managers from the region.

From the next meeting both the Mayor and General Manager will be the representatives for the Central Coast Council. This is a change from the Mayor and Cr Carpenter being the representatives for this Council.

CONSULTATION

There has not been any community engagement undertaken in relation to this matter as governance arrangements of the Cradle Coast Authority are a matter for the owner councils to determine.

RESOURCE, FINANCIAL AND RISK IMPACTS

There is no added financial implications to the Council in relation to the change in governance arrangements.

CORPORATE COMPLIANCE

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

Council Sustainability and Governance

- . Improve service provision
- . Effective communication and engagement
- . Strengthen local–regional connections.

CONCLUSION

It is recommended that the report be received.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the report be received.”

9.4 Northern Economic Stimulus Package

The General Manager reports as follows:

“PURPOSE

The purpose of this report is to consider a list of projects that the Council could bring forward as part of the Northern Economic Stimulus Package.

BACKGROUND

The State Government has recently announced a Northern Economic Stimulus Package to help accelerate job creating projects in the North and North West.

Local Councils in the North and North West have been offered finance at no cost, to bring forward capital works programs. The program will enable councils to accelerate

their existing planned five year capital spend, including matching commitments arising from the Federal election, at no financial disadvantage.

Funding will be provided to support a pool of \$60 million that relevant councils can access on a first-come-first-served basis.

The Government will fund the interest incurred by Councils in the period between when they draw down borrowings and the time at which they had otherwise planned to fund the projects themselves. The Council would therefore pay back the loans, interest free, at the time the projects would have been undertaken in accordance with our Long Term Financial Plan.

DISCUSSION

When looking through the Long Term Financial Plan for the years 2017–2018 through to 2021/2022, and also taking into account works that would be let out to contractors, the following projects could potentially be of benefit to our community to bring forward:

- . Anzac Park toilet block renewal (\$150,000) – listed in 2018/2019;
- . Creamery Road renewal (\$280,000) – listed in 2019/2020;
- . Nine Mile Road (\$150,000) – listed in 2019/2020;
- . James Street/Grove Street/Gollan Street intersection (\$150,000) – listed in 2019/2020; and
- . Quadrant Carpark Stage 2 (\$180,000) – listed in 2020/2021.

CONSULTATION

Consultation with the Community is not required in relation to this report.

RESOURCE, FINANCIAL AND RISK IMPACTS

This will have no impact on Council resources as these projects are already listed in our Long Term Financial Plan to be undertaken. The only impact for the community is that the projects will be completed earlier than planned. All projects listed would be put out to contract and have no impact on council staffing.

CORPORATE COMPLIANCE

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

The Environment and Sustainable Infrastructure

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

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the following projects be considered to put forward for funding under the Northern Economic Stimulus Package pool of \$60 million:

- . Anzac Park toilet block renewal – listed in 2018/2019;
- . Creamery Road renewal – listed in 2019/2020;
- . Nine Mile Road – listed in 2019/2020;
- . James Street/Grove Street/Gollan Street intersection – listed in 2019/2020; and
- . Quadrant Carpark Stage 2 – listed in 2020/2021.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

■ “That the following projects be considered to put forward for funding under the Northern Economic Stimulus Package pool of \$60 million:

- . Anzac Park toilet block renewal – listed in 2018/2019;
 - . Creamery Road renewal – listed in 2019/2020;
 - . Nine Mile Road – listed in 2019/2020;
 - . James Street/Grove Street/Gollan Street intersection – listed in 2019/2020; and
 - . Quadrant Carpark Stage 2 – listed in 2020/2021.”
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NOTES

COMMUNITY SERVICES

9.5 Statutory determinations

The Director Community Services reports as follows:

“A Schedule of Statutory Determinations made during the month of September 2016 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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NOTES

INFRASTRUCTURE SERVICES

9.6 Traffic management facilities and parking time limits Main Road, Penguin (252/2016 – 19.09.2016)

The Director Infrastructure Services reports as follows:

“PURPOSE

The purpose of this report is to consider to community concerns submitted in relation to the installation of traffic management facilities and parking time limits in Main Road, Penguin.

BACKGROUND

In 1997, a pedestrian refuge was constructed on Main Road, Penguin near what was then the ‘Community Centre’. Since then, the Council has received a number of requests to upgrade this facility to improve the safety of pedestrians in the main business area of town.

In December 2013 a petition with 693 signatures was received asking for improved pedestrian crossing facilities. The now Department of State Growth, the regulator of traffic facilities in Tasmania, considered the request and advised that the pedestrian usage did not justify the installation of a full pedestrian crossing. Consequently, in early 2014, after the Council was successful in receiving a grant under the State Government’s Vulnerable Road User Grant Scheme, options were workshopped with Councillors and staff and the semi-final design settled upon. This funding allowed the project scope to be expanded to what was originally possible to include a central linear median refuge between the turning bay at the western end of the area and the Visitor Information Centre/Library (LINC) building.

Comments were received from the Penguin community soon after the completion of the construction, some suggesting that the design of the new installations were unsuitable and others acknowledging and thanking the Council for providing the new facilities.

DISCUSSION

Community Concerns Submission

The submission consists of a number of pages of signatures of residents of Penguin and nearby areas as well as what is assumed to be visitors to Penguin during the period that the document was available for signing.

The statement identifying the subject matter reads as:

‘Petition to Central Coast Council

The subject matter of this petition is for the Central Coast Council to remove the "Traffic calming" construction in the Main Street of Penguin.

We, the undersigned, hereby petition the Central Coast Council at the next meeting to remove the concrete petition, poles and yellow bollards in the centre of Main Street Penguin.

This structure is causing congestion and confusion, it is pushing traffic into parked vehicles and endangering the lives of the pedestrians that this structure was designed to protect. We are a tourist friendly town and it is very difficult for 2 heavy vehicles ie trucks, RV's, caravans and buses to pass at the same time.

Disabled drivers are also distressed at the inadequate parking spots that have been designated for them, as they are not left enough room to exit their vehicles.

We, further petition the Central Coast Council to increase the parking times in our town.

Since the Parking Inspector has been appointed our customers do not have enough time to shop also our visitors don't have enough time to look around and enjoy our Seaside Village. This will result in lost revenue for our town.

Further, this petition has only been arrived at after considerable discussion in the community over a number of weeks deeming this a necessity.’

No statement specifying the number of signatories was included in the submission. In addition, there appears to be a number of duplications of names and signatures in the document.

The Project

The project is the result of requests over a lengthy period of time by the Penguin community for pedestrian safety improvements in Main Road including a dedicated pedestrian crossing between the Library (Linc) and the Post office. Each request was considered by the Council at the time and measures implemented where allowable.

In 2013 Cr Howard presented a petition with 693 signatures and requested an ‘Australian Standard’ pedestrian crossing be installed in the vicinity of the Big Penguin, and as the requirements for a dedicated crossing could not be met, this led

to the current project which was extended in coverage when a State Government grant was received.

The design provides for a low speed pedestrian friendly zone for customers of businesses with a centre linear pedestrian median, dedicated disability parking and marking of parking spaces to better regulate parking. Two specific disability friendly crossing areas have also been created where pedestrians are protected by constructed refuges as they cross the road instead of just crossing to the centre linear median and then across to the other side of the street. (A median is defined as a strip of road, not normally intended for use by traffic which separates carriageways for traffic in opposite directions).

The intent of the project is to provide increased safety for pedestrians in the area most used by pedestrians. Consequently, a series of measures have been incorporated into the project whilst taking into account the constraints of the number and type of vehicle usage, e.g. small cars and motorcycles up to large buses and farm machinery and the set criteria for facilities in the Australian Standards. In addition, annual community events such as the Christmas Parade and the Tour of Tasmania Cycle Race needed to be accommodated.

In effect the pedestrian friendly zone means that vehicles can use the street but with some limits. This has been achieved by the introduction of linemarking of car parking spaces to current Australian Standards to ensure vehicles are parked in appropriate locations, the installation of two dedicated constructed pedestrian refuges for vulnerable people to cross the street with added safety, the installation of a central linear marked median where pedestrians can cross the traffic lanes, the implementation of marked traffic lanes to highlight the need to limit lateral movement of vehicles in the street and the installation of two disabled parking bays which are substantially larger than a normal parking bay to allow vehicles with disabled occupants to safely park in the street. It is accepted that some of these measures do have a controlling influence on road users, this being to cause reduced vehicle speeds without the need for reduced speed limits.

Time limited parking, albeit with few limits to the space taken up by vehicles, has been in place since 2009 and has been policed by the Council's Parking Inspector since this time, on average for one day per week. As a result of the Central Coast Parking Plan 2014 (the Plan) which was adopted in 2015, the northern side of Main Road between the Library (LINC) facility and the turning area near the beach viewing platform was to change from the current 30-minute parking to one-hour parking. This change was supported by businesses in Main Road when the Plan was adopted and was to take place on completion of the current project to ensure minimal disruption to the traffic. As a result of the petition, the Mayor gave an undertaking

to the community that no changes to the parking time limits would be made until the Council had fully considered all issues raised in the petition.

The photos below are of the street prior to and on completion of the works.

Photos of Main Road from the east.

Before:



After:



Photos of Main Road from the west.

Before:



After:



Photo of Disabled Parking space near Library (Linc):



Unfortunately, the wording of the submission has a number of technical inaccuracies and contains generalised and subjective views which may or may not be correct. However, the intent of what is being indicated is understood and can be considered. As examples, the facilities referred to are the median islands, chevron warning signs on poles, yellow safety bars (or yellow raised pavement markers) and in regard to the subjective views, the lane widths are greater than the Australian Standard minimum widths and are sufficient for heavy vehicles e.g. buses, trucks or caravans to pass in the street particularly as they have the 1.7m wide centre linear pedestrian refuge in between them. In addition, the disabled parking spaces more than meet the

Australian Standard requirements and if used correctly there is sufficient space for users to exit their vehicles safely.

Although there may be some issues within the submission's terminology, it is agreed that the completed facilities could be seen to be less attractive than should be expected with the streetscape of Penguin to some degree.

The Council has received and continues to receive a number of positive telephone calls and emails regarding the project since construction was completed. Many of these were thanking the Council for increasing the safety of pedestrians particularly those who are disabled or with young families. As well, suggestions on how to improve the facilities e.g. slightly reshaping median islands and outstands to allow easier use of the street have been offered.

During the period from when construction commenced until now, a number of other factors have had and will have to be taken into account. These include the extensive community consultation program on the future use of the Penguin Recreation Ground, changes in businesses in Penguin, the lowering of speed limits in particular areas now being allowed by the Department of State Growth, the increase in people using Main Road in Penguin as well as increasing traffic in the beachfront area of Penguin.

As a result of all of the submissions and the other considerations mentioned above, it is felt that the intent of the Main Road Vulnerable Persons project remains appropriate but that some modifications and/or additions need to be made which will ensure that the project meets both the current and short-term future needs of the Penguin community.

Penguin is a dynamic community and with the opening of the new Dial Regional Sports Complex, the development of the former sports grounds and the redevelopment of a current business complex almost in the centre of town, the road network in the central business district of Penguin is going to be facing changes which will need to be monitored and which will necessitate works to accommodate these changes over the next five or more years. It is not possible at this time to project all of the changes that are going to be needed in the Main Road/Crescent Street area. The Council has already acknowledged that it will require continual monitoring to ensure that the current liveability of Penguin is maintained.

Changes that are showing as needing consideration include the redesign of the western intersection of Crescent Street with Main Road, the redesign of the eastern end of Crescent Street, the redesign of the Crescent Street/Ironcliffe Road intersection, the implementation of RV parking zones in Crescent Street and the possible redevelopment of Main Road from the Crescent Street intersection to Kentish Street or Cann Street intersections.

Consequently, and with this in mind, it is believed that the current traffic arrangements in the section of Main Road between the Library (Linc) building and 52 Main Road, i.e. the Vulnerable Road User Project area should be maintained but with the following modifications:

- 1 Application be made to the Department of State Growth (State Government) for the speed limit to be reduced to 40km/h to enhance road safety in Main Road. This will depend on the outcome of current trials being conducted by the Department of State Growth around the state for specific areas;
- 2 The median islands and outstands closest to the Crescent street intersection be modified so that access to the disability parking bay is enhanced, i.e. the current median islands be slightly reduced in length;
- 3 If possible, the current bollards and line marking of the disabled parking bays be made more visible;
- 4 Possible theming of the area be considered such that the median islands and other facilities in the area blend more into the look ie streetscape and feel, of Penguin, e.g. could small penguins be made a feature of the outstands; could better use of the penguin theme be made to enhance the iconic image of the town such as a "Penguin Walk".

Community Consultation on Item 4 will be needed to ensure that both business as well as the community concurs on this measure. Other alternatives that could be considered include the centre of the medians being planted with colourful flowers or small shrubs or even artificial grass surfacing or painting of the median island.

In addition to this, it is considered that the implementation of the one-hour parking limit on the northern side of Main Road between the rail line and opposite 52 Main Road should be continued with and so too the installation of additional signage in the street to define the small car parking areas.

