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**Minutes of an ordinary meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 15 October 2018 commencing at 6.00pm.**

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**Councillors attendance**

Cr Jan Bonde (Mayor)  
Cr John Bloomfield  
Cr Amanda Diprose  
Cr Rowen Tongs  
Cr Philip Viney

Cr Kathleen Downie (Deputy Mayor)  
Cr Garry Carpenter  
Cr Gerry Howard  
Cr Tony van Rooyen

**Employees attendance**

General Manager (Ms Sandra Ayton)  
Director Infrastructure Services (Mr John Kersnovski)  
Director Organisational Services (Mr Bill Hutcheson)  
Acting Executive Services Officer (Miss Lisa Mackrill)

**Media attendance**

The Advocate newspaper.

**Public attendance**

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

**Prayer**

The meeting opened in prayer.



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## CONFIRMATION OF MINUTES OF THE COUNCIL

### 267/2018 Confirmation of minutes

The Executive Services Officer reported as follows:

“The minutes of the previous ordinary meeting of the Council held on 17 September 2018 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.”

■ Cr Viney moved and Cr Tongs seconded, “That the minutes of the previous ordinary meeting of the Council held on 17 September 2018 be confirmed.”

Carried unanimously

## COUNCIL WORKSHOPS

### 268/2018 Council workshops

The Executive Services Officer reported as follows:

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

- . 24.09.2018 – Central Coast Stormwater Management Plan
- . 01.10.2018 – Quarterly update
- . 08.10.2018 – By-law submissions; Ulverstone Showground usage; Expressions of Interest – Resource Recovery Centre Tip Shop; Investment Policy; Credit Card Policy; River Park, West Ulverstone usage.

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

■ Cr Downie moved and Cr Tongs seconded, “That the Officer’s report be received.”

Carried unanimously



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## **MAYOR'S COMMUNICATIONS**

### **269/2018 Mayor's communications**

The Mayor reported as follows:

"I have no communications at this time."

### **270/2018 Mayor's diary**

The Mayor reported as follows:

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

- . Masonic Lodge of Peace, Penguin – guest speaker
- . Roland Trefoil Guild – 40th birthday celebration
- . Switch Tasmania – Board meeting
- . Tasmanian Water and Sewerage Corporations – Statewide Owners' Representatives General Meeting (Launceston)
- . Ms Justine Keay MP, Federal Member for Braddon – meeting
- . Australian Junior Motocross Championships, Penguin 2018 – performed official opening
- . Turners Beach Bowls Club – season opening day
- . Cradle Coast Authority – Regional Futures Plan Workshops (Burnie)
- . Tasmanian Water and Sewerage Corporations – Board Selection Committee meeting (Campbell Town)
- . Cradle Coast Authority – Board Strategic Workshop (Burnie)
- . Radio community reports
- . Central Coast Chamber of Commerce and Industry – Local Government Election 2018 candidates' presentation
- . Ulverstone Soccer Club – annual dinner
- . Devonport City Council – official opening of Paranaple Centre (Devonport)
- . Ulverstone Softball Association – season opening luncheon
- . Ulverstone Bowls Club – season opening day."

Cr Carpenter reported as follows:

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

- . Ulverstone Football Club – annual dinner."



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■ Cr Howard moved and Cr Viney seconded, “That the Mayor’s and Cr Carpenter’s reports be received.”

Carried unanimously

## **271/2018      Declarations of interest**

The Mayor reported 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 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.

## **272/2018      Public question time**

The Mayor reported as follows:

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

Public question time will be conducted as provided by the *Local Government (Meeting Procedures) Regulations 2015* and the supporting procedures adopted by the Council on 20 June 2005 (Minute No. 166/2005).”



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## **COUNCILLOR REPORTS**

### **273/2018 Councillor reports**

The Executive Services Officer reported as follows:

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

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

Cr Howard reported on a recent meeting of the East Ulverstone Swimming Pool Management Committee.

## **APPLICATIONS FOR LEAVE OF ABSENCE**

### **274/2018 Leave of absence**

The Executive Services Officer reported as follows:

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

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

There are no applications for consideration at this meeting.”

