



Minutes

of a Special Meeting
held at 7.00pm

3 November 2009

Note:

Minutes subject to confirmation at
a meeting of the Council to be held on
14 December 2009

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Minutes of a special meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Tuesday, 3 November 2009 commencing at 7.30pm.

Councillors attendance

Cr Mike Downie (Mayor)	Cr Jan Bonde (Deputy Mayor)
Cr Lionel Bonde	Cr Amanda Diprose
Cr David Dry	Cr Ken Haines
Cr Gerry Howard	Cr Brian Robertson
Cr Tony van Rooyen	Cr Philip Viney

Councillors apologies

Cr Deacon and Cr Fuller

Employees attendance

General Manager (Ms Sandra Ayton)
Director Development & Regulatory Services (Mr Michael Stretton)
Director Engineering Services (Mr Bevin Eberhardt)
Executive Services Officer (Miss Lisa Mackrill)

Media attendance

The media was not represented at this meeting.

Public attendance

One member of the public attended during the course of the meeting.

Prayer

The meeting opened in prayer.

MAYOR'S COMMUNICATIONS

341/2009 Authority for special meeting

The Mayor reported as follows:

“This special meeting of the Council has been convened at the General Manager’s direction in accordance with s.4(2) of the *Local Government (Meeting Procedures) Regulations 2005*. Only the items on the agenda may be discussed.”

- Cr Robertson moved and Cr Haines seconded, “That the Mayor’s report be received.”

Carried unanimously

342/2009 Pecuniary interest declarations

The Mayor reported as follows:

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

The Executive Services Officer reported as follows:

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

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

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

No interests were declared at this time.

343/2009 Adjournment of meeting

The Mayor reported as follows:

“I will briefly adjourn the meeting at this time and invite all Councillors present to speak about their aspirations for the next two year term of office.”

Each Councillor took the opportunity to speak and the Mayor subsequently resumed the meeting.

GENERAL MANAGEMENT

344/2009 Declaration of poll following the holding of the 2009 Local Government Elections

The General Manager reported as follows:

"PURPOSE

This report is to record the advice of the declaration of the poll of the 2009 Local Government Elections.

BACKGROUND

The Council has 12 Councillors (elected members). Except where a Councillor is elected to fill a casual vacancy, each Councillor serves a four-year term. Half the number of Councillors retire every two years. The term of a Councillor elected to a casual vacancy by means of a re-count ends at the next ordinary election.

The Council has a Mayor and Deputy Mayor, each appointed for a term of two years.

A poll in respect to the election of Mayor, Deputy Mayor and Councillors is conducted simultaneously by a system of postal voting. The election is conducted by the Electoral Commissioner, Tasmanian Electoral Commission.

For the 2009 Local Government Elections the following elections were scheduled to take place:

- . election of six Councillors;
- . election of Deputy Mayor;
- . election of Mayor.

On 29 October 2009, Mr Andy Brockbank, Returning Officer for the Central Coast Council election, declared the following candidates elected (in order of election) as Councillors:

- . Cr Mike Downie
- . Cr Jan Bonde
- . Cr Tony van Rooyen
- . Cr Amanda Diprose
- . Cr Gerry Howard
- . Cr Philip Viney

All six candidates have been elected for the next four-year term.

On 29 October 2009, Mr Andy Brockbank, Returning Officer for the Central Coast Council election, declared the following candidates elected for the offices of Deputy Mayor and Mayor for the next two-year term:

- . Cr Jan Bonde as Deputy Mayor
- . Cr Mike Downie as Mayor.

The Returning Officer has provided a copy of the Certificate of Election. A copy is attached.

For the purposes of record it is noted that:

- . nine candidates nominated for election to the office of Councillor;
- . one candidate nominated for election to the office of Mayor;
- . two candidates nominated for election to the office of Deputy Mayor;
- . two sitting Councillors whose terms had expired did not seek re-election;
- . two new Councillors were elected;
- . Cr Mike Downie was returned as Mayor;
- . Cr Jan Bonde was elected as Deputy Mayor;
- . the number of electors enrolled for the election was 16,148 (comprising the General Manager's enrolment of 62 and the House of Assembly enrolment of 16,086); and
- . the formal vote received for the election of Councillors was 54.36%.