As a result of the consultations that have taken place prior to and following construction, including the recent meeting with the petition promoters, this number of small alterations can be made to the design of the project without affecting the original intent.

CONSULTATION

During the design phase of the project extensive investigations took place into what could be used in the design. After draft plans were prepared, letters were forwarded to all businesses in the section of Main Road affected by the works explaining the proposed works and a meeting of these businesses was arranged to discuss issues

that might be raised. Onsite discussions then followed with affected businesses before the plans were finalised and construction commenced. Council staff were in constant contact with businesses in the section of Main Road affected by the works during construction as is normally the case for all Council projects and works programs altered to take account of needs as well as the weather conditions that were experienced during the project construction period.

On 20 September, the Mayor, Engineering Group Leader, and Director Infrastructure Services met with Mrs Flanagan, Ms Lea Morrow and Mrs Wood to discuss the design of the disabled parking bay in front of the Library (Linc) building as well as other facilities in the project. As a result of this meeting, further investigations have been undertaken with a view to enhancing the design of the disabled parking bay i.e. to ensure that it not only meets the standards but also further assists drivers with particular types of disabilities. It should be noted that the Australian Standards, which have been in place for many years, attempt to take into account all disabilities in the design of traffic facilities and it is not intended to override this but maybe to enhance in a small way the use of the facilities.

RESOURCE, FINANCIAL AND RISK IMPACTS

The consultation, response to concerns and dealing with public perception has meant allocation of resources for investigation, preparing responses and public information, attending to phone calls, attending on-site meetings, preparing workshop information and this Council report to address the petition. While not specifically recorded this takes large quantities of time from staff at all levels and within various parts of the organisation. No additional resource has been allocated for this purpose.

Under the terms for the funding we need to complete the construction in accordance with the Grant Deed, approved plans and the Approved Purpose. Failure to do so can be considered a default event which could result in termination of the deed and require repayment of the Grant.

The minor changes listed in this report can be accommodated within the current budgets.

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
- . 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

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

Council Sustainability and Governance

- . Effective communication and engagement

CONCLUSION

It is recommended that:

- 1 the current traffic arrangements and recently constructed traffic facilities in the section of Main road between the Library (Linc) building/Post Office and 52 Main Road, i.e. the Vulnerable Road User Project area be endorsed with the following modifications:
 - (a) the median islands and outstands closest to the Crescent street intersection be modified so that access to the disability parking bay is enhanced, i.e. the current median island and outstands be slightly reduced in length;
 - (b) if possible, the current bollards and line marking of the disabled parking bays be made more visible;
 - (c) possible theming of the area be considered such that the median islands and other facilities in the area blend more into the look, i.e. streetscape and feel of Penguin, e.g. could small penguins be made a feature of the median islands; could better use of the penguin theme be made to enhance the iconic image of the town such as a 'Penguin Walk'.
- 2 application be made to the State Government for the speed limit to be reduced to 40km/h for the length of Main Road between Johnsons Beach Road and Cann Street due to the need to maintain a low speed environment for all road users within the business district of Penguin as well as for the sections on the street leading to the business district;
- 3 the proposed one-hour parking limit on the northern side of Main Road between the rail line and opposite 52 Main Road be implemented; and

- 4 the installation of additional signage in the street to define small car parking areas be undertaken.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

■ “That

- 1 the current traffic arrangements and recently constructed traffic facilities in the section of Main road between the Library (Linc) building/Post Office and 52 Main Road, i.e. the Vulnerable Road User Project area be endorsed with the following modifications:
 - (a) the median islands and outstands closest to the Crescent street intersection be modified so that access to the disability parking bay is enhanced, i.e. the current median island and outstands be slightly reduced in length;
 - (b) if possible, the current bollards and line marking of the disabled parking bays be made more visible;
 - (c) possible theming of the area be considered such that the median islands and other facilities in the area blend more into the look, i.e. streetscape and feel of Penguin, e.g. could small penguins be made a feature of the median islands; could better use of the penguin theme be made to enhance the iconic image of the town such as a ‘Penguin Walk’.
 - 2 application be made to the State Government for the speed limit to be reduced to 40km/h for the length of Main Road between Johnsons Beach Road and Cann Street due to the need to maintain a low speed environment for all road users within the business district of Penguin as well as for the sections on the street leading to the business district;
 - 3 the proposed one-hour parking limit on the northern side of Main Road between the rail line and opposite 52 Main Road be implemented; and
 - 4 the installation of additional signage in the street to define small car parking areas be undertaken.”
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NOTES

ORGANISATIONAL SERVICES

9.7 Contracts and agreements

The Director Organisational Services reports as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into during the month of September 2016 has been submitted by the General Manager 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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9.8 Correspondence addressed to the Mayor and Councillors

The Director Organisational Services reports as follows:

“PURPOSE

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

CORRESPONDENCE RECEIVED

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

- . Letter requesting Council declare the Central coast municipal area to be a Refugee Welcome Zone.
- . Letter providing suggestions regarding the roadworks at Main road, Penguin.

- . Letter regarding safety issues on Kindred Road near the junction of Thompsons Road.

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 suggested resolution is submitted for consideration.”

- “That the Director’s report be received.”
-
-
-

9.9 Common seal

The Director Organisational Services reports as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 19 September 2016 to 17 October 2016 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.”

9.10 Financial statements

The Director Organisational Services reports as follows:

“The following principal financial statements of the Council for the period ended 30 September 2016 are submitted for consideration:

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

The Executive Services Officer reports as follows:

“Copies of the financial statements having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the financial statements (copies being appended to and forming part of the minutes) be received.”
-
-
-

10 CLOSURE OF MEETING TO THE PUBLIC

10.1 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:

- . Confirmation of Closed session minutes;
- . Minutes and notes of other organisations and committees of the Council; and
- . Tenders for resealing of rural roads 2016–2017

These are matters relating to:

- . information of a personal and confidential nature or information provided to the council on the condition it is kept confidential; and
- . contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

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:

- . information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;

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

- . Confirmation of Closed session minutes; and
 - . Minutes and notes of other organisations and committees of the Council; and
 - . Tenders for resealing of rural roads 2016–2017.”
-

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

UNCONFIRMED MINUTES

Meeting held Monday, 12 September 2016 at 10.30 am
Cradle Coast Authority, 1-3 Spring Street, Burnie

1. WELCOME AND APOLOGIES

The Chair, Ms. Sandra Ayton, opened the meeting at 10:35 am and welcomed attendees.

Present at the meeting were:

- | | | |
|----------------------|-------------------|---------------------------------------|
| • Mr. Matthew Atkins | Committee member | Devonport City Council |
| • Mr. Bilal Akhtar | Committee member | Waratah-Wynyard/Circular Head Council |
| • Ms. Mel Pearce | Committee Member | Dulverton Waste |
| • Mr. Mat Greskie | Committee Member | Dulverton Waste |
| • Mr. Rowan Sharman | Committee Member | Burnie City Council |
| • Ms. Lauren Clarke | Minutes Secretary | Cradle Coast Authority |

2. APOLOGIES

Apologies were received from:

- | | | |
|--------------------|------------------|------------------------|
| • Mr. Don Thwaites | Observer | Kentish Council |
| • Mr. Brett Smith | Committee Member | Cradle coast Authority |
| • Ms. Jan Febey | Committee member | Latrobe Council |

3. GOVERNANCE

3.1. Confirmation of Minutes

The Unconfirmed Minutes of the 11 July meeting were presented at Item 3.1 of the Agenda.

The group discussed the following:

Item 3.1 Financial Reports, included in dot point 2 - amend the wording to say 'likely to be ongoing' instead of 'for many years'.

MOTION

That the Group **CONFIRM** and **ACCEPT** the Unconfirmed Minutes of the meeting of 11 July 2016 as a true and correct record, subject to amendments.

RESOLVED

3.2. Business Arising from Minutes

Mr. Sharman suggested that Ms. Pearce speak to Bev Cumming at the Burnie City Council regarding plastic bag collection and drop off points.

Mr. Sharman mentioned that the group issue bins to local schools as drop off points for batteries and then issue council to pick the batteries up and dispose of them.

ACTION – Ms. Pearce to contact local schools regarding drop off points for batteries.

4. FOR DISCUSSION

4.1. CCWMG Minutes Review Protocol

The protocols for meeting minute development was discussed. It was concluded that the CCA forward the draft Minutes to Dulverton Waste Management for technical review, then they can be forwarded to the CCWMG Chair, Ms Ayton, for a final review prior to being released.

RECOMMENDATION

The group **AGREED** that all future CCWMG Minutes be forwarded to Dulverton Waste Management and then to the CCWMG Chair before release.

4.2. CCWMG Annual Report 2015/16 Draft

The draft Annual Report 2015/16 was tabled for the CCWMG review. Discussion was held regarding the definition of Municipal Waste and it was requested that additional information be added to detail the overall Municipal Waste diversion rate for the region.

ACTION – Ms. Pearce to amend Chairman to Chairperson on Page 7 of the report.

ACTION – Ms. Pearce to amend Ulverstone Landfill to Lobster Creek on Page 6, graph 2.

ACTION – Ms. Pearce to include – 'and support from the relevant state agencies' to the top of page 11 of the report.

4.3. Illegal Dumping Workshop Ideas Report

An Illegal Dumping Workshop Ideas Report was tabled and discussed by the CCWMG.

The group agreed that crown land is where the most illegal dumping is occurring and it is a state-wide issue.

ACTION – CCWMG to draft a letter to LGAT requesting that illegal dumping be considered at a state level.

Actions for Workshop Discussion attachment:

The group request that these actions be deferred until the state is involved, pending LGAT's response to the letter.

4.4. LGAT Waste Management Reference Group

The Chair informed the group that two representatives are needed to be on the LGAT Waste Management Reference Group from this region for quarterly meetings.

The CCWMG support Ms. Ayton and Ms. Pearce for the LGAT Reference Group meetings to represent the NW Coast.

5. FOR NOTING

5.1. Financial Reports

A briefing note was presented at item 5.1 of the Agenda.

The CCWMG request that the CCA provide the financials at each meeting.

The group accept and note the report.

ACTION – Ms. Claire Smith to provide financial statements to the CCWMG up until the month preceding the CCWMG meeting date.

5.2. CCWMG Project Task List 2016/17

FOGO Tender:

Dulverton released the design and construct component to Councils for review. The revised bin supply and transport component, which has feedback incorporated from the FOGO Committee, will be released to Councils in the coming weeks. It is envisioned that the tender will be rolled out in October.

Strategic Plan development:

Submissions for the Strategic Plan development request for quote close on the 23 September 2016. Following receipt of submissions, an RFQ assessment report will be submitted to the group for consideration.

5.3. Joint Communications MOU Review

Ms. Pearce informed the group that there was a MOU in place from 2013 for state wide waste communication initiatives involving the Northern Tasmania Waste Management Group (NTWMG), Southern Waste Strategy Authority (SWSA), CCWMG and CCA. The MOU expires this year.

The CCWMG requested that Southern Tasmania Council Association (STCA) be contacted to enquire about participation in place of the SWSA which is no longer an entity. Once feedback has been received from STCA regarding participation, a draft MOU will be provided to the CCWMG for review.

ACTION – Ms. Pearce to draft a letter on behalf of CCWMG to STCA regarding participation in state-wide waste communication activities.

6. GENERAL BUSINESS

Ms. Pearce emailed a link around for a recycling game for interaction for other people, feedback is welcomed and once feedback is received it will go live on rethinkwaste.com.au.

7. NEXT MEETING AND CLOSE

The next meeting will be held on Monday 14 November 2016 at the Cradle Coast Authority at 10:30 am.

The meeting closed at 12:02pm.

Central Coast
Youth Engaged Steering Committee
Minutes of a meeting held at
The Central Coast Council, Ulverstone
Thursday 15 September 2016 at 9.00am

Doc ID: 254264



PRESENT:

Sandra Ayton (General Manager – Central Coast Council [CCC]); **Rowen Tongs** (Councillor/Community Rep.); **Philip Viney** (Councillor/Accountant/Ulverstone Lions Club); **Mike Vos** (Acting Principal – LCS); **Jonathon Sijl**, **Harriet Knapman** and **Esther Magor** (Student Reps. – LCS); **Matthew Grining** (Principal – PDS); **Jenny Ashton** (Assistant Principal – PDS); **Brooke Farrelly** and **Poppy Giddings** (Student Reps. – PDS); **Wayne Pepper** (Teacher NWCS); **Amy Archer** and **Ashlin Badger** (Student Rep. – NWCS); **Kellie Conkie** (Work Placement Coordinator – UHS); **Adam Knapp**, and **Samantha Evans** (Student Reps. – UHS); and **Robert Tucker** (Central Coast Chamber of Commerce and Industry [CCCCI])

1 WELCOME

Brooke Farrelly (Student Rep. – PDS) chaired the meeting assisted by **Sandra Ayton** (General Manager – Central Coast Council [CCC]). Brooke welcomed everyone and declared the meeting opened at 9.05pm.