## **DEPUTATIONS**

### **275/2018 Deputations**

The Executive Services Officer reported as follows:

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



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## PETITIONS

### 276/2018     Petitions

The Executive Services Officer reported as follows:

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

## COUNCILLORS' QUESTIONS

### 277/2018     Councillors' questions without notice

The Executive Services Officer reported as follows:

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

- '29 (1) A councillor at a meeting may ask a question without notice –
  - (a) of the chairperson; or
  - (b) through the chairperson, of –
    - (i) another councillor; or
    - (ii) the general manager.
- (2) In putting a question without notice at a meeting, a councillor must not –
  - (a) offer an argument or opinion; or
  - (b) draw any inferences or make any imputations –except so far as may be necessary to explain the question.
- (3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.
- (4) The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.



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- (5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.
  - (6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.
  - (7) The chairperson may require a councillor to put a question without notice in writing.'

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

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

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

The allocation of topics ensued.

## **278/2018 Councillors' questions on notice**

The Executive Services Officer reported 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



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manager of a question in respect of which the councillor seeks an answer at that meeting.

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

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

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

No questions on notice have been received."



## DEPARTMENTAL BUSINESS

### GENERAL MANAGEMENT

#### **279/2018 Acknowledgement of Traditional Owners Policy**

■ Cr Bloomfield (having given notice) moved and Cr Downie seconded, “That the Central Coast Council work towards the development of an ‘Acknowledgement of Traditional Owners Policy’ and that Fiona Hughes from Reconciliation Tasmania be invited to facilitate a workshop on a Policy in January 2019 with a view to adopting a Policy within three months of the workshop.”

Cr Bloomfield, in support of his motion, submitted as follows:

“I reflect on the many public events and meetings I attend and that many of the events and meetings begin with the recognition of the Aboriginal community that I propose.

I believe that it is appropriate for the Aboriginal community to be recognised at public places and meetings and this is our Council’s opportunity to show leadership in this manner.

I hope that this motion will be supported.”

The General Manager reported as follows:

#### *“BACKGROUND*

The Council does not currently have an Acknowledgement of Traditional Owners Policy to outline or define a holistic approach for Council meetings, events and functions.

#### *DISCUSSION*

It is acknowledged that in many Australian government and non-government organisations that an Acknowledgement of Traditional Owners occurs prior to the commencement of meetings, events or functions. The traditional owners of the land within the Central Coast municipal area are the Tommeginne people (Tomm-ee-ginn-ee).

A similar matter has been raised during a Council meeting and in light of that a Councillor Workshop relating to Acknowledgement of Country had been scheduled for early 2019.



In referring to the Office of Aboriginal Affairs and Reconciliation Tasmania, the Acknowledgement of Traditional Owners at Council meetings, events and functions is made via an Acknowledgement of Country.

An Acknowledgement of Country is respect and recognition of Tasmanian Aboriginal peoples' survival and continual connection with the land spanning more than 60,000 years.

There are two forms of Acknowledgement of Traditional Owners that can be held for meetings, events and functions these are:

1. **Welcome to Country:** A Welcome to Country ceremony is performed by Aboriginal Traditional Owners for people visiting their country;
2. **Acknowledgement of Country:** An Acknowledgement of Country recognises that the Central Coast municipal area has a strong and proud Tasmanian Aboriginal history. It pays respect to the Traditional Owners.

Acknowledgement of Traditional Owners is an important act as it fosters social inclusion, shows respect and recognises those that lived in our region prior to the European arrival. Prior to considering Cr Bloomfield's Notice of Motion, it is recommended that the Council develop an Acknowledgement of Traditional Owners Policy, including preferred wording and outlining for occasions in which an Acknowledgement of Country or Welcome to Country can be used at Council meetings, functions and events. The Council will engage with Reconciliation Tasmania to come to a Workshop to guide the Council through the Policy development process.

### *CONSULTATION*

Consultation with Reconciliation Tasmania would be undertaken at a workshop in developing a policy.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

There are no financial, resource or risk impacts.

### *CORPORATE COMPLIANCE*

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

A Connected Central Coast

- . Connect the people with services.



*CONCLUSION*

The motion on notice from Cr Bloomfield is submitted for consideration.”

Motion

Carried unanimously

**280/2018 Minutes and notes of committees of the Council and other organisations**

The General Manager reported as follows:

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

- . Central Coast Community Shed Management Committee – meeting held 3 September 2018
- . Central Coast Youth Engaged Steering Committee – meeting held 27 September 2018
- . East Ulverstone Swimming Pool Management Committee – meeting held 27 September 2018
- . Central Coast Community Shed Management Committee – meeting held 1 October 2018.