DISCUSSION

Discussion is not relevant to this report.

CONSULTATION

The Council funded the holding of a Candidates' Forum which was held (prior to the postal ballot) on 12 October 2009.

IMPACT ON RESOURCES

The Estimates provide a budgeted sum for the conduct of elections.

CORPORATE COMPLIANCE

The *Local Government Act 1993* provides the statutory process for the conduct of elections.

CONCLUSION

It is recommended that the General Manager's report be received."

The Executive Services Officer reported as follows:

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

■ Cr (J) Bonde moved and Cr Howard seconded, “That the General Manager’s report (a copy of the Certificate of Election being appended to and forming part of the minutes) be received.”

Carried unanimously

345/2009 Declaration of office as Mayor, Deputy Mayor or Councillor following the holding of the 2009 Local Government Elections

The General Manager reported as follows:

“PURPOSE

This report is to provide for and record the declaration of office as Mayor, Deputy Mayor and Councillor in respect of the newly elected Mayor, Deputy Mayor and Councillors.

BACKGROUND

The *Local Government Act 1993* (s.321) provides as follows:

- ‘(1) Any person elected as councillor must make a prescribed declaration in a prescribed manner.
- (2) A person elected as a councillor who has not made a declaration must not–
 - (a) act in the office of councillor, mayor or deputy mayor; or
 - (b) take part in the proceedings of any meeting of the council or a committee.
- (3) A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting.’

The following declarations were made on 3 November 2009 and the appropriate forms completed:

- . Cr Mike Downie as Mayor (two years)
- . Cr Jan Bonde as Deputy Mayor (two years)
- . Cr Tony van Rooyen
- . Cr Amanda Diprose
- . Cr Gerry Howard
- . Cr Philip Viney

The newly elected members, namely Crs Diprose and Viney, have been provided with copies of the following documents:

- . *Local Government Act 1993, Local Government (General) Regulations 2005 and Local Government (Meeting Procedures) Regulations 2005;*
- . Corporate Folder comprising the Annual Plan, Estimates and Fees and Charges for the year ending 30 June 2010, and the Annual Report for the year ending 30 June 2009;
- . Central Coast Strategic Plan 2009–2014;
- . Central Coast Planning Scheme 2005;
- . Central Coast Settlement & Investment Strategy; and
- . current issue of ‘GM’s Desk.’

DISCUSSION

Discussion is not relevant to this report.

CONSULTATION

Consultation is not relevant to this report.

IMPACT ON RESOURCES

This report has no impact on resources.

CORPORATE COMPLIANCE

The *Local Government Act 1993* provides for the making of declarations by the Mayor, Deputy Mayor and Councillors upon their election and prior to taking office.

CONCLUSION

It is recommended that the General Manager’s report be received.”

- Cr Robertson moved and Cr Haines seconded, “That the General Manager’s report be received.”

Carried unanimously

346/2009 Payment of allowances to the Mayor, Deputy Mayor and Councillors and the reimbursement of expenses (351/2005 – 08.11.2005)

The General Manager reported as follows:

"PURPOSE

The purpose of this report is to record the payment of allowances and to review the Council's policy in respect of the reimbursement of expenses to the Mayor, Deputy Mayor and Councillors.

BACKGROUND

The payment of annual allowances and the reimbursement of expenses to the Mayor, Deputy Mayor and Councillors is determined by the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2005* (the Regulations).

Regulation 42 of the Regulations provides as follows:

- '(1) For the purposes of sections 340A(1) and (2) of the Act, the allowances for councillors and the additional allowances for deputy mayors and mayors for the period of 12 months starting on 1 November 2008 are as specified in columns 2, 3 and 4 respectively of Schedule 4.
- (2) The allowances for councillors and the additional allowances for deputy mayors and mayors payable in each subsequent period of 12 months starting on 1 November–
 - (a) take effect from that date each year; and
 - (b) are calculated by multiplying the allowances for the previous year by the inflationary factor for the current year and rounding the resulting amount to the nearest whole dollar.
- (3) The allowances referred to in this regulation are to be paid in monthly or fortnightly instalments.