2 APOLOGIES

Melissa Budgeon (Community Wellbeing Officer – Central Coast Council [CCC]); **Glen Lutwyche** (Principal UHS); **Rebekah Lee** (Student Rep. – UHS); **Zoe Watts** (Student Reps. – PDS); **Glen Mace** (Principal – LCS); **Mrs Cheryl Walsh** (Principal – NWCS); and **Michael Walsh** (Community Rep.).

3 MINUTES OF THE PREVIOUS MEETING

■ **Rowen Tong** moved and **Amy Archer** seconded, “That the Minutes of the previous meeting held on 18 August 2016 be confirmed”. **Carried**

4 MATTERS FOR DISCUSSION FROM PREVIOUS MEETING

4.1 Chamber of Commerce business Breakfast

Sandra reported that breakfast went well. Those who attended felt it was a very informative morning and the students commented that it was worth while attending.

4.2 All About Arts

Sandra commented that Melissa's had confirmed with the schools the date time and the program for the event. It is being held at the Ulverstone Wharf Precinct in the Gnomon Room on 27 October 2016 between 9.00am to 12.30pm.

The program will cover six topics

- 1 fine art;
- 2 music and theatre;
- 3 writing and journalism;
- 4 graphic design;
- 5 architecture – design;
- 6 community arts.

4.3 Community Safety survey – Focus Group Feedback

Sandra reported that Melissa is now collating the information from the survey.

5 MEMBER REPORTS

Penguin District School Student Representatives reported on school events:

- . In the early hours of tomorrow morning a group of 22 year 9 and 10 students will be going to Vietnam for a 15 day adventure.
- . On Sunday 25 year 6 students will go to Canberra to learn about politics, the history of Canberra, visit the Australian Institute of Sport, the National Museum, the CSIRO Discovery centre, Questacon and much, much, more.
- . Last week our schools choirs competed at the Devonport eisteddfod all choirs performed really well and we achieved 1st place in all seven sections they entered
- . Recently we had 32 students go on a ski trip to Mount Hotham – everyone had a great trip
- . Secondary campus awareness program (SCRAP) – over the last three weeks on a Friday morning before recess grade 6 students from our school and Riana have been participating in SCAP. Students have been experiencing art, materials, design and technology and music lessons. In the next three weeks they will participate in science, forward studies and drama lessons.
- . Popstars the 90's Musical – tickets are now for sale online. The performance will be held on 18, 19, 24, 25, 26 November.
- . We recently held a rainbow colours day to raise money for a student in pre-kinder who is suffering from cancer.
- . This week we had our prep to grade 4 students participate in the dance event that was held at the basketball stadium in Ulverstone, they all had a great time.

In recent weeks we have had a large number of students involved in taster days' and genuine opportunities to experience what is out there beyond year 10.

Leighland Christian School Student Representatives reported on school events:

- . Festival/Social – better turn out than expected attendance were mostly from grade 7 and 8.
- . Billy Cart Race – Primary school, lots of fun, no injuries and all went really well.
- . New Head of Primary School has been appointed, Mr Ben Freshney.
- . Year 10 work experience is being held the last week of term.
- . Worksafe presentations were made to students in August. The majority of award recipients were from year 10 and some from year 11 and 12.
- . UTAS medical students will visit the school on Friday 16 September to talk about psychology and mental health to invited students.
- . Year 10 leaver's dinner will be held at the Ulverstone Rowing Club on 3 November.

North West Christian School Student Representatives reported on school events:

- . On Friday the grades 4–10 are going to the Penny Royal for good behaviour day.
- . We had book week last week and the primary students dressed up as their favourite book characters.
- . we had Endless Praise Singers visited us on Monday morning
- . We had Spiritual Emphasis week
- . Hellyer came and visited the grade 9 and 10 to decide on what we would like to do for either next year or the year after.

Ulverstone High School Student Representative reported on school events:

- . Science investigations – Ulverstone High School came second in year 10 and also got an honourable mention in year 10.
- . Year ten formal is to be held on Thursday 22 September 2016.
- . Grade 6 transition is currently being held.
- . School 'Rock Challenge' was held in Devonport the school went well and now have the opportunity to go to Launceston to compete.
- . Held our school sports theme social last Thursday.
- . A High School production is to be held in November, 3 to 12 Tickets are on sale.
- . Sports assembly next Wednesday.

6 GENERAL BUSINESS

Phil Viney gave a report on flood repairs and the delay in Council carrying out these repairs due to weather conditions but hope to be back on track once the weather improves.

Mr Grining reported that the Penguin District School has been involved with the new Dial Regional Sport Complex developments. Four grade 9 and 10 students have been involved in the process.

Jonathon Sijl (Student Reps. – LCS) will be leaving the group as he will be moving to Hobart. Sandra Ayton and Mike Vos (Acting Principal – LCS) thanked Jonathon for his participation with the committee and wished him well for the future.

Sandra Ayton reported for those that are interested in railway history, on Saturday 24 September Bill Field who grew up in Ulverstone and attended the Ulverstone High School will be holding a launch of his book on the Nietta Railway Line at the Ulverstone History Museum.

Cr Rowen Tongs reported he would be an apology at the next meeting.

Jonathon Sijl requested an amendment be made to the minutes from the last meeting. The amendment is change '*Minutes of meeting held at North West Christian School, Penguin*', should read '*Minutes of meeting held at Leighland Christian School, Ulverstone*'.

7 REVIEW OF THE MEETING

Comments from today's meeting:

Jenny Ashton asked Sandra Ayton if there was anything to discuss at the next meeting and if not was it necessary to continue as school become busy in last term with productions etc.

Sandra advised as the year is coming to a close and the projects will have been completed, the meeting agreed to holding one last meeting on 10 November after the 'All About Arts' Expo where comments/feedback can be made on the event.

8 NEXT MEETING

As the next meeting is to be held at the Ulverstone High School Adam Knapp agreed to chairing meeting.

The meeting concluded at 9.25am. The next meeting to be held at the Ulverstone High School on **Thursday, 10 November 2016** commencing at **9.00am**.



Central Coast Community Shed Management Committee

Minutes of the General Meeting held at the Community Shed
following the Annual General Meeting on

Monday, 3 October 2016

1 PRESENT/APOLOGIES

Members Present:, Len Blair, David Dunn, Anne Williams, Trish Bock, Sam Caberica, Norm Frampton– (Lions Club, Ulverstone Show Society), Greg Layton, Merv Gee, Kevin Douglas, Peter Evans and Len Carr, Chris Fletcher (Central Coast Council, Social Planning & Development Group Leader).

Apologies: Melissa Budgeon, Rob McKenzie, Jack Eaton.

Minute taker: Angela Rogers

2 CONFIRMATION OF MINUTES

Resolved to confirm, "That the minutes of the meeting held on Monday, 3 October 2016 were confirmed as correct."

Carried

3 BUSINESS ARISING FROM MINUTES

- . Upcoming activities
 - Women's Shed open day on Tuesday 11 October during Senior's Week

4 CORRESPONDENCE

Nil correspondence.

5 TREASURER REPORT

Financial report for the month of September to be carried over to the next meeting.

A cheque for \$300 was presented to the Council.

Len reported that the Men's Shed had purchased an impact drill for \$500.

6 GENERAL BUSINESS

- . Anne Williams requested another 50 flyers for the Women's Shed.
- . Trish Bock advised pamphlet done but needs to be finalised.
- . Trish to speak to member of the Coffin Club re times of attendance.

Norm Frampton mentioned that the Men's Shed will once again be helping to organize yards for the animal nursery in the same area as last year for the Ulverstone Show on 29 October. He also advised that the following Monday the Men's Shed will be open to the public during a car show taking place on this day.

Greg Layton submitted the following proposal: That:

"We urge the Central Coast Council to apply for funding from the Northern Economic Stimulus Package, for the purpose of constructing, at the Ulverstone Showground, the following:

- an all-weather bitumen roadway from the yellow boom gate to the southern edge of the Men's Shed. This is to access a bitumen parking area bounded by the eastern boundary of the building used by the Men's Shed going to the fence bounded by Alice Street and the western boundary being the Activity Centre.

Reasons being:

- The Ulverstone Men's Shed operates four days a week and serves over 30 members, visitors and customers on a daily basis. We have a large age variation of our members between 30 and 95 years with some having impaired mobility.

The current access road is gravel, poorly maintained, has extremely poor drainage and, in extremely wet weather, the gravel surface becomes potholed and uneven which can pose a risk. The surrounding grassed area becomes very saturated and boggy and is proving difficult for our members on walking aids and mobility equipment to cross to gain access to the shed.

- It would provide better access for our current members who have mobility constraints and the possibility of others into the future.
- It would remove the bad Winter drainage problems we have.
- With up to forty members attending, parking is limited. Parking can extend to the Lion's Club building.
- Recently built car park which is located to the east of the Naval Cadet building is too far away to benefit our members.
- Such a development wouldn't only benefit the Ulverstone Men's shed members but a lot of other ground users."

Greg moved and Trish seconded that the motion be accepted.

Carried

Discussion took place around water pooling on the ground in front of the Shed. It was suggested that a submission for funding for appropriate guttering be organised. Len to talk to Robert Bourke re next steps.

- . Anne mentioned that the Council will be providing morning tea at the Women's Shed Open Day on Tuesday 11 October.
 - . Norm asked to confirm numbers for the Annual Xmas dinner at the RSL on the 9 December at 12pm. \$25 per person.

Len requested that invitations to the Community Shed's Christmas luncheon on 9 December at the Ulverstone RSL be sent to the General Manager, Mayor, Director Community Services, Recreation Facilities Coordinator and Buildings and Facilities Maintenance Officer.
 - . Noted – the provision of a new rubbish bin.
 - . John advised group that any small pieces of timber left around, not named, will be burnt, as this was building up to an undesirable point (people not cleaning up after themselves).
 - . Chris congratulated group members on the way they are conducting group business and on the inclusiveness that they are generating for all who are interested/involved.
 - . The great support of TASPAK in supplying the tea bags and other consumables was again mentioned – it was suggested that a certificate of appreciation made from timber could be made and presented to them.
 - . Sam Caberica advised an attendance of 502 over September.
 - . Len mentioned some of the projects being taken on by the ladies are too big and require much assistance from the men. However, group is going well.
 - . Internet connection – Robert Bourke has asked group to hold off on acquiring phone line as a bigger router may be installed. A bigger aerial is also being considered. If this is not successful a designated line will be considered for the Community Shed.
 - . Mention was made of success of stroke /operation game.
 - . Security at the Shed was discussed with an incident of someone leaving the compound by scaling an inadequately secured area of the fence having been caught on camera. Group agreed this needs to be fixed. Mention was made of special signs either side of compound and David Dunn questioned if placement of another camera would be appropriate. No decision made.
 - . Len Carr raised the issue of there needing to be two people present when machinery was being used by Coffin Club participants.
- Anne – offered to be Supervisor for Coffin Club – Tuesday 12–3pm.

Mens Shed

- . David also offered instruction on mig welding - in addition, he advised a TAFE teacher he knows has offered the same instruction one evening. To be advertised.
- . Garden is going well.

Womens Shed

- . Group advised that the Women's Shed logo has been finalized and vests will be ordered after sample stitching approved.
- . Len mentioned Shed's involvement at Rotary Expo on Friday 6 October at Pier01 - to be a display and sale of raffle tickets. Also advised that 10 members will be attending the dinner on Saturday 7 October.

7 NEXT MEETING

The next ordinary meeting of the Committee will be held on Monday, 7 November at 1.00pm.

8 CLOSURE

There being no more business to discuss the meeting closed at 2.00pm.

Ulverstone Wharf Precinct Advisory Committee

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

Wednesday, 5 October 2016, commencing at 4.15pm

PRESENT

Jackie Merchant (Central Coast Council), **Matthew Waller** (Pier01), **Maree Gleeson** (Health Promotions), **Heather Davidson** (Live @ the Wharf Inc.), **Bruce Mansfield** (Community)

1 WELCOME/APOLOGIES

Apologies received from **Cr John Bloomfield** (Central Coast Council), **Rod White** (Pedro's), **Georgina Harvey** (UHS), **Tony O'Neil** (Central Coast Farmers Market)

2 PREVIOUS MINUTES

Minutes from the previous meeting were approved.

■ The meeting approved the minutes of the Ulverstone Wharf Precinct Advisory Committee meeting held on 24 August 2016 with amendments sent in by Mike Hales noted as being done.

3 MATTERS ARISING

3.1 Drumming Workshop

Jackie Merchant outlined the Mental Health Week event, of running a drumming workshop for young men (18-35) during Mental Health Week. The Apex Club of Ulverstone Inc. will be holding a BBQ for lunch.

3.2 Discussion on Committee Charter

Jackie explained to the group that Cor Vander Vlist, Director Community Services is on holidays so the proposed changes to the Committee Charter are yet to go to Council.

3.3 Flood art project

Jackie asked the group if they felt it would be appropriate to explore an art work or temporary installation at the Wharf Precinct developed with those affected by the flood. Matthew Waller said he felt that there were more

appropriate places for that to take place which were more directly evident for the communities, e.g. Forth.