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

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

Carried unanimously

**281/2018 Annual Report for the year ended 30 June 2018**

The General Manager reported as follows:

*“PURPOSE*

The purpose of this report is to approve the Annual Report for the year ended 30 June 2018.

*BACKGROUND*

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



An Annual Report for the period 2017–2018 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 7.30pm on Tuesday, 6 November 2018.

### *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 2018 has been circulated to all Councillors."

- Cr van Rooyen moved and Cr Carpenter seconded, "That the Annual Report for the year ended 30 June 2018 be received."

Carried unanimously



## **282/2018      Quarterly Performance Report – 2018–2019 Annual Plan progress**

The General Manager reported as follows:

### *“PURPOSE*

The purpose of this report is to present a Quarterly Performance Report on progress with the Council's 2018–2019 Annual Plan.

### *BACKGROUND*

The Council's 2018–2019 Annual Plan and Budget Estimates were adopted by the Council at its Ordinary meeting on Monday, 25 June 2018 in accordance with the requirements of the *Local Government Act 1993*.

### *DISCUSSION*

The Quarterly Performance Report to Council provides an update on the progress of strategic actions included in the Council's 2018–2019 Annual Plan. Strategies and Actions are listed in Departmental order and provide information on the Department responsible for the action, each action's status, including progress comments, and the estimated percentage completed against the action's targets for the financial year. A copy of the Quarterly Performance Report to Council – 30 September 2018 is appended.

### *CONSULTATION*

Consultation is not required on this report.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

Other than staff time there is no impact on Council resources.

### *CORPORATE COMPLIANCE*

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

Council Sustainability and Governance

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



### *CONCLUSION*

It is recommended that the Council receive the Quarterly Performance Report on progress with the 2018–2019 Annual Plan as at 30 September 2018.”

The Executive Services Officer reported as follows:

“A copy of the Quarterly Performance Report to Council – 30 September 2018 has been circulated to all Councillors.”

■ Cr Carpenter moved and Cr Viney seconded, “That Council receive the Quarterly Performance Report on progress with the 2018–2019 Annual Plan as at 30 September 2018.”

Carried unanimously



COMMUNITY SERVICES

**283/2018 Statutory determinations**

The Director Community Services reported as follows:

“A Schedule of Statutory Determinations made during the month of September 2018 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reported as follows:

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

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

Carried unanimously



### INFRASTRUCTURE SERVICES

#### **284/2018     North-West Coastal Pathway Project – Latrobe to Sulphur Creek**

The Director Infrastructure Services reported as follows:

##### *"PURPOSE*

The purpose of this report is to consider and make recommendations on Central Coast Council's contribution to the Latrobe to Sulphur Creek section of the North West Coastal Pathway Project.

##### *BACKGROUND*

The Councils of the North West have been working together since 2010 on securing funding to complete the North West Coastal Pathway between Latrobe and Wynyard. In order to progress the Coastal Pathway project, the Cradle Coast Authority (CCA) has been facilitating a working group on behalf of the Councils to determine the costs and requirements of the unconstructed sections of the pathway.

The construction of four of the unconstructed sections between Latrobe and Sulphur Creek were seen as the next stage of the Coastal Pathway and the CCA estimated the cost of this work to be \$14.4million.

Earlier this year the Commonwealth Government announced a grant of \$4.8m. towards this project and then in August the State Government announced a matching grant of \$4.8million towards the project. The Latrobe, Devonport City and Central Coast Councils have already indicated that they were prepared to provide a contribution of \$4.8million towards the project and are now finalising their funding arrangements.

##### *DISCUSSION*

The Latrobe, Devonport City and Central Coast Councils are currently completing their project documentation to ensure that the projects are 'shovel ready' and a project manager will be appointed in the near future to manage the construction works involved.

The grant funding received will see four of the six remaining sections of the continuous shared/cycling pathway in the North West Coast of Tasmania, namely:



PATHWAY SECTION	DISTANCE	COST \$
1 Sulphur Creek to Penguin (CCC)	5.5km	2.9m.
2 Penguin to Ulverstone (CCC)	7.5km	3.6m.
3 Leith to Don (Devonport) (DCC)	7.0km	3.9m.
4 Ambleside (Devonport) to Latrobe (DCC and LC)	3.9km	3.2m.
Project contingency		0.8m.
<i>TOTAL</i>		14.4m.

The CCA is currently finalising the grant details and adjusting the project estimates where necessary to cater for items that have arisen since the preparation of the preliminary estimates that were used in the submissions to Governments.