As at 1 November 2009, the allowances specified in Schedule 4 as applicable to the Central Coast Council are:

. Councillor \$17,443;

plus additional allowances as follows:

- . Deputy Mayor \$13,633
- . Mayor \$43,608

The Department of Premier and Cabinet has provided a Councillor Allowances Information Sheet. A copy is attached.

Schedule 5 of the Act provides as follows:

- '1. Expenses
 - (1) A council, on or before 1 January 2006, is to—
 - (a) adopt a policy in respect of payment of expenses incurred by councillors in carrying out the duties of office; and
 - (b) make a copy of the policy available for public inspection.
 - (2) A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under subclause (1) in relation to—
 - (a) any prescribed expenses; and
 - (b) any other expenses the council determines appropriate.
2. Loan of services, facilities and equipment

A council may decide to provide support services, facilities and equipment on loan to a councillor on any conditions it considers appropriate.'

Regulation 43 of the Regulations provides as follows:

- 'A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 to the Act in relation to—
- (a) telephone rental and telephone calls; and
 - (b) travelling; and
 - (c) care of any child of the councillor.'

The Council has an existing policy as follows:

- '1 That the Council reimburse the cost of one household telephone rental and also the cost of a separate line for facsimile machine or computer;

- 2 That the Council reimburse the cost of all telephone calls where a signed claim has been submitted nominating the basis of the call. These claims for reimbursement of rental and calls are to be lodged within the financial year to which they apply;
- 3 That the Council provide to the Councillor's home a facsimile machine of which the Council will accept the cost of the hardware, service and maintenance (the machine remaining the property of the Council at all times) and the Councillor accepting the cost associated with all consumables and costs of operation;
- 4 That, subject to availability from surplus operating stock, the Council make available to Councillors a PC rather than the options in 3 above and (remaining the property of the Council at all times) PCs being supplied with:

Microsoft XP operating system
Microsoft Outlook – for email
Microsoft Excel – viewer
Microsoft Powerpoint – viewer
Microsoft Word – viewer,

and with (a) the installation for internet access being paid for by the Council with the ongoing cost being the Councillor's responsibility; (b) the Council setting up the PC at the Councillor's residence and connecting it to the internet; (c) any software in addition to the above being the responsibility of the Councillor to purchase, install and maintain; and (d) training in the use of the PC and software, including use of email, being provided by the Ulverstone Online Access Centre. After initial installation, Councillors are to arrange their own support for the computer in their residence;
- 5 That, on a half-yearly basis in the months of December and June, the Council reimburse a claim for travelling which has occurred as a result of a decision of the Council or the General Manager and is able to be automatically recorded within the records of the Council;
- 6 That the Council provide a fully serviced six-cylinder sedan (the sedan remaining the property of the Council at all times) for the Mayor in the exercise of his/her duties and functions as Mayor. The vehicle is only to be used for bona fide Council business and is to be garaged at the Mayor's residence;

- 7 That the Council reimburse a claim for the care of any person for whom the councillor is responsible, where a copy of an account of the carer is provided and the period of the care matches the approved business of the Council;
- 8 That the Council accept responsibility for the payment of all reasonable costs of registration fees, travel, accommodation and meals in respect of the attendance by any Councillor at an approved conference, meeting, training session or the like;
- 9 That all Councillors be urged to retain records of expenses for taxation purposes; and
- 10 That before any claim for carer expenses can be settled, a photocopy of a signed assessment by a qualified person stating the need for a carer presence for the person concerned to be cared for must be supplied with the application for refunding of carer expenses by the Councillor concerned.'

DISCUSSION

The policy was updated by the Council at its meeting on 17 August 2009 (Minute No. 251/2009) to revise clause 7 to include the care of any person for whom the councillor is responsible (instead of the care of any child). The policy is considered to contain all of the essential and relevant clauses.

CONSULTATION

Consultation is not relevant to this report.

IMPACT ON RESOURCES

The Estimates provide a budgeted sum for the payment of allowances and the reimbursement of expenses to elected members.

CORPORATE COMPLIANCE

The Act and Regulations provide for the payment of allowances and the reimbursement of expenses to elected members.