4 REPORTS

Reports from Groups:

4.1 Live @ The Wharf – represented by Mike Hales (on behalf of Heather Davidson)

The Live @ The Wharf Committee will be holding a '200th show Gala Event' on Friday, 11 November.

4.2 Maree Gleeson – Community Member (Health)

Nothing to report.

4.4 Georgina Harvey

Georgina was an apology.

4.6 Pier01 – Matthew Waller

Matthew outlined a busy time for Pier01 for the next few months with major functions, school leavers' dinners and Christmas.

4.7 Rod White – Pedros Restaurant

Rod was a late apology due to unforeseen circumstances.

4.8 Bruce Mansfield – Community Member

Bruce asked for an update on the drinking fountains and dog bag email he sent for the shared pathway and Turners beach. He will resend to Jackie to forward to appropriate departments.

5 GENERAL BUSINESS

There was no other general business to report.

6 MEETING CLOSURE

Meeting closed – 4.45 pm

Next meeting scheduled – Wednesday, 7 December 2016 at 4.15pm in the Council Chamber.

MEETING MINUTES

REPRESENTATIVES MEETING



Date: 22 September 2016
Time: 10:00am
Location: Cradle Coast House, 1-3 Spring St, Burnie.

1. STANDING ITEMS

1.1. Welcome / Apologies / Proxies

Deputy Chief Representative and Meeting Chair, Mayor Jan Bonde, opened the meeting at 10:03 am, welcoming attendees and observers, and noting apologies.

The Attendees, Observers and Apologies list is at Attachment 1.

1.2. Confirmation Of Minutes Of 26 May 2016

Minutes of the 26 May 2016 Representatives Meeting were provided with the Agenda.

Motion

That Representatives ENDORSE the minutes of 26 May 2016 Representatives Meeting.

Moved: Alderman Goodwin / Seconded: Deputy Mayor Duniam / CARRIED

1.3. Confirmation Of Minutes Of 7 July 2016

Minutes of the 7 July 2016 Representatives Meeting were provided with the Agenda.

Motion

That Representatives ENDORSE the minutes of 7 July 2016 Representatives Meeting.

Moved: Deputy Mayor Boyd / Seconded: Mayor Martin / CARRIED

1.4. Activity Register

A schedule of activities was presented at item 1.4 of the Agenda.

1.5. Correspondence

A Briefing Note was presented at Item 1.5 of the Agenda.

Motion

That the Representatives NOTE the Correspondence.

Moved: Mayor Dow / Seconded: Mayor Thwaites/ CARRIED

2. CRADLE COAST AUTHORITY UPDATE

2.1. Chairperson's Report

CCA Chairman, Ms Cheryl Fuller spoke to a presentation with the following information and discussion noted.

- The CCA Chairman, acknowledged the passing of Mr Peter Reid, former West Coast Council Deputy Mayor and recognised his time as a Representative.
- Mayor Thwaites queried the commitment from the Australian Masters Games Advisory Board.

Action: CEO to follow up with Mr Scott Wade from Australian Masters Games.

- Mayor Dow raised an issue in relation to legislation being considered in the Tasmanian Upper House regarding the use of disused rail corridors and recommended that contact be made with members of the legislative council to explain regional projects associated with the corridors.

Action: CEO to arrange for a deputation to meet with members of the legislative council.

- The CCA Chairman acknowledged the time and effort by NRM staff on flood recovery.

Mayor Freshney commended NRM for the mapping of the flood impacts, using satellite imagery, saying that it is incredible and the timeframe in which they have done the work has been outstanding.

Mayor Jan Bonde, endorsed Mayor Freshney's comments and thanked the NRM staff for the work done for the landowners within the Leven River catchment.

- The CCA Chairman advised that CCA representatives, both Directors and management, will visit Council at least 5 times per year.
- The CCA Chairman acknowledged and thanked the NRM and Tourism Committee members who have recently left the respective Board sub-committees.

The CCA received a large number of applications for both committees.

The CCA Chairman acknowledged feedback that the process could be improved and undertook to have a new process developed.

Action: The Board is to discuss the process for Committee membership appointments.

- Mr Igor Van Gerwen and Ms Claire Smith were thanked for preparing the briefing note on the Risk Assessment of Devonport City Council Withdrawal.

The CCA Chairman advised that Devonport City Council will be making a decision about their withdrawal at the Council meeting being held on 26 September 2016.

2.2. Quarterly Report – April To June 2016

A briefing note was presented at Item 2.2 and a discussion was held at Item 2.1 of the Agenda.

Motion

That the Representatives RECEIVE the Quarterly Report.

Moved: Mayor Martin / Seconded: Mayor Freshney / CARRIED

Mr Ian Waller, Manager Regional Tourism left the meeting at 10.45am.

3. FOR INFORMATION

3.1. Australian Masters Games Update

Mr Scott Wade was unable to attend the meeting to give an update.

The CCA Chairman provided a brief update at Item 2.1 of the Agenda.

3.2. Review Of Cradle Coast Authority Board (Governance Review)

A briefing note was presented at Item 3.2 of the Agenda.

Mr Michael Stretton provided the Representatives with an overview of the Review of the Cradle Coast Authority Board Report.

Mr Gerald Monson, Mayor Bonde and Mayor Dow congratulated Mr Stretton and the sub-committee on the review and report.

Motion

That the Representatives NOTE and ENDORSE the findings and recommendations of the Review of the Cradle Coast Authority Board Report.

Moved: Deputy Mayor Duniam / Seconded: Mayor Martin / CARRIED

4. FOR DECISION

4.1. Governance Review Implementation

A briefing note was presented at 4.1 of the Agenda.

Deputy Mayor Duniam queried Items 10 & 11 (page 98), noting that the *Responsibility* should read *Representatives* not *Board*.

Mayor Thwaites requested change to Item 10 (page 98), to read *changed* instead of *increased*.

Motion

The Representative's

- a) NOTE this report;
- b) APPROVE by Special Resolution the appointment of the following Directors to the Board of the Cradle Coast Authority:
 - Ms Cheryl Fuller to a position allocated to Independent Directors until 31 December 2016
 - Mayor Anita Dow and Mayor Duncan McFie in the positions allocated to Representatives
 - Mr Michael Stretton in the position allocated to General Managers
- c) ENDORSE the implementation of the recommendations in Table 1¹ attached including proposed mechanisms for implementation and responsibility.

Moved: Mayor Martin / Seconded: Mayor Freshney / CARRIED

Ms Nani Clark, Regional Development Project Officer joined the meeting at 11.20am.

5. FOR DISCUSSION

5.1. Chongming (China) Sister City Relationship

A briefing note was presented at Item 5.1 of the Agenda Papers.

Representatives viewed the Chongming District presentation provided by the Chongming delegates at the meeting of 23 August 2016.

Action: CEO to prepare a report for the Representatives' 24 November 2016 meeting recommending a delegation of Representatives travel to Chongming, the appropriate time to visit and how the costs will be met. The Industry Reference Group to be invited to send representatives of their industry to join the delegation of CCA Representatives in visiting Chongming.

Motion

That the Representatives NOTE this report and ENDORSE the following:

- The Authority advises Chongming that it agrees in-principle to establishing a relationship and agrees to accept an invitation to visit Chongming for the purpose of exploring the contra-opportunities
- That a working group including local and Tasmanian government and targeted industry and community leaders be established to identify specific opportunities of mutual benefit that could be explored in more detail during the visit to Chongming.

¹ Attachment 2 to these Minutes

- That following the delegation a report with recommendations in relation to the opportunities and execution or otherwise of a formal arrangement be submitted to Representatives.

Moved: Mayor Dow / Seconded: Councillor Carpenter / CARRIED

Mr Tony Smart and Mr Michael Stretton left the meeting at 11.30am.

Ms Nani Clark left the meeting at 11.48am.

6. FOR NOTING

6.1. Devonport City Council Withdrawal Risk Assessment

A briefing note was presented at 6.1 of the Agenda.

Mayor Martin provided the Representatives with the three options to be considered by Devonport City Council at its meeting on Monday 26 September 2016.

The options were:

1. seek to extend its withdrawal period by another year to provide an opportunity to gauge the impacts of any changes made in the governance review;
2. confirm its intention to withdraw from the Authority effective 30 June 2017; or
3. withdraw its Notice of Withdrawal altogether.

The consensus was that the other councils were looking for the matter to be resolved and would not support an extension of the decision.

Motion

That the Representatives NOTE the report outlining the risks arising from the withdrawal of Devonport City Council.

Moved: Alderman Goodwin / Seconded: Deputy Mayor Duniam / CARRIED

6.2. Education and Training Strategy

A briefing note was presented at 6.2 of the Agenda.

Motion

That the Representatives NOTE the report and the continuation of the Authority's work in education and training.

Moved: Alderman Goodwin / Seconded: Mayor Dow / CARRIED

6.3. Quarterly Financial Report

A briefing note was presented at 6.3 of the Agenda.

Ms Claire Smith, Corporate Services Manager provided an update of the outcome of the Audit, adding that the Auditors were impressed with the Authority's systems and procedures and were able to finalise the process very quickly as a result.

Motion

That the Representatives ACCEPT and NOTE the Quarterly Financial Statements for June 2016.

Moved: Alderman Goodwin / Seconded: Mayor McFie / CARRIED

7. LOCAL GOVERNMENT UPDATE

Representatives of each Council provided a verbal update.

8. GENERAL BUSINESS

- Meeting notifications - CEO asked for Representative's assistance by accepting or declining meeting invitations ensuring they choose the option to *send the response now* so that RSVP'S can be tracked.
- Backpacker Tax – it was requested that the CCA write to elected representatives in relation to the importance and potential impact of the proposed "backpacker tax" on local industries that rely on overseas travellers for seasonal work.

Motion

That the Representatives ENDORSED the CEO to correspond with elected representatives regarding the backpacker tax.

9. MEETING CLOSE

The next general meeting will be held on Thursday, 24 November 2016 at Cradle Coast House.

The CCA Annual General Meeting will be held on Thursday, 24 November 2016 at Cradle Coast House.

Meeting closed at 12.50 pm.

Confirmed:

Chief Representative

Date

Attachment 1: Attendees, Observers and Apologies

Representatives

Mayor Anita Dow	Burnie City Council
Deputy Mayor Alwyn Boyd	Burnie City Council
Mayor Jan Bonde	Central Coast Council – Deputy Chief Representative
Cr Garry Carpenter	Central Coast Council
Ms Jan Bishop	Circular Head Council
Mayor Steve Martin	Devonport City Council
Ald Grant Goodwin	Devonport City Council
Mayor Don Thwaites	Kentish Council
Mayor Duncan McFie	King Island Council
Mayor Peter Freshney	Latrobe Council
Mr Gerald Monson	Latrobe Council
Deputy Mayor Mary Duniam	Waratah-Wynyard Council
Deputy Mayor Shane Pitt	West Coast Council

Cradle Coast Authority

Ms Cheryl Fuller	Director
Mr Igor van Gerwen	Director
Mr Rod Stendrup	Director
Mr Brett Smith	Chief Executive Officer
Ms Sarah Cairns	Executive Assistant
Ms Claire Smith	Finance and Corporate Services Manager
Mr Ian Waller	Regional Tourism Manager
Ms Nani Clark	Project Officer, Regional Development

Observers

Ms Sandra Ayton	Central Coast Council
Deputy Mayor Kath Downie	Central Coast Council
Mr Tony Smart	Circular Head Council
Mr David Laughher	King Island Council
Mr Michael Stretton	Waratah Wynyard Council
Mr Dirk Dowling	West Coast Council

Apologies

Mr Andrew Wardlaw	Burnie City Council
Mayor Daryl Quilliam	Circular Head Council – Chief Representative
Deputy Mayor Tim Wilson	Kentish Council
Cr Jim Benn	King Island Council
Mayor Robby Walsh	Waratah Wynyard Council
Mayor Phil Vickers	West Coast Council
Mr Bob Calvert	Director, CCA
Mr Malcolm Wells	Director, CCA
Mr Scott Wade	Australian Masters Games
Mr Richard Ingram	Executive Officer NRM, CCA

Attachment 2 – Table 1: Adopted and Proposed Recommendations

Recommendations	Mechanism for Implementation	Responsibility	Comment
Adopted from Representatives Meeting 26 May			
1. The Mayor and General Manager from each participating council be the representative on the Cradle Coast Authority	Amendment to Rules	Representatives	
2. Two Mayors be appointed as Directors on the Board of the Authority; a) one from Devonport, Central Coast or Burnie; and b) one from Latrobe, Kentish, West Coast, Waratah-Wynyard, King Island or Circular Head; c) that Board Fees not be paid to Mayors on the Board	Special Resolution of Representatives	Representatives	Completed
3. That General Managers nominate a Director for the Board from within their ranks and that Board Fees not be paid;	Special Resolution of Representatives	General Managers Representatives	Completed
4. The Chief Executive Officer will prepare the Agenda for Representatives meeting in collaboration with the Chief Representative;	Agreed new convention	CCA CEO	
5. General Managers will prepare a briefing paper from a regional perspective for Mayors to distribute to elected members on the: CCA Strategic Plan; Annual Plan and Budget; and an Agenda Overview within seven days of receiving the Agenda;	Agreed new convention	General Managers	
6. Consideration be given to modifying the Rules to one vote per participating council; and	Amendment to Rules	Representatives	
7. A review of the Board, with regard to process of appointments, adequacy and spread of skill sets and frequency of board meetings, be undertaken by the Representatives.	NA	Working Group	Completed & presented as Review of Cradle Coast Authority Board Review report (see next)