The two projects within the Central Coast municipal area have a total estimated cost of \$6.6million. As indicated elsewhere in this report, it was assumed that \$200,000 would need to be allocated towards the project in the next budget. Consequently, an amount of \$2million will be required to meet the Council's commitment to the projects over the next two years. As this is an intergenerational project, it is appropriate that loan funds are used to fund this amount.

An amount of \$150,000 was included in the 2018–2019 budget for on-road safety improvements in the 3km section of the Lonah area. This work will proceed as soon as the design work can be completed and will allow some of the Penguin to Ulverstone project funding changes to be put towards the Penguin to Sulphur Creek project.

#### *CONSULTATION*

Considerable investigations and discussions have been undertaken by the CCA-facilitated North West Coastal Pathway Project Control Group which consists of technical representatives from the North West Councils as well as consulting Engineers and officers of the CCA.

#### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The cost of the two sections within the Central Coast municipal area is estimated to be \$6.6million. The Council's contribution will be \$2.2million of which \$200,000 has provisionally been allowed for in the next Council budget from Reserves.



### *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

#### A Connected Central Coast

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

#### The Environment and Sustainable Infrastructure

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

### *CONCLUSION*

It is recommended that the Council fund \$2million of its commitment to the North West Coastal Pathway Project (the Penguin to Sulphur Creek Shared Pathway and sections of the Ulverstone to Penguin Shared Pathway), by way of loan borrowings over the 2018–2019 and 2019–2020 financial years.”

- Cr Carpenter moved and Cr Howard seconded, “That the Council fund \$2million of its commitment to the North West Coastal Pathway Project (the Penguin to Sulphur Creek Shared Pathway and sections of the Ulverstone to Penguin Shared Pathway), by way of loan borrowings over the 2018–2019 and 2019–2020 financial years.”

Carried unanimously and by absolute majority

### **285/2018      Expressions of Interest – Operation of the Council’s Resource Recovery Centre Tip Shop**

The Director Infrastructure Services reported as follows:

#### *“PURPOSE*

The purpose of this report is to advise of and to make recommendations on the Expressions of Interest (EOI) that have been received to operate a Tip Shop at the Council’s Resource Recovery Centre (RRC) at Lobster Creek Road, West Ulverstone.



*BACKGROUND*

Expressions of Interest were publicly invited to operate a Tip Shop at the Council's Lobster Creek RRC were publicly invited on Saturday 4 August and closed on Friday 31 August 2018. Although interest was shown by number of 'Not for Profit' organisations, only one EOI was received which included a number of options to operate the Tip Shop using the existing building and yard.

*DISCUSSION*

One EOI was received from City Mission, Launceston and this listed three options for Council to consider:

*Option One (Submission proposal)*

- . 6 days per week trading;
- . Monday to Saturday (closed Wednesday) 10.00am to 4.00pm; and
- . A contribution from Council of up to \$8,000 per quarter to cover any loss incurred on operations (maximum \$32,000 per annum).

*Option Two (Alternative proposal)*

- . 7 days per week trading (extended opening hours);
- . Hours of operation align with RRC hours of operation; and
- . A contribution from the Council of up to \$10,000 per quarter to cover any loss incurred on operation (maximum \$40,000 per annum).

*Option Three (Alternative proposal)*

- . 5 days per week trading (minimum opening hours);
- . Wednesday to Sunday (closed Monday and Tuesday); and
- . A contribution from the Council of up to \$5,000 per quarter to cover any loss incurred on operation (maximum \$20,000 per annum).

The Tip Shop has operated at the RRC for a number of years. Initially small operating losses were recorded, and this was considered acceptable due to the service being provided to the community, as well as the reduction in cost of operating the landfill section of the RRC. However, in recent years the loss on operations has increased markedly and in 2017–2018 this was recorded as being in the order of \$88,000. This



drain on the RRC funding is unsustainable and the decision was made during the 2018–2019 budget deliberations to cease the Council operating the Tip Shop and to offer it to a Not for Profit organisation who may be able to operate the facility and continue the service that the Tip Shop has been providing to the community at minimal cost to the community.

Sales at the Tip Shop have been reducing over the last five years due mainly to the lack of recyclable items coming into the Tip Shop, the number of charity shops in the municipal area and changes in shopping habits of consumers. It is safe to assume that residents are less likely to donate recyclable items to a 'For Profit' style shop than they would at 'Not for Profit' organisations.