CONCLUSION

It is recommended that the Council adopt the following policy in respect of payment of expenses incurred by Councillors in carrying out the duties of office and in respect of the loan of services, facilities and equipment:

- 1 That the Council reimburse the cost of one household telephone rental and also the cost of a separate line for facsimile machine or computer;
- 2 That the Council reimburse the cost of all telephone calls where a signed claim has been submitted nominating the basis of the call. These claims for reimbursement of rental and calls are to be lodged within the financial year to which they apply;
- 3 That the Council provide to the Councillor's home a facsimile machine of which the Council will accept the cost of the hardware, service and maintenance (the machine remaining the property of the Council at all times) and the Councillor accepting the cost associated with all consumables and costs of operation;
- 4 That, subject to availability from surplus operating stock, the Council make available to Councillors a PC rather than the options in 3 above and (remaining the property of the Council at all times) PCs being supplied with:

Microsoft XP operating system
Microsoft Outlook – for email
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Microsoft PowerPoint – viewer
Microsoft Word – viewer,

and with (a) the installation for internet access being paid for by the Council with the ongoing cost being the Councillor's responsibility; (b) the Council setting up the PC at the Councillor's residence and connecting it to the internet; (c) any software in addition to the above being the responsibility of the Councillor to purchase, install and maintain; and (d) training in the use of the PC and software, including use of email, being provided by the Ulverstone Online Access Centre. After initial installation, Councillors are to arrange their own support for the computer in their residence;
- 5 That, on a half-yearly basis in the months of December and June, the Council reimburse a claim for travelling which has occurred as a result of a decision of the Council or the General Manager and is able to be automatically recorded within the records of the Council;
- 6 That the Council provide a fully serviced six-cylinder sedan (the sedan remaining the property of the Council at all times) for the Mayor in the exercise of his/her duties and functions as Mayor. The vehicle is only to be used for bona fide Council business and is to be garaged at the Mayor's residence;

- 7 That the Council reimburse a claim for the care of any person for whom the councillor is responsible, where a copy of an account of the carer is provided and the period of the care matches the approved business of the Council;
- 8 That the Council accept responsibility for the payment of all reasonable costs of registration fees, travel, accommodation and meals in respect of the attendance by any Councillor at an approved conference, meeting, training session or the like;
- 9 That all Councillors be urged to retain records of expenses for taxation purposes; and
- 10 That before any claim for carer expenses can be settled, a photocopy of a signed assessment by a qualified person stating the need for a carer presence for the person concerned to be cared for must be supplied with the application for refunding of carer expenses by the Councillor concerned."

■ Cr van Rooyen moved and Cr (J) Bonde seconded, "That the Council adopt the following policy in respect of payment of expenses incurred by Councillors in carrying out the duties of office and in respect of the loan of services, facilities and equipment:

- 1 That the Council reimburse the cost of one household telephone rental and also the cost of a separate line for facsimile machine or computer;
- 2 That the Council reimburse the cost of all telephone calls where a signed claim has been submitted nominating the basis of the call. These claims for reimbursement of rental and calls are to be lodged within the financial year to which they apply;
- 3 That the Council provide to the Councillor's home a facsimile machine of which the Council will accept the cost of the hardware, service and maintenance (the machine remaining the property of the Council at all times) and the Councillor accepting the cost associated with all consumables and costs of operation;
- 4 That, subject to availability from surplus operating stock, the Council make available to Councillors a PC rather than the options in 3 above and (remaining the property of the Council at all times) PCs being supplied with:

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and with (a) the installation for internet access being paid for by the Council with the ongoing cost being the Councillor's responsibility; (b) the Council setting up the PC at the Councillor's residence and connecting it to the internet; (c) any software in addition to the above being the responsibility of the Councillor to purchase, install and maintain; and (d) training in the use of the PC and software, including use of email, being provided by the Ulverstone Online Access Centre. After initial installation, Councillors are to arrange their own support for the computer in their residence;