Recommendations	Mechanism for Implementation	Responsibility	Comment
<p>8. That, in addition to the implementation of the proposed governance arrangements, the governance review be extended to include an engagement process with individuals councils to understand the Council expectation of its Authority and to identify any changes to the rules, strategy, annual plan and/or governance to best deliver on their expectations</p>	NA		Completed & presented as Review of Cradle Coast Authority Board Review report (see next)
<p>Proposed from Review of Cradle Coast Authority Board Report</p>			
<p>1. Board meetings are to be initially reduced to eight (8) times per year with the potential of reducing them to six (6) times a year (or even further) within twelve months.</p>	Agreed new convention	Board & Representatives	
<p>2. Detailed Board papers are to be presented between Board meetings on operational and financial progress towards the Annual Plan and strategic initiatives.</p>	Agreed new convention	Board	
<p>3. The Representatives are to review the Rules and the Strategic Plan of the Authority and need to clearly define and articulate the roles of the Board and Directors. Such a review would provide a process for sharpening the focus of the Authority, improving communication with the Representatives and for improving the understanding of the respective roles and responsibilities of all stakeholders.</p>	Amendment to Rules & agreed new convention	Working Group	
<p>4. The format of Representative meetings be reviewed to include provision for Board participation. This may include a workshop session between Representatives and directors to discuss strategic regional matters or the introduction of strategic discussions at Representative meetings or some other similar opportunity/forum.</p>	Agreed new convention	Working Group	
<p>5. An induction process be commenced for all new Representatives in order for them to have a clear understanding of the Board's role and responsibility in the future.</p>	Agreed new convention	CCA	

Recommendations	Mechanism for Implementation	Responsibility	Comment
6. The Chief Representative is to be invited to, and attend Board meetings on a frequent basis.	Agreed new convention	CCA	
7. The Board and Representatives should engage in an annual planning process, which should also include the General Managers and senior staff from the member Councils.	Agreed new convention	CCA/Representatives	
8. The Representatives need to undertake a process to define regionalism, including defining principles, which should then be included as the front page of future Representative Agenda papers.	Agreed new convention	CCA/Representatives	
9. The organisation needs to develop a formal and robust executive reporting framework.	Agreed new convention	Board	
10. The frequency of Board Performance reviews should be increased from the current annual requirement under to Rules, to say, a 3 year period which is similar to that utilised by the Dulverton Waste Management Authority.	Amendment to Rules	Board	
11. A review of Director remuneration should be carried out following the completion of the current Board review process.	NA	Representatives	
12. A review of the Board composition should be carried out to determine if there is a need to add another Director with specific experience in regional economic development and/or whether to appoint the chairs of the NRM and Tourism Committee to the Board or to have them as participants in Board meetings.	NA	Representatives	It is recommended that the Board review & make a recommendation to the Nov Reps meeting in order for the recruitment of new Directors to commence immediately thereafter

Central Coast Council

List of Development Applications Determined

Period From: 01-Sep-2016 To 30-Sep-2016

Application Number	Property Address	Development Application Type	Description of Proposed Use	Application Date	Decision Date	Day Determined
DA215059	21 Pine Road Penguin 7316	Discretionary Development Application	Residential (subdivision - two lots and easement on adjoining land)	28-Sep-2015	21-Sep-2016	21
DA215189	21 Reibey Street Ulverstone 7315	Discretionary Development Application	General retail and hire (adult clothing, adult interior design items and adult novelties)	21-Apr-2016	21-Sep-2016	151
DA215218	Pine Road Penguin 7316	Discretionary Development Application	Visitor Accommodation (two accommodation buildings and two ancillary sheds for boat storage)	30-Jun-2016	23-Sep-2016	48
DA215226	105 Main Street Ulverstone 7315	Discretionary Development Application	Residential (multiple dwellings)	30-Jun-2016	01-Sep-2016	22
DA216005	468 West Pine Road West Pine 7316	Discretionary Development Application	Residential (outbuildings - laundry and water tank)	15-Jul-2016	22-Sep-2016	45
DA216009	Dial Road Penguin 7316	Discretionary Development Application	Residential (building envelope for non-required dwelling)	20-Jul-2016	13-Sep-2016	28
DA215227	3 Debbie Court Ulverstone 7315	Permitted Development Application	Residential (dwelling)	22-Jul-2016	12-Sep-2016	13
DA216016	Short Street Ulverstone 7315	Permitted Development Application	Resource Processing (Sign)	02-Aug-2016	06-Sep-2016	30
DA216013	274 Ironcliffe Road Penguin 7316	Discretionary Development Application	Residential (multiple dwellings x2)	09-Aug-2016	21-Sep-2016	13
DA216025	27 Berkshire Parade Penguin 7316	Discretionary Development Application	Residential (outbuilding - shed)	15-Aug-2016	21-Sep-2016	28
DEV2008.120-1	171 Upper Maud Street Ulverstone 7315	Permitted Development Application	Residential (multiple dwelling) - conversion of garage to storeroom and car parking on common land area.	16-Aug-2016	01-Sep-2016	14
DA216022	204 Main Road Penguin 7316	Discretionary Development Application	Visitor Accommodation	23-Aug-2016	23-Sep-2016	22
DA216024	9 Bowman Drive Penguin 7316	Permitted Development Application	Boundary Adjustment	23-Aug-2016	28-Sep-2016	7

Application Number	Property Address	Development Application Type	Description of Proposed Use	Application Date	Decision Date	Day Determined
DA216029	9 Dooley Street Ulverstone 7315	Discretionary Development Application	Residential (outbuilding)	29-Aug-2016	23-Sep-2016	24
DA216034	14 Amherst Street Ulverstone 7315	Permitted Development Application	Business and Professional Services (consulting rooms)	07-Sep-2016	19-Sep-2016	7
DA216033	40 Maskells Road Ulverstone 7315	Discretionary Development Application	Community Meeting and Entertainment (clubroom extension)	08-Sep-2016	29-Sep-2016	18

**SCHEDULE OF STATUTORY DETERMINATIONS
MADE UNDER DELEGATION**

Period: 1 September 2016 to 30 September 2016

Building Approvals - 15

<i>Type</i>	<i>No.</i>	<i>Total Value (\$)</i>
Dwellings	5	1,669,730
Flats/Units	4	500,000
Additions/Alterations	1	5,000
Outbuildings	6	183,050
Other	2	75,000
The estimated cost of building works totalled		<u>\$2,432,780</u>

Amended Building and Plumbing Permits - 2

Plumbing Permits - 11

Special Plumbing Permits (on-site wastewater management systems) - 2

Food Business registrations (renewals) - 10

Temporary Food Business registrations - 6



Cor Vander Vlist
DIRECTOR COMMUNITY SERVICES

SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 1 to 31 August 2016

Contracts

- . Contract No. 4/2016-17
BridgePro Engineering
Design and Construction of Leven River bridge at Marshalls Bridge Road,
Gunns Plains.
Net Price \$1,003,370 (incl. GST)
- . Contract No. 3/2016-17
Hardings Hotmix
Set out and installation of thermoplastic linemarking in the Ulverstone CBD
Net Price \$12,639 (incl. GST)

Agreements

- . The Crown in Right of Tasmania
Grant agreement
Rural Bus Stop Upgrade Program
- . Land Acquisition Agreement
Jasper Hall and Michelle Hall
Acquisition of land at Gunns Plains for bridge replacement
- . APH Agreement
Unit 4 Carroo Court, Penguin
- . Land Acquisition Agreement
Peter Collenette and Rosemary Collenette
Acquisition of land at Gunns Plains for bridge replacement
- . Infrastructure Relocation and Works Agreement
Tasmanian Networks Pty Ltd and Central Coast Council
58 Ironcliffe Road, Penguin – Case Number CS16-4316



Sandra Ayton
GENERAL MANAGER

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

Period: 20 September 2016 to 17 October 2016

Documents for affixing of the common seal

- . Nil

Final plans of subdivision sealed under delegation

- . Final Survey Plan
Lots 15 & 63, Bowman Drive, Pengana Heights, Penguin
Application No. SUB 2003.20
- . Final Survey Plan
Lot 47, Explorer Drive, Turners Beach
Application No. SUB 2007.29
- . Final Survey Plan
25 Queen Street, West Ulverstone
Application No. DA215160
- . Final Survey Plan
281 Penguin Road, West Ulverstone
Application No. DA214142
- . Final Survey Plan
19-21 Risby Street Ulverstone
Application No. DA214179



Sandra Ayton
GENERAL MANAGER

**A SUMMARY OF RATES & FIRE SERVICE LEVIES
FOR THE PERIOD ENDED 30 SEPTEMBER 2016**

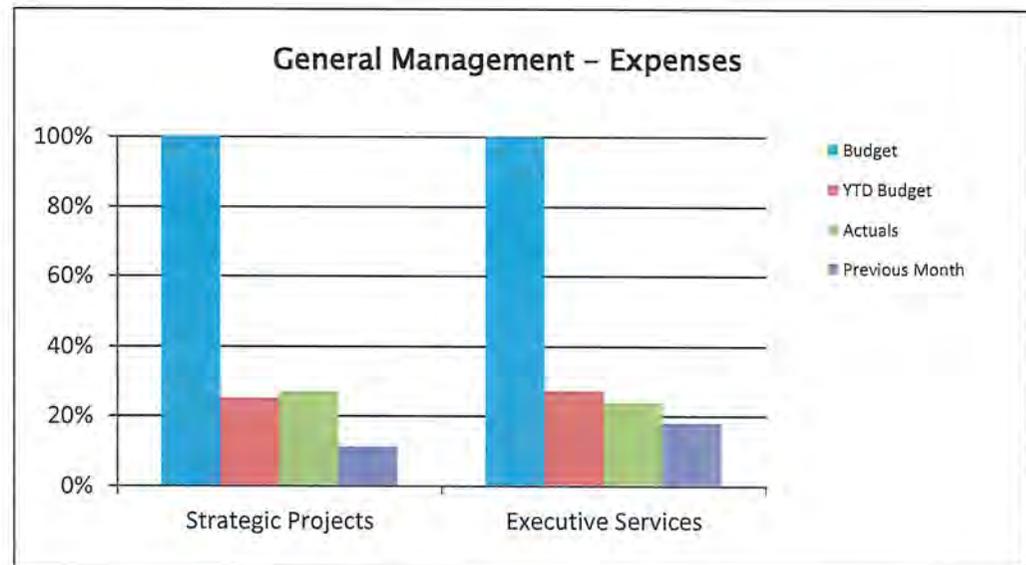
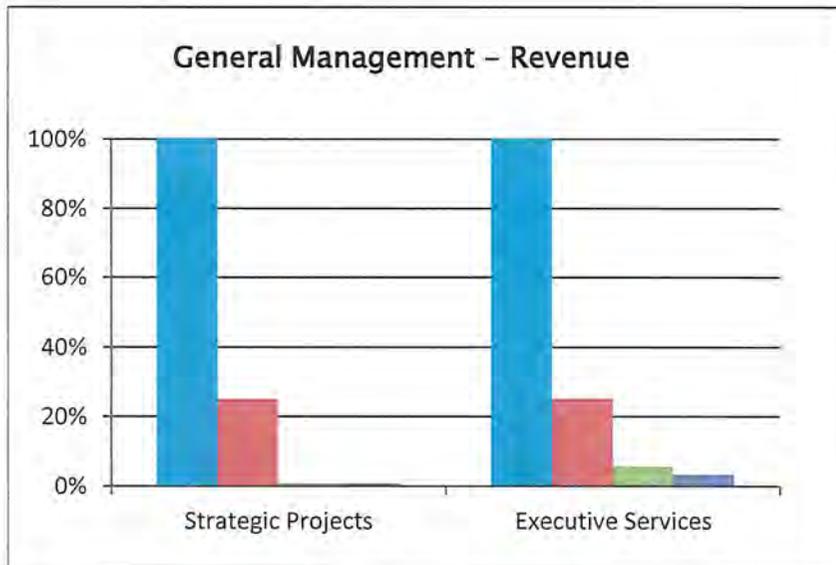
	2015/2016		2016/2017			
	\$	%	\$	%		
Rates paid in Advance	-	837,326.01	-5.97	-	892,195.10	-6.20
Rates Receivable		295,911.64	2.11		228,216.09	1.58
Rates Demanded		14,561,987.40	103.76		15,038,148.67	104.42
Supplementary Rates		13,621.32	0.10		27,290.64	0.19
		14,034,194.35	100.00		14,401,460.30	99.99
Collected		10,156,713.22	72.37		10,738,781.70	74.57
Add Pensioners - Government		806,839.73	5.75		825,518.49	5.73
Pensioners - Council		30,800.00	0.22		32,025.00	0.22
		10,994,352.95	78.34		11,596,325.19	80.52
Remitted		1,492.86	0.01		-	0.00
Discount Allowed		544,046.53	3.88		580,014.81	4.03
Paid in advance	-	297,037.29	-2.12	-	315,496.97	-2.19
Outstanding		2,791,339.30	19.89		2,540,617.27	17.64
		14,034,194.35	100.00		14,401,460.30	100.00