Three options have been provided by the Launceston City Mission in their EOI with the lowest cost option to the Council being Option Three, which allows for the shop to operate minimal hours, five days per week. Option Three is considered to be the most appropriate for the Council as it would still ensure the community service aspect of the shop is maintained whilst keeping costs to a sustainable level for the ratepayers of the municipal area.

As a result of discussions between City Mission and the Council, the term of the agreement is to be three years with a possible extension of a further three years providing both parties agree. In addition to this, an annual operation discussion will be conducted between the Council and City Mission.

### *CONSULTATION*

Considerable discussions have taken place with 'Not for Profit' providers of Tip Shops in Tasmania and councils with Tip Shops at their landfills and resource recovery centres. Interestingly, the Council's Tip Shop is the only one still operated by a council in Tasmania and even on the mainland most Tip Shops are not operated by councils as they are not considered to be a sustainable Council enterprise.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The increasing loss on operations of the RRC Tip Shop has adversely affected the cost of Waste Management in the Central Coast municipal area. The loss in 2018–2019 is expected to be in the order of \$100,000 if the current operations continued.

Option Three proposed by City Mission includes a maximum cost to the Council of \$20,000 per annum which is considered to be acceptable for the community service that the facility is providing.



*CORPORATE COMPLIANCE*

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

Community Capacity and Creativity

- Facilitate entrepreneurship in the business community

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure

Council Sustainability and Governance

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

*CONCLUSION*

It is recommended that the Council accepts Option Three of the Expression of Interest received from City Mission, Launceston to operate the Tip Shop at the Council's Lobster Creek Resource Recovery Centre including the following conditions:

- 5 days per week trading (minimum opening hours);
- Wednesday to Sunday (closed Monday and Tuesday); and
- A contribution from the Council of up to \$5,000 per quarter to cover any loss incurred on operation (maximum \$20,000 per annum)."

■ Cr van Rooyen moved and Cr Downie seconded, "That the Council accepts Option Three of the Expression of Interest received from City Mission, Launceston to operate the Tip Shop at the Council's Lobster Creek Resource Recovery Centre including the following conditions:

- 5 days per week trading (minimum opening hours);
- Wednesday to Sunday (closed Monday and Tuesday); and
- A contribution from the Council of up to \$5,000 per quarter to cover any loss incurred on operation (maximum \$20,000 per annum)."

Carried unanimously

**286/2018     Tenders for medium truck replacement – F404**

The Director Infrastructure Services reported as follows:



“The Engineering Group Leader has prepared the following report:

*‘PURPOSE*

The purpose of this report is to provide information and recommendations for the replacement of the previous 10–tonne truck F404.

*BACKGROUND*

Tenders were called using the Local Government Association of Tasmania approved MAV procurement system. MAV is the LGAT's procurement service, established in 2001 to aggregate the buying power of local government authorities, shorten procurement timeframes and streamline interactions between business and local government without the time consuming and administrative burden of following the *Local Government Act 1993* requirements for seeking tenders or quotes.

The tender documents were lodged on 10 July 2018 and closed on 31 July 2018.

Tenders were received as follows:

TENDERER	MAKE	NET PRICE \$ (INC. GST)
CJD Equipment	Fuso Fighter FK62FHZ1RFAC	119,554
Webster Trucks	Isuzu FSR 120–260–MWB	130,126
FRM	Hino 500 GH1628	142,164
FRM	Hino 500 FG1628 Auto	145,922
Adtrans	Iveco Eurocargo	149,058
Webster Trucks	UD PK16 280 H9L	149,078
<i>ESTIMATE</i>		<i>143,000</i>

*DISCUSSION*

The Council fleet operates eight 400 series trucks, the unit being replaced was seven years old and was ‘written off’ following assessment after being damaged in an incident.

A total of six trucks from four suppliers were offered for consideration. Along with the base pricing, there were several options offered by the different



suppliers that may enhance the operation of the unit. Four of the units offered were outside of the size range required and specified, and two of the units met the requirements.

The two units were therefore the only vehicles evaluated.

The Council uses a weighted tender assessment method based on:

- . documentation and compliance;
- . operational assessment;
- . safety assessment;
- . service costs and warranty;
- . financial offer; and
- . previous experience.

The tender assessment panel consisted of the Technical Officer – Fleet & Infrastructure, Roadworks Maintenance Team Leader and the current unit operator.