- 5 That, on a half-yearly basis in the months of December and June, the Council reimburse a claim for travelling which has occurred as a result of a decision of the Council or the General Manager and is able to be automatically recorded within the records of the Council;
- 6 That the Council provide a fully serviced sedan (the sedan remaining the property of the Council at all times) for the Mayor in the exercise of his/her duties and functions as Mayor. The vehicle is only to be used for bona fide Council business and is to be garaged at the Mayor's residence;
- 7 That the Council reimburse a claim for the care of any person for whom the councillor is responsible, where a copy of an account of the carer is provided and the period of the care matches the approved business of the Council;
- 8 That the Council accept responsibility for the payment of all reasonable costs of registration fees, travel, accommodation and meals in respect of the attendance by any Councillor at an approved conference, meeting, training session or the like;
- 9 That all Councillors be urged to retain records of expenses for taxation purposes; and
- 10 That before any claim for carer expenses can be settled, a photocopy of a signed assessment by a qualified person stating the need for a carer presence for the person concerned to be cared for must be supplied with the application for refunding of carer expenses by the Councillor concerned."

Carried unanimously

347/2009 Acknowledgement of former Councillors

The General Manager reported as follows:

"PURPOSE

The purpose of this report is to invite acknowledgement of the contributions made to the Council by former Councillors Warren Barker and Terry McKenna.

BACKGROUND

Neither Cr Barker nor Cr McKenna sought re-election at the Local Government Elections 2009.

DISCUSSION

Cr Barker served on the Central Coast Council for nine years, having been elected to the Council on 2 November 2000 and re-elected on 28 October 2005.

Cr McKenna served on the Central Coast Council for 16 years, having been elected to the Council on 27 March 1993 and re-elected in 1996, 2000 and 2005. He also served previously from 1988 to 1991 with the former Penguin Municipal Council.

CONSULTATION

Consultation is not relevant to this report.

IMPACT ON RESOURCES

Should the Council adopt the recommendation in this report, there will be minor expenses associated with Certificate of Service preparation and meal costs.

CORPORATE COMPLIANCE

Corporate compliance is not relevant to this report.

CONCLUSION

It is recommended that a 'minute of appreciation' be recorded in acknowledgement of the contributions of former Councillors Barker and McKenna and that they be invited as guests to the Councillor's Christmas function to receive a Certificate of Service to the Council."

- Cr (L) Bonde moved and Cr Robertson seconded, "That a 'minute of appreciation' be recorded in acknowledgement of the contributions of former Councillors Barker and McKenna and that they be invited as guests to the Councillor's Christmas function to receive a Certificate of Service to the Council."

Carried unanimously

348/2009 Adjournment of meeting

The Mayor reported as follows:

“In order to effectively consider the Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups at Minute No. 349/2009, it is appropriate that the meeting be adjourned to enable the Schedule to be workshopped prior to resumption of the meeting and formal resolution of the agenda item.”

Following the workshop the Mayor resumed the meeting.

349/2009 Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups (379/2005 – 21.11.2005)

The General Manager reported as follows:

“The Executive Services Officer has prepared the following report.

PURPOSE

The purpose of this report is to consider a review of the Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups (but not including staff working groups and teams).

BACKGROUND

Immediately following the Local Government Elections, the Council undertakes a review of its Schedule of Appointments. The Schedule, as intermittently amended since its last full review on 21 November 2005 (Minute No. 379/2005), currently provides appointment details as follows:

Statutory appointments

- . Code of Conduct Panel Nominees
- . Cradle Coast Authority – Representatives Group
- . Cradle Coast Water – Representatives Group
- . Dulverton Regional Waste Management Authority – Representatives Group
- . Local Government Association of Tasmania – Annual General Meeting and Members Conferences

- . Local Government Association of Tasmania – General Management Committee

Groups and organisations

- . Bush Watch Western District Committee
- . Central Coast Chamber of Commerce and Industry Inc.
- . Cradle Coast Area Taskforce
- . Dial Sports Club Management Committee
- . Leven Fire Management Area Committee
- . Mersey Region Emergency Management Planning Committee
- . North West Action for Youth Committee
- . Penguin Surf Life Saving Club
- . Ulverstone Band
- . Ulverstone Surf Life Saving Club

Council and Special Committees

- . Castra–Sprent–Nietta Community Advisory Committee (Special)
- . Development Support Committee (Special)
- . East Ulverstone Swimming Pool Management Committee (Special/Agreement)
- . Economic Development Planning Committee (Special) *currently in recess
- . Penguin Miniature Railway Management Committee (Special)\
- . Ulverstone Local History Museum Committee (Special)

Community Advisory Groups

- . Central Coast Community Safety Partnership Committee

Working Groups

- . Australia Day Awards Committee
- . Central Coast Council Bursary Working Group
- . General Manager Performance Review Panel
- . Small Grants Panel

A copy of the Schedule is attached. The listings are current as at 30 October 2009 and are now subject to review.