Andrea O'Rourke
ASSISTANT ACCOUNTANT

3-Oct-2016

Finance Report – September 2016

GENERAL MANAGEMENT	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
Revenue							
Strategic Projects	(4,373,000)	(1,093,310)	(28,621)	(26,214)	(1,064,689)	(4,344,379)	1%
Executive Services	(16,000)	(4,030)	(892)	(535)	(3,138)	(15,108)	6%
	\$ (4,389,000)	\$ (1,097,340)	\$ (29,513)	\$ (26,750)	\$ (1,067,827)	\$ (4,359,487)	
Expenses							
Strategic Projects	134,000	33,560	36,189	15,132	(2,629)	97,811	27%
Executive Services	1,490,000	404,150	353,128	267,348	51,022	1,136,872	24%
	\$ 1,624,000	\$ 437,710	\$ 389,317	\$ 282,480	\$ 48,393	\$ 1,234,683	

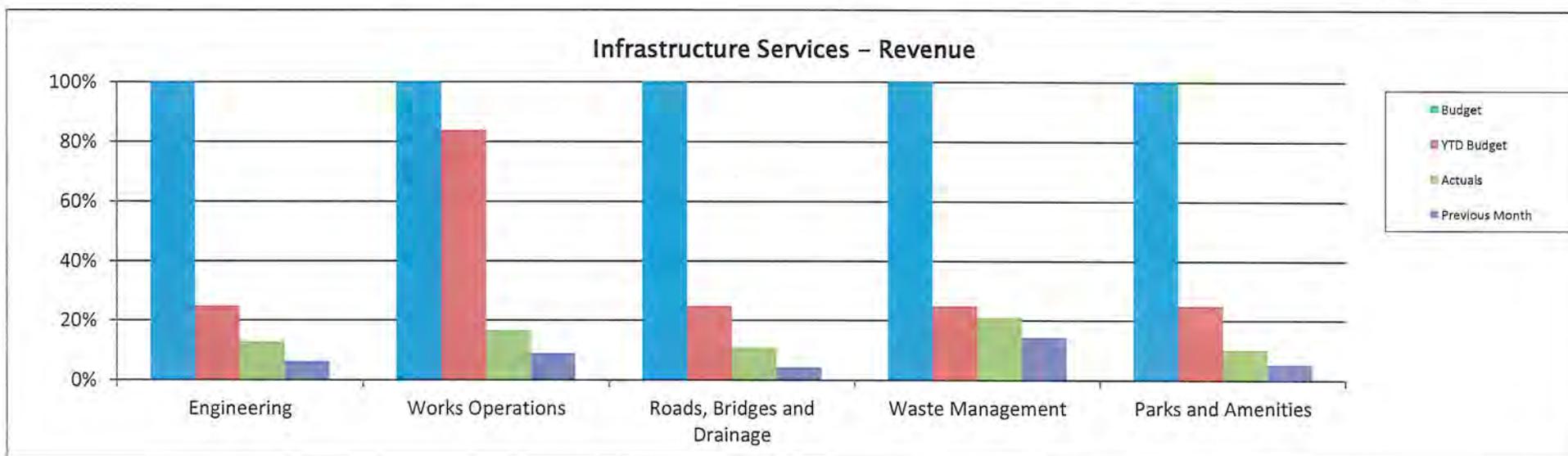


Variance

Strategic Projects	Revenue less than YTD budget – Budget timing – sale of property and capital contributions.
Strategic Projects	Expenditure less than YTD budget – timing in general.
Executive Services	Revenue less than YTD budget – plant allocated behind budget.
Executive Services	Expenditure more than YTD budget – timing related to the Cradle Coast Authority contribution.

Finance Report – September 2016

INFRASTRUCTURE SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
Revenue							
Engineering	(1,486,000)	(371,440)	(189,641)	(93,255)	(181,799)	(1,296,359)	13%
Works Operations	(1,179,000)	(987,497)	(195,943)	(106,235)	(791,554)	(983,057)	17%
Roads, Bridges and Drainage	(2,562,200)	(640,520)	(275,634)	(113,242)	(364,886)	(2,286,566)	11%
Waste Management	(593,500)	(148,360)	(124,295)	(84,844)	(24,065)	(469,205)	21%
Parks and Amenities	(489,700)	(122,410)	(49,372)	(25,658)	(73,038)	(440,328)	10%
	\$ (6,310,400)	\$ (2,270,227)	\$ (834,885)	\$ (423,234)	\$ (1,435,342)	\$ (5,475,515)	

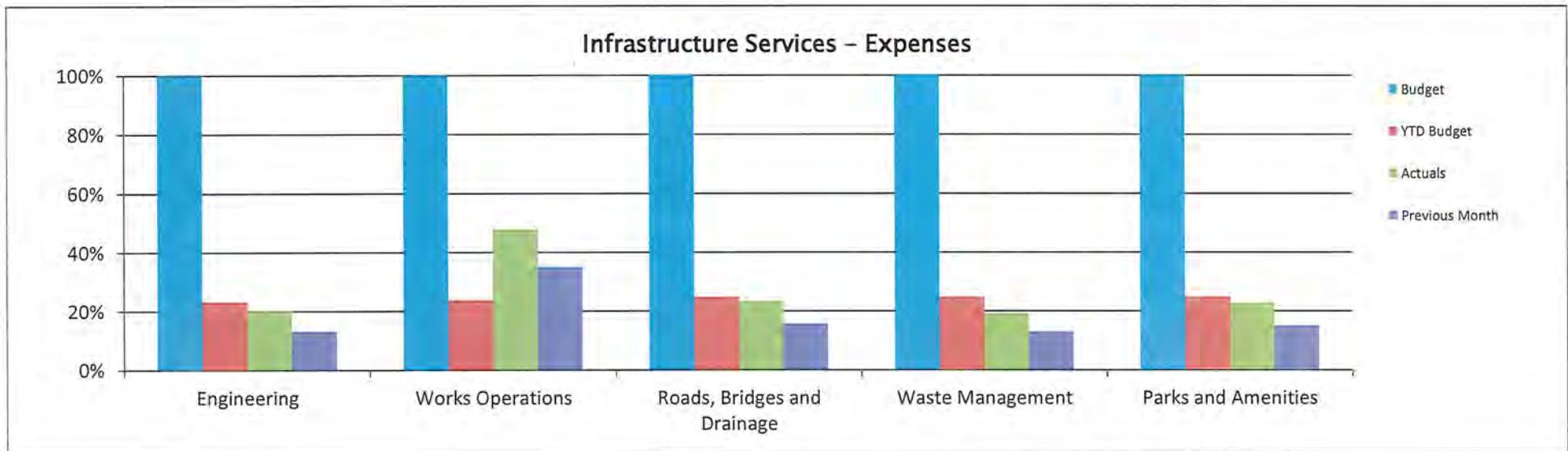


Variance

Engineering	Revenue under YTD budget – Timing – capital works program affected by flood works.
Works Operations	Revenue under YTD budget – Timing – operational programs behind in cost allocations.
Roads, Bridges and Drainage	Revenue under YTD budget – Timing – capital grants not yet received.
Waste Management	Revenue under YTD budget – Resource Recovery Centre – entry fees and scrap metal sales behind budget.
Parks and Amenities	Revenue under YTD budget – Timing of revenue in general.

Finance Report – September 2016

INFRASTRUCTURE SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
Expenses							
Engineering	1,486,000	345,165	299,159	195,196	46,006	1,186,841	20%
Works Operations	1,209,000	287,720	579,743	424,614	(292,023)	629,257	48%
Roads, Bridges and Drainage	6,997,000	1,749,217	1,639,163	1,102,967	110,054	5,357,837	23%
Waste Management	3,587,500	896,890	690,252	465,149	206,638	2,897,248	19%
Parks and Amenities	2,583,700	645,514	585,969	387,048	59,545	1,997,731	23%
	\$ 15,863,200	\$ 3,924,506	\$ 3,794,287	\$ 2,574,974	\$ 130,219	\$ 12,068,913	

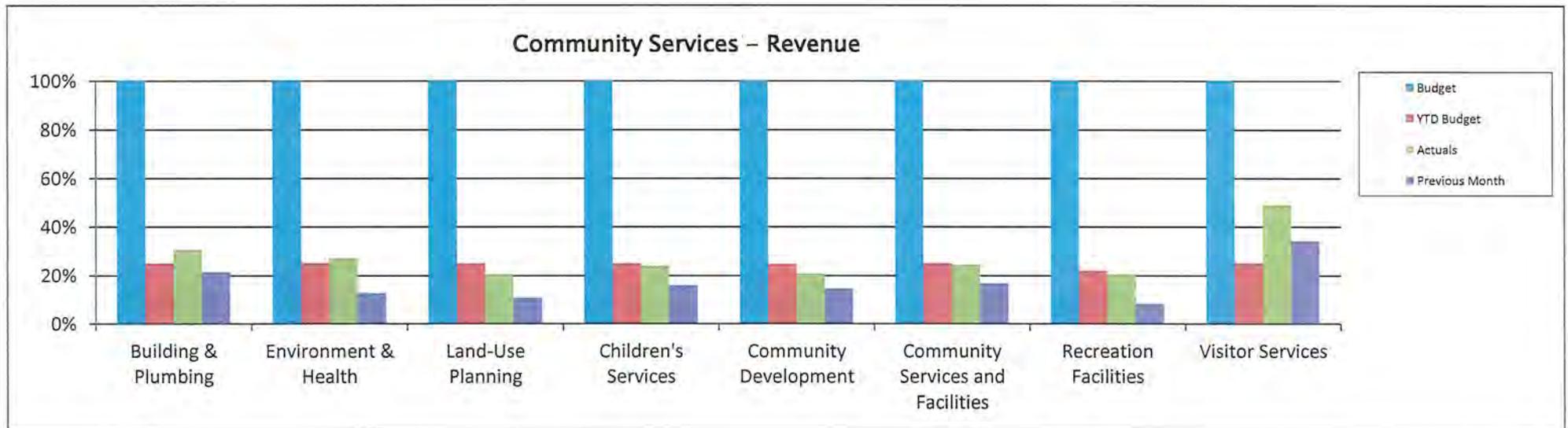


Variance

Engineering	Expenditure under YTD budget – Timing of costs mainly staff costs.
Works Operations	Expenditure over YTD budget – Flood recovery expenses not budgeted for.
Roads, Bridges and Drainage	Expenditure under YTD budget – Timing of costs in general.
Waste Management	Expenditure under YTD budget – Garbage and recycling collection costs for September not yet received.
Parks and amenities	Expenditure under YTD budget – Timing of costs in general.

Finance Report – September 2016

COMMUNITY SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
Revenue							
Building and Plumbing	(220,000)	(55,030)	(67,282)	(47,182)	12,252	(152,718)	31%
Environment and Health	(62,000)	(15,560)	(16,826)	(7,795)	1,266	(45,174)	27%
Land-Use Planning	(156,000)	(39,090)	(32,156)	(16,807)	(6,934)	(123,844)	21%
Children's Services	(1,399,000)	(349,600)	(336,241)	(222,474)	(13,359)	(1,062,759)	24%
Community Development	(78,000)	(19,365)	(16,208)	(11,337)	(3,157)	(61,792)	21%
Community Services and Facilities	(975,800)	(241,588)	(249,622)	(182,507)	8,034	(726,178)	26%
Recreation Facilities	(537,000)	(117,850)	(109,824)	(44,170)	(8,026)	(427,176)	20%
Visitor Services	(89,000)	(22,250)	(43,581)	(30,342)	21,331	(45,419)	49%
	\$ (3,516,800)	\$ (860,333)	\$ (871,741)	\$ (562,613)	\$ 11,408	\$ (2,645,059)	



Variance

Building and Plumbing

Revenue greater than YTD budget – Revenue ahead of budget in general.

Children's Services

Revenue less than YTD budget – Timing of contribution income.

Community Services and Facilities

Revenue greater than YTD budget – Timing in general.