After the inspections of the two units and subsequent tender scoring, the submission from Webster Trucks Isuzu for an Isuzu FSR 120–260–MWB achieved the highest rating based on this method (a copy of the confidential tender assessment is attached).

It was agreed that the Isuzu FSR 120–260–MWB unit offered the options and specifications required and was considered to be the most suitable for the intended construction and maintenance duties. While the Fuso Fighter 1224 had comparable features, it is believed that the numerous refinements and standard specifications on the Isuzu render it the most suitable and best value unit for the Council.

#### *CONSULTATION*

This item has followed a tendering process and consultation has been undertaken with the tenderers and operators in respect to options and safety aspects.

#### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The budget estimate for the unit is \$130,000 (excl. GST) including an estimated \$30,000 trade-in.



The insurance payout of \$47,855 was more than what was expected for trade-in, therefore the preferred option can be accommodated within the plant replacement budget.

### *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 corporate governance.

### *CONCLUSION*

It is recommended that the Council:

- 1 accept the tender from Webster Trucks Isuzu for the supply of an Isuzu FSR 120–260–MWB model in the amount of \$118,296 (excluding GST [\$130,126 including GST]);
- 2 accept the offer from Webster Trucks Isuzu for an optional automatic transmission at an additional cost of \$6,071 (excluding GST [\$6,678.10 including GST]).’

The Engineering Group Leader’s report is supported.”

The Executive Services Officer reported as follows:

“A copy of the confidential tender assessments has been circulated to all Councillors.”

■ Cr Carpenter moved and Cr Viney seconded, “That the Council:

- 1 accept the tender from Webster Trucks Isuzu for the supply of an Isuzu FSR 120–260–MWB model in the amount of \$130,126 (including GST);
- 2 accept the offer from Webster Trucks Isuzu for an optional automatic transmission at an additional cost of \$6,678.10 (including GST).”

Carried unanimously



**287/2018     Public question time**

The Mayor introduced public question time at 6.40pm.

Ms Gaylene Bartels – West Ulverstone

Question 1 –

“The Visitor Guide to Ulverstone in Reibey Street outside Olivers Bakery says Bridport/Scottsdale on it and has been like that for over 12 months.”

Response:

The General Manager responded that the infrastructure belongs to Civic Guides and the Council has asked a number of times for the information to be updated so it is relevant to Central Coast.

Question 2 –

“More rubbish bins are needed at both the Lawn Cemetery and the Ulverstone General Cemetery near the taps, and the bus stop in Wongi Lane also needs another rubbish bin.”

Response:

The Mayor responded that the Director Infrastructure Services will investigate and a response will be forwarded.

Mr Darryl Barker – Penguin

Question 1 –

“During the Australian Junior Motocross Championships I met some visitors who were a bit confused about the road signs for places of interest around Penguin. One signboard causing confusion was about 400 metres south of the traffic lights on Preservation Drive. It states in large letters:

Penguin  
Dial Regional Sports Centre & Facilities  
Penguin Caravan Park & Monty’s Restaurant  
The Madsen Café and Guesthouse.

Where is Monty’s Restaurant and where is Madsen’s Café? Where is the next signage to direct people to the Dial Sports Centre?



Response:

The Mayor advised that the matter will be investigated and a response will be forwarded.

Question 2 –

“In 2015, 18 trees or shrubs were planted on the bank behind the Big Penguin and only seven survived.

In 2016, 55 trees or shrubs were planted in the Johnsons Beach area around the Nut and only 16 survived.

In 2017–18, 122 were planted around the Nut – less than half have survived.

In 2016, two Norfolk Pines of 3 metres were planted near the Penguin Creek – where have they gone?

In 2017, four Norfolk Pines of 3 metres were planted on the foreshore at Johnsons Beach – how many are there now?

Are they watered on a regular basis and who is responsible for the type of tree or shrub planted, and who controls the overall maintenance?”

Response:

The Mayor referred the matter to the Director Infrastructure Services who will provide a written response to Mr Barker.

Questions and replies concluded at 6.47pm.



ORGANISATIONAL SERVICES

**288/2018      Creation of an Animal Control By-law (230/2018 – 20.08.2018)**

The Director Organisational Services reported as follows:

*“PURPOSE*

The purpose of this report is to adopt the Animal Control By-law (a copy of the By-law is appended to this report).