BACKGROUND

The Council's practice of providing a governance/management structure based on a combination of Council meetings and delegations has proven to be substantially superior in efficiency and effectiveness as opposed to the management of business through a Committee-based system. Committees are extremely resource hungry and inefficient in terms of day-to-day decision making and should only be created when all other alternative considerations have been exhausted and there is a clear need to do so.

Review of existing committees and appointments is ongoing and, should changes be required or warranted prior to the next Local Government Elections, they will be dealt with as they arise.

It would appear that the North West Action for Youth Committee is no longer meeting and/or operating in the manner in which it was set up. As no contact has been forthcoming it is recommended that this Committee be deleted from the Schedule.

Two organisations have requested Councillor representation on their Committees, namely the Riana Community Centre Advisory Committee and the Ulverstone Community House.

CONSULTATION

Consultation is only required in terms of confirming current membership of Special Committees and Advisory Groups.

IMPACT ON RESOURCES

This is a governance matter. The Estimates provide for the governance operations of the Council.

CORPORATE COMPLIANCE

The *Local Government Act 1993* provides for the establishment of council committees and special committees.

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

The Shape of the Place

- Encourage a creative approach to new development

The Environment and Sustainable Infrastructure

- . Invest in and leverage opportunities from our natural environment
- . Contribute to a safe and healthy environment
- . Develop and manage sustainable built infrastructure
- . Contribute to the preservation of the natural environment
- .

Council Sustainability and Governance

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

CONCLUSION

The Schedule is submitted for review. Amendments made at this meeting will then be reflected in the Schedule to be appended to the minutes as part of the decision.'

The report is supported."

The Executive Services Officer reported as follows:

"A copy of the current Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups has been circulated to all Councillors."

■ Cr Robertson moved and Cr (J) Bonde seconded, "That the Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups be and is hereby amended as provided for within the Schedule (a copy being appended to and forming part of the minutes)."

Carried unanimously

350/2009 Annual Report for the year ended 30 June 2009

The General Manager reported as follows:

"PURPOSE

The purpose of this report is to approve the Annual Report for the year ended 30 June 2009.

BACKGROUND

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

An Annual Report for the period 2008–2009 has been prepared as required and a copy has been circulated to all Councillors as a separately bound document.

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

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

DISCUSSION

Discussion has been provided for within the Annual Report.

CONSULTATION

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

Community reporting will take place as part of the Annual General Meeting which is scheduled to be held in the Council at the Administration Centre at 7.30pm on Monday, 23 November 2009.

IMPACT ON RESOURCES

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

CORPORATE COMPLIANCE

Preparation of the Annual Report is a statutory requirement.

CONCLUSION

The Annual Report is recommended for approval.”

The Executive Services Officer reports as follows:

“A copy of the Annual Report for the year ended 30 June 2009 has been circulated to all Councillors.”

- Cr Haines moved and Cr (J) Bonde seconded, "That the Annual Report for the year ended 30 June 2009 be approved."

Carried unanimously

Closure

There being no further business, the Mayor declared the meeting closed at 9.18pm.

CONFIRMED THIS 14TH DAY OF DECEMBER, 2009.

Chairperson

(Imm:dil)

Appendices

- Minute No. 344/2009 - Certificate of Election
- Minute No. 349/2009 - Schedule of Appointments to Statutory Bodies, Groups and Organisations, Council and Special Committees, Community Advisory Groups and Working Groups

QUALIFIED PERSON'S ADVICE

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

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

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

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

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

(ii) where any advice was directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Sandra Ayton
GENERAL MANAGER