Recreation Facilities

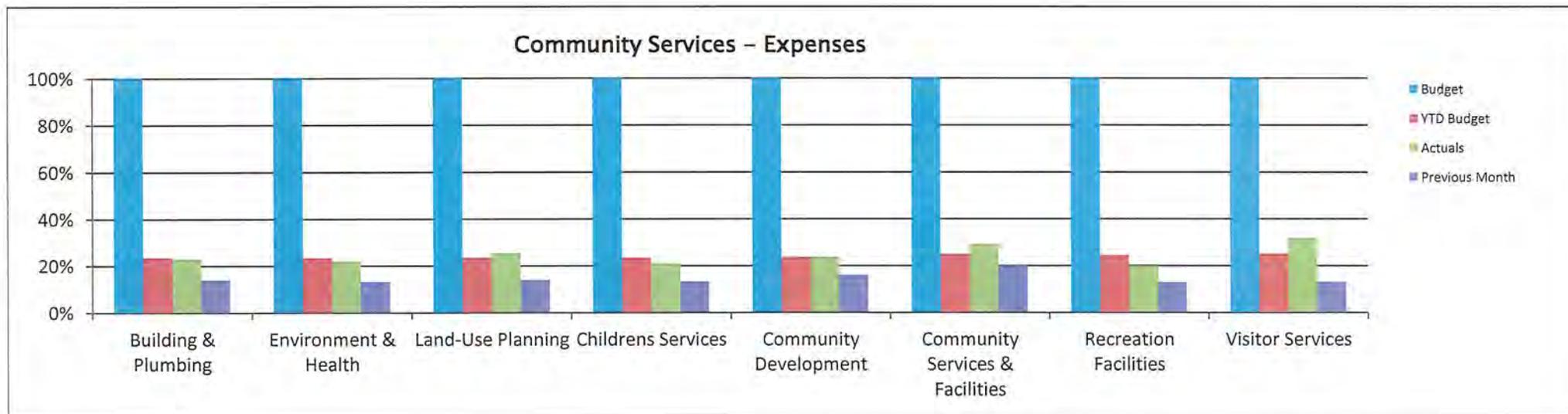
Revenue less than YTD budget – Timing in general.

Visitor Services

Revenue greater than YTD budget – Revenue ahead of budget due to ticket sales commission.

Finance Report – September 2016

COMMUNITY SERVICES Expenses	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
Building and Plumbing	474,000	111,460	108,954	65,969	2,506	365,046	23%
Environment and Health	330,000	77,060	72,741	43,595	4,319	257,259	22%
Land-Use Planning	577,500	135,320	146,991	80,646	(11,671)	430,509	25%
Children's Services	1,388,000	325,400	292,461	186,044	32,939	1,095,539	21%
Community Development	812,700	192,065	193,086	130,266	(1,021)	619,614	24%
Community Services and Facilities	1,559,700	381,650	451,654	310,380	(70,004)	1,108,046	29%
Recreation Facilities	1,957,300	475,805	391,666	254,039	84,139	1,565,634	20%
Visitor Services	289,000	72,190	91,217	37,460	(19,027)	197,783	32%
	\$ 7,388,200	\$ 1,770,950	\$ 1,748,770	\$ 1,108,399	\$ 22,180	\$ 5,639,430	



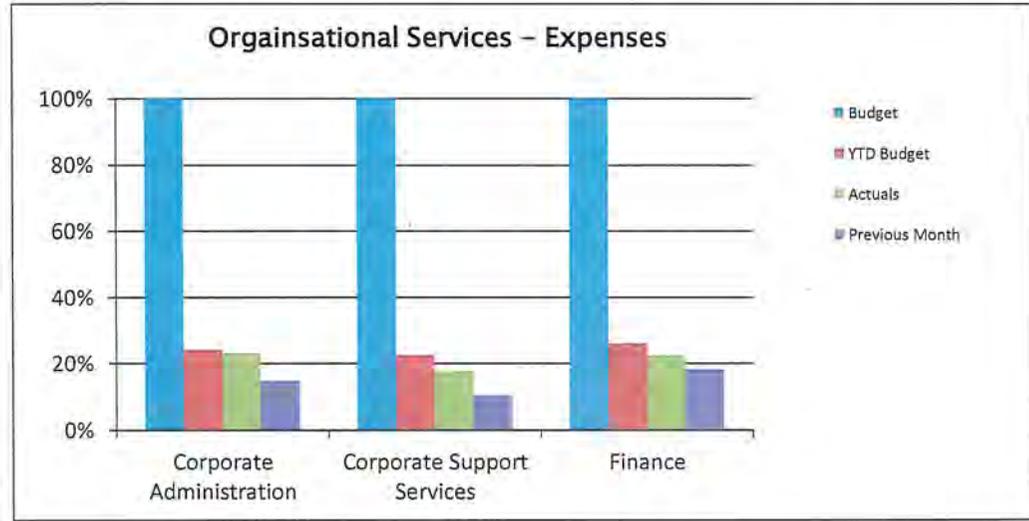
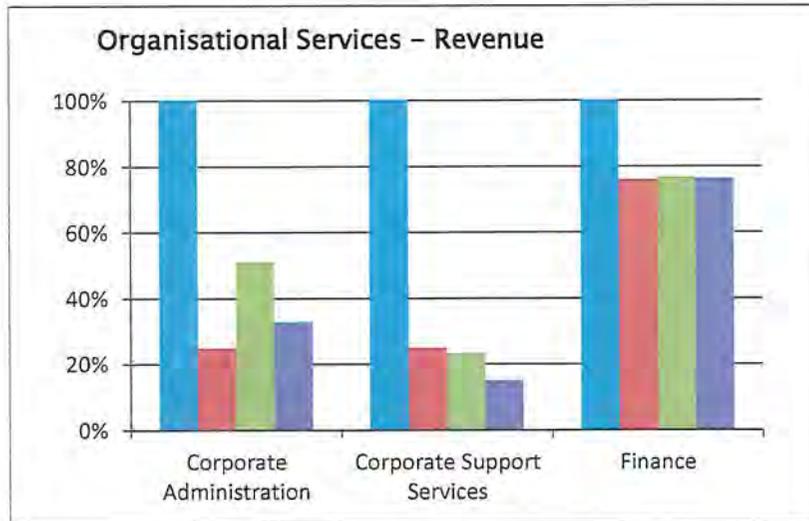
Variance

Children's Services

Actuals less than YTD budget – staff costs running less than budget.

Finance Report – September 2016

ORGANISATIONAL SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
Revenue							
Corporate Administration	(154,200)	(40,720)	(36,750)	(13,497)	(3,970)	(117,450)	24%
Corporate Support Services	(3,333,000)	(833,250)	(778,392)	(501,141)	(54,858)	(2,554,608)	23%
Finance	(21,083,000)	(16,046,580)	(16,197,599)	(16,111,020)	151,019	(4,885,401)	77%
	\$ (24,570,200)	\$ (16,920,550)	\$ (17,012,741)	\$ (16,625,658)	\$ 92,191	\$ (7,557,459)	
Expenses							
Corporate Administration	655,600	166,400	156,976	65,969	9,424	498,624	24%
Corporate Support Services	4,120,000	927,440	727,327	43,595	200,113	3,392,673	18%
Finance	1,927,500	501,260	431,178	80,646	70,082	1,496,322	22%
	\$ 6,703,100	\$ 1,595,100	\$ 1,315,481	\$ 190,209	\$ 279,619	\$ 5,387,619	



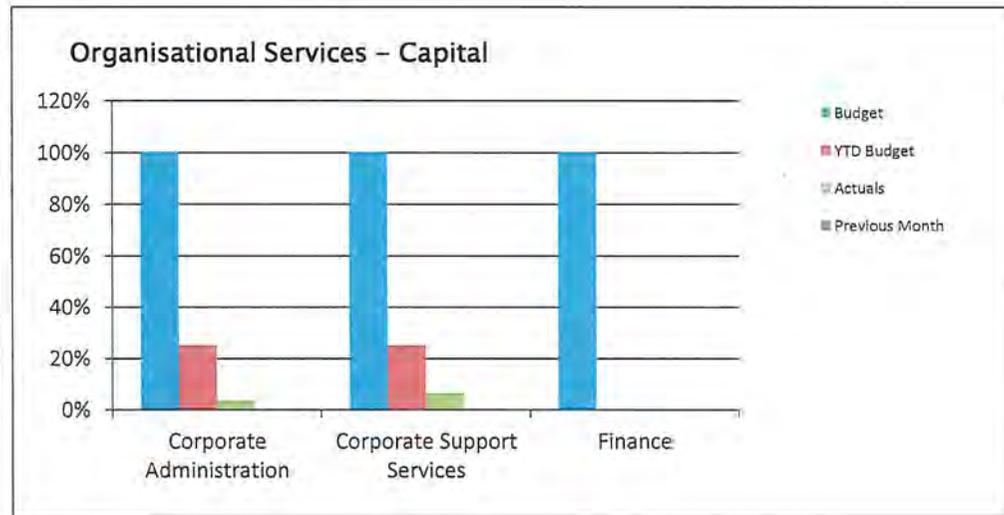
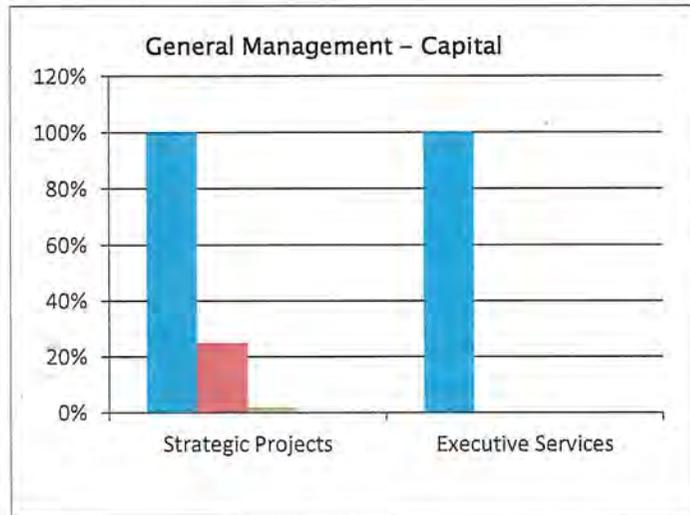
Variance

- Corporate Administration Revenue less than YTD Budget – Timing in general.
- Corporate Administration Expenses less than YTD Budget – Timing in general.
- Corporate Support Services Revenue less than YTD Budget – Timing relating to reallocations.
- Corporate Support Services Expenses less than YTD Budget – Timing in general.
- Finance Revenue less than YTD Budget – Rates reflected at gross amount before rebates and discounts.
- Finance Expenses less than YTD Budget – Prepayment of insurances offset by timing of Fire Service contribution.

Finance Report – September 2016

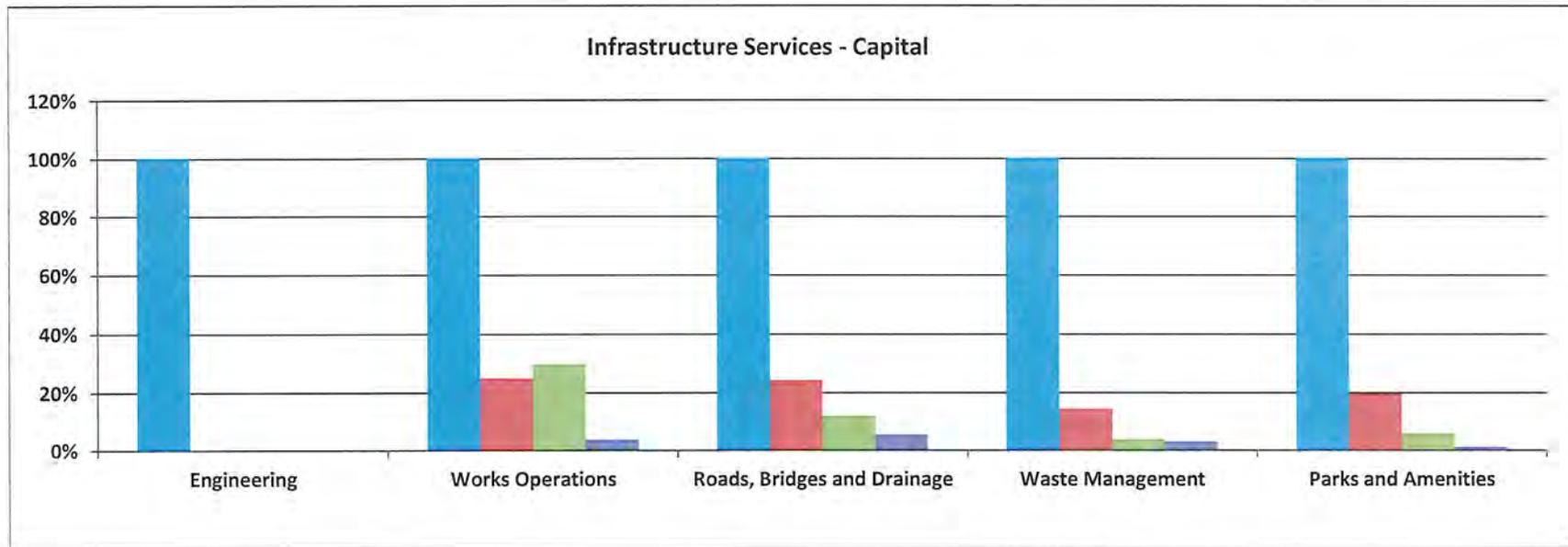
	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
GENERAL MANAGEMENT							
Strategic Projects	5,978,000	1,494,380	112,622	21,076	1,381,758	5,865,378	2%
Executive Services	30,000	-	-	-	-	30,000	0%
\$	6,008,000	\$ 1,494,380	\$ 112,622	\$ 21,076	\$ 1,381,758	\$ 5,895,378	