*BACKGROUND*

The Council often receives complaints regarding the keeping of livestock and poultry within township areas. Currently the Council has no laws of its own to deal with these issues. These issues often lead to protracted neighbourhood disputes due to the perception of a nuisance.

In some instances, there are other pieces of legislation that can be used to deal with the situation, but these are applied once the nuisance has occurred rather than being proactive and avoiding the situation.

*DISCUSSION*

On 11 December 2017 the Council resolved to commence the legislative process of creating an Animal Control By-law (Minute No. 368/2017). The Council resolution stated that the Council intends to make a By-law and this was carried by an absolute majority as per s.156 of the *Local Government Act 1993* (the Act).

Following the resolution, the Council prepared a Regulatory Impact Statement which was then submitted to the Director of Local Government for approval. The Council received formal approval from the Director of Local Government to proceed with the creation of the Animal Control By-law.

The By-law applies to all land zoned as being Residential and will come into effect on 1 November 2018.

Following the approval from the Director of Local Government, the Council resolved at its meeting on 20 August 2018 (Minute No. 230/2018) to formally place the draft Animal Control By-law out for public consultation and submissions.

Section 157 of the Act is very specific with regards to the minimum consultation process that must be followed.



*S157. Notice of proposed by-law*

- (2) *The notice must be –*
  - (a) *published at least once in a daily newspaper circulating in the municipal area; and*
  - (ab) *made available for viewing at a website of the council from the day when the notice is first published in the newspaper until the end of the day specified in the notice as the earliest day by which the notice may be removed from the website; and*
  - (b) *displayed in a conspicuous place in the public office of the council from the day when the notice is first published in the newspaper until the end of the day specified in the notice.*
- (3) *...*
- (4) *The day specified in the notice must be no earlier than 21 days after publication of the notice in the newspaper.*

During the submission period, the Council forwarded the By-law to the Ulverstone Poultry Club and the Tasmanian Beekeepers Association. Both of these groups have a specific interest in the content. The Mayor and Cr Howard attended a meeting of the Ulverstone Poultry Club, along with a Council Officer, to explain the By-law and answer any questions.

To further assist with the consultation and information sharing, a list of most asked questions was compiled and made available with the By-law on the Council's website and at the Council's Administration and Service Centres.

Following the consultation period, the submissions were considered at a Councillors' Workshop prior to this report being considered.

A summary of the submissions is as follows:



SUBMISSION	COMMENT	RESPONSE
Submission 1	Would like to see consideration given to the inclusion of the control of domestic cats in residential areas.	This would in effect be creating a registration process for cats. Council could in the future consider the introduction of a separate by-law regarding keeping cats. There is also a body of work about to be undertaken by the Cradle Coast Authority which might deliver some of the outcomes that the submitter would like.
Submission 2	Are there other animals that could be covered, e.g. native animals?	Native animals are covered by State legislation with a permit required to keep them. There is a prosecution process that can be enforced under legislation.
	Distance stated of chickens from dwelling is 6 metres. Perhaps this could be reworded to 6 metres from neighbouring dwelling.	Agreed that this be changed to neighbouring dwelling. Some people like to have their chickens free range, in which case many would be within 6 metres of their own house.
	One metre distance from side fence sounds onerous.	The chicken yard could be against the side fence but the chicken coop should remain at least 1 metre from the boundary for vermin control. The By-law has been changed to reflect this.
	No conditions put on how roosters should be kept.	The only condition is that it shouldn't be a nuisance. An animal husbandry booklet is being produced which will assist poultry owners and this will have a section which deals with minimising the impact of roosters.



## ORGANISATIONAL SERVICES

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	Can you enforce the correct disposal of manure?	Yes, the By-law states how manure should be disposed and there is a penalty that can be applied if it is not disposed of correctly.
	Disposal of dead fowls – size of the back yard block might not allow burial.	Where there is inadequate space in a yard to bury the animal it could be disposed of in the domestic garbage collection or it could be taken to the Resource Recovery Centre. Larger animals may need to be taken offsite for burial.
Submission 3	Was not sure if the By-law would apply to his property.  Believes roosters should not be allowed in residential areas.	This person was informed that they are not within the Residential-zoned area and as such the By-law does not apply to them.
Submission 4	Agrees with By-law.  Roosters should not be allowed in the residential area.	No comment required.
Submission 5	Although it has been stated that the licence application fee is a 'one-off' the clause is not clear. It could be interpreted as an annual fee.	The wording in the By-law has been changed to reflect that it is a one-off payment unless a new permit is applied for or if the existing permit is varied.