ORGANISATIONAL SERVICES							
Corporate Administration	71,000	17,810	2,560	-	15,250	68,440	0%
Corporate Support Services	120,000	30,000	7,738	520	22,263	112,263	0%
Finance	-	-	-	-	-	-	0%
\$	191,000	\$ 47,810	\$ 10,298	\$ 520	\$ 37,512	\$ 180,702	



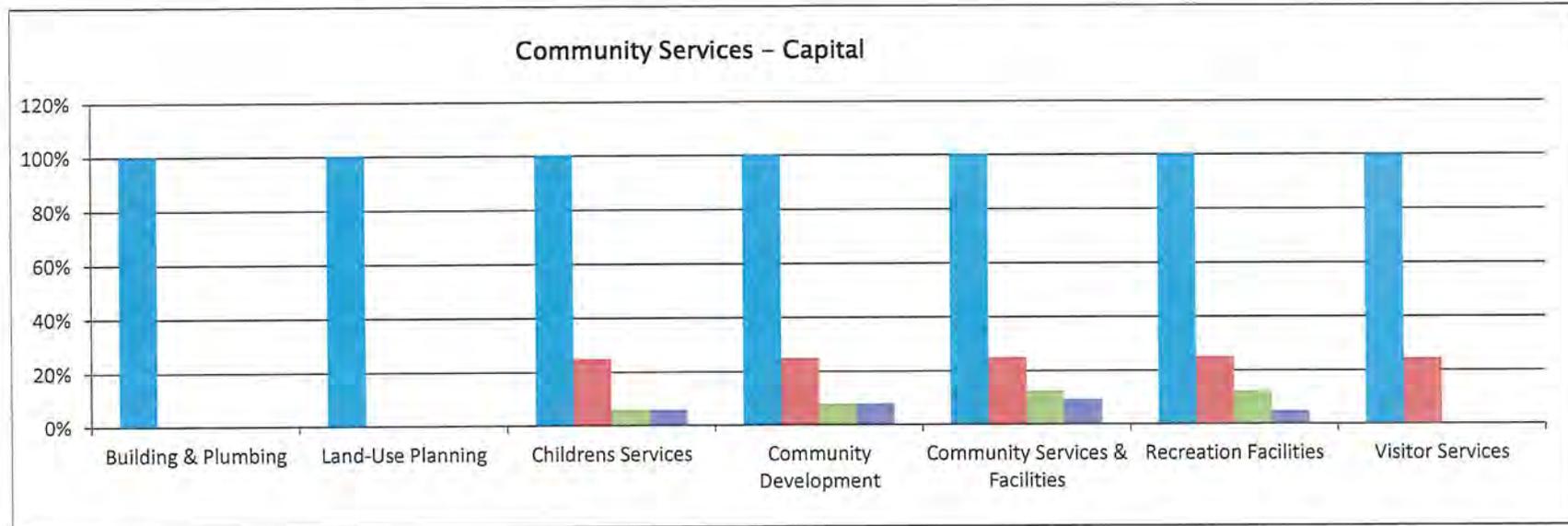
Finance Report – September 2016

	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
INFRASTRUCTURE SERVICES							
Engineering	62,000	-	-	-	-	62,000	0%
Works Operations	3,901,000	975,253	1,165,346	154,827	(190,093)	2,735,654	30%
Roads, Bridges and Drainage	5,178,000	1,254,344	627,238	287,677	627,106	4,550,762	12%
Waste Management	535,000	77,440	21,178	16,864	56,262	513,822	4%
Parks and Amenities	829,000	163,500	48,158	10,387	115,342	780,842	6%
	\$ 10,505,000	\$ 2,470,537	\$ 1,861,919	\$ 469,755	\$ 608,618	\$ 8,643,081	



Finance Report – September 2016

	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
COMMUNITY SERVICES							
Building & Plumbing	30,000	–	–	–	–	30,000	0%
Land-Use Planning	58,000	–	–	–	–	58,000	0%
Childrens Services	33,000	8,250	1,986	–	6,264	31,014	0%
Community Development	99,000	24,660	7,782	7,782	16,878	91,218	8%
Community Services & Facilities	393,300	98,028	49,524	36,122	48,504	343,776	13%
Recreation Facilities	423,000	105,480	52,382	20,325	53,098	370,618	12%
Visitor Services	5,000	1,220	–	–	1,220	5,000	0%
	\$ 1,041,300	\$ 237,638	\$ 111,674	\$ 64,229	\$ 125,964	\$ 929,626	



Strategic Projects
 Works Operations
 Roads, Bridges and Drainage
 Waste Management
 Parks and Amenities

Expenses less than budget – Timing of projects relating to the receipt of grant income.
 Expenses greater than budget – Impact of flood rectification works and Marshalls Bridge Road replacement costs
 Expenses less than budget – Timing of projects and impact of floods on works program.
 Expenses less than budget – Timing of projects in general.
 Expenses less than budget – Timing of projects in general.

BANK RECONCILIATION

FOR THE PERIOD 1 SEPTEMBER TO 30 SEPTEMBER 2016

Balance Brought Forward (31/8/2016)	13,995,614.90
Add, Revenue for month	1,539,563.20
	<u>15,535,178.10</u>
Less, Payments for month	2,314,340.90
	<u>13,220,837.20</u>

Balance as at Bank Account as at 30 September 2016	170,924.09
Less, Unpresented Payments	- 9,392.70
	<u>161,531.39</u>
Cash on Hand	- 30,272.00
	<u>131,259.39</u>
Operating Account	13,089,577.81
Interest Bearing Term Deposits	<u>13,220,837.20</u>



Andrea O'Rourke
ASSISTANT ACCOUNTANT

04-October-2016

Works Program 2016-2017

(Schedule indicates site construction only)

Status	Task Name	Budget	Notes	Scheduling Comments	July	August	September	October	November	December	January	February	March	April	May	June										
					27	4	11	18	25	1	8	15	22	29	5	12	19	26	3	10	17	24	1	8	15	22
Works Schedule 2016-2017					\$18,426,000																					
CAPITAL WORKS PROGRAM 2016-17					\$14,801,000																					
Strategic Projects					\$5,423,000																					
○	Dial Regional Sports Complex - Detailed Design	\$0			[Gantt bar: July 27 - August 11]																					
○	Dial Regional Sports Complex - Construction	\$3,840,000			[Gantt bar: July 27 - June 12]																					
○	Wongi Lane Bus Interchange	\$320,000			[Gantt bar: July 27 - August 11]																					
○	Forth/Leith Shared Pathway	\$903,000			[Gantt bar: July 27 - August 11]																					
○	Reibey Street Beautification	\$50,000	Replace tree pits		[Gantt bar: July 27 - August 11]																					
○	Ulverstone Sports & Leisure Centre	\$110,000	Solar Power/Panels		[Gantt bar: July 27 - August 11]																					
○	Anzac Park	\$200,000	Shared Pathway		[Gantt bar: July 27 - August 11]																					
Property Management					\$605,000																					
○	Dial Road Development	\$500,000			[Gantt bar: July 27 - August 11]																					
○	East Ulverstone Industrial Estate	\$105,000			[Gantt bar: July 27 - August 11]																					
Works Depot					\$95,000																					
○	Penguin Depot	\$30,000	Decommission		[Gantt bar: July 27 - August 11]																					
○	Works Assistant Office	\$5,000	Window		[Gantt bar: July 27 - August 11]																					
○	Office Relocation	\$30,000			[Gantt bar: July 27 - August 11]																					
○	Painting Program	\$5,000			[Gantt bar: July 27 - August 11]																					
○	Office Roof Renewal	\$10,000			[Gantt bar: July 27 - August 11]																					
○	Surveillance Cameras	\$15,000			[Gantt bar: July 27 - August 11]																					
Emergency Services					\$15,000																					
○	SES Building and Equipment	\$5,000			[Gantt bar: July 27 - August 11]																					
○	Generator	\$10,000			[Gantt bar: July 27 - August 11]																					
Roads - Urban Sealed					\$3,103,000																					
○	Street Resealing	\$50,000	Preparation Works		[Gantt bar: July 27 - August 11]																					
○	Street Resealing	\$200,000	Sealing Works		[Gantt bar: July 27 - August 11]																					
○	Traffic Management/Safety Improvements	\$10,000			[Gantt bar: July 27 - August 11]																					
○	Victoria Street Laneway	\$3,000			[Gantt bar: July 27 - August 11]																					
○	Hobbs Parade	\$578,000	Queen Street to Tasma Parade		[Gantt bar: July 27 - August 11]																					
○	Victoria Street	\$200,000			[Gantt bar: July 27 - August 11]																					
○	Leven Street	\$523,000	Risby Street to Clarke Street		[Gantt bar: July 27 - August 11]																					
○	Hampson Street	\$260,000			[Gantt bar: July 27 - August 11]																					
○	Main Road	\$30,000	Near No. 134		[Gantt bar: July 27 - August 11]																					
○	Turners Beach Road	\$30,000	Roundabout Modifications		[Gantt bar: July 27 - August 11]																					
○	Ironcliff Road Retaining Wall	\$77,000	Frontages of No.56 & No.58		[Gantt bar: July 27 - August 11]																					
○	Safe Cycling Routes	\$5,000			[Gantt bar: July 27 - August 11]																					
○	Railway Crossings	\$20,000			[Gantt bar: July 27 - August 11]																					
○	Kerb Ramp Improvements	\$30,000			[Gantt bar: July 27 - August 11]																					
○	Queen Street	\$5,000	Median Treatment, Intersection, Ped. Crossings		[Gantt bar: July 27 - August 11]																					
○	McDonald Street	\$15,000	Retention sum only		[Gantt bar: July 27 - August 11]																					
○	Crescent Street/Reibey Street/Kings Parade	\$100,000			[Gantt bar: July 27 - August 11]																					
○	Kings Parade/Queen's Gardens	\$635,000	Possible defer \$200k floods ?		[Gantt bar: July 27 - August 11]																					
○	Jermyrn Street/Leven Street Intersection	\$217,000	Roundabout Construction		[Gantt bar: July 27 - August 11]																					
○	Main Road Pedestrian Crossing	\$115,000	Centre Refuge & Crossings		[Gantt bar: July 27 - August 11]																					
Roads - Rural Sealed					\$1,550,000																					
○	Road Resealing	\$100,000	Preparation Works		[Gantt bar: July 27 - August 11]																					
○	Road Resealing	\$600,000	Sealing Works		[Gantt bar: July 27 - August 11]																					
○	Pine Road Geofabric Reseal	\$0	Continuation of Geofab seal program		[Gantt bar: July 27 - August 11]																					
○	Raymond Road Landslip	\$10,000			[Gantt bar: July 27 - August 11]																					
○	Penguin Road Landslip	\$50,000			[Gantt bar: July 27 - August 11]																					
○	Raymond Road Bank Stabilisation	\$35,000	Carryover Embankment Stabilisation		[Gantt bar: July 27 - August 11]																					
○	Gunns Plains Road	\$100,000	Embankment Stabilisation		[Gantt bar: July 27 - August 11]																					
○	Harveys Road	\$80,000	Embankment Stabilisation		[Gantt bar: July 27 - August 11]																					
○	Preston Road	\$70,000	Embankment Stabilisation, defer floods ?		[Gantt bar: July 27 - August 11]																					
○	Hull Street	\$50,000	Road drainage		[Gantt bar: July 27 - August 11]																					
○	Nine Mile Road	\$430,000	Bass Highway to Zig Zag Road	Final Seal when weather improves	[Gantt bar: July 27 - August 11]																					
○	Intersection Improvements	\$20,000			[Gantt bar: July 27 - August 11]																					
○	Traffic Management	\$5,000			[Gantt bar: July 27 - August 11]																					
Footpaths					\$468,000																					
○	Victoria Street	\$200,000			[Gantt bar: July 27 - August 11]																					
○	Midway Point	\$25,000	Formation of link		[Gantt bar: July 27 - August 11]																					
○	West Ulverstone Shared Pathway	\$10,000	Install Signage		[Gantt bar: July 27 - August 11]																					
○	River Avenue	\$200,000			[Gantt bar: July 27 - August 11]																					
○	Reibey Street	\$33,000	Replace damaged pavers		[Gantt bar: July 27 - August 11]																					
Bridges					\$510,000																					
○	Penguin Creek - Browns Lane	\$10,000	Road Reservation transfer		[Gantt bar: July 27 - August 11]																					
○	Gawler River - Coxs Road	\$50,000	Completion of Bridgework and Seal to Isandula		[Gantt bar: July 27 - August 11]																					
○	Gawler River - Isandula Road	\$450,000	Possible defer to floods?		[Gantt bar: July 27 - August 11]																					
Car Parks					\$729,000																					

Date: Tue 4/10/16

Task Progress