	The distance from boundary restrictions should only apply to structures and buildings, not open runs.	The chicken yard could be against the side fence but the chicken coop should remain at least 1 metre from the boundary for vermin control. The By-law has been changed to reflect this.
	These restrictions from dwellings should not apply to the owner or keeper of the animals, it should be applicable only for a house or boundary of land in other ownership.	Agreed that this be changed to neighbouring dwelling. Some people like to have their chickens free range, in which case many would be within 6 metres of their own house.
	There is no guidance given for deciding if a nuisance is created, or for deciding what restrictions to apply. Guidelines are needed to assist both the General Manager, Council staff and the owners of animals. Without seeing any proposed guidelines, it is impossible to understand the impact of the proposed By-law.	A nuisance is created if there is a substantiated impact on a neighbour. Council officers would apply the same guidelines that would be applied under other legislation that deals with nuisance issues.
	The General Manager and staff cannot be expected to fully understand animal husbandry. Guidelines are therefore needed to explain how a property and buildings are 'fit for the purpose'. Refusal	The Council has already committed to working with the local poultry club in developing an animal husbandry booklet.  These will be made available to the community with other Council information.



	of a licence is to be based on the 'public interest' which is vague.	
	This allows an authorised officer to enter private property and seize animals for open-ended reasons, such as for simply not holding a licence. TRBPC members own poultry of considerable value and rarity. Does the Council have suitable housing available for seized animals, particularly poultry?	Seizing an animal would be a last resort once any negotiation has failed.  Suitable housing will be sought should this eventuate
Submission 6	Believes the By-law should be extended to all properties under 50 acres.	People living in semi-rural areas should expect to have animals in the vicinity. Should a nuisance be established to be occurring, then there is other legislation that can be enacted.
Submission 7	These distance from boundary restrictions should only apply to structures and buildings, not open runs.	The chicken yard could be against the side fence but the chicken coop should remain at least 1 metre from the boundary for vermin control. The By-law has been changed to reflect this.
	Inclusion of young birds. By-law should relate to adult birds (greater than six months).	The By-law reflects that it relates to adult birds being those over six months.



	There should be a recognition of registered club members	This would result in further administration and if there is no benefit for being a registered club member why should they be treated differently from other members of the community.
	Supportive of the production of a booklet to assist people regarding good animal husbandry.	The Council has already committed to working with the local poultry club in developing an animal husbandry booklet.  These will be made available to the community with other Council information.
	Although it has been stated that the licence application fee is a 'one-off' the clause is not clear. It could be interpreted as an annual fee.	The wording in the By-law has been changed to reflect that it is a one-off payment unless a new permit is applied for or if the existing permit is varied.
	The proposed draft does not clearly state 'residential area only'.	Clause 3 now includes the word 'only'.
	Could a chicken fancier be able to have up to 100 birds without needing a permit?	100 adult birds in a residential area would not be considered acceptable.
	Should other animals such as guinea pigs be included?	At this stage guinea pigs are not included but in future they could be if there was an issue.



	Should there be an issue, will the bird owner be given the opportunity to reduce noise levels or reduce the number of birds?	Negotiation will always be the way of applying this By-law. Should there be an issue, then a timeframe will be determined to rectify the issue before any action would be taken by the Council.
	Will noise levels be monitored if there is a complaint?	If a complaint is made regarding noise, then noise levels will need to be substantiated in the same manner that the Council would apply for other legislation.
Submission 8	How will impounded animals (specifically horses) be dealt with?	<p>There would be very few instances of where horses would be agisted within the residential area. If the owner of the horse has applied for and been granted a permit, then it will be a simple process for Council officers to contact the owner of the horse, should it escape. This process would be easier to locate the owner of the horse than if it were in a rural setting.</p> <p>The horse would initially be placed in an adjoining paddock as is the case in rural areas.</p>
	There may be some confusion due to the wording, 'The owner or person in the care of or charge of an animal'. In the case of agistment, the owner of the animal is responsible for its care, however it could be argued either way who is in the 'care of' as the owner of the horse is not on the	<p>If the agistment arrangement is about the use of the land by the horse owner, then the land owner would have no responsibility for the horse.</p> <p>The only difference would be if the person agisting the land applied for a permit to keep animals on site.</p>



	property all of the time, and sometimes neither is the owner of the property.	A permit does not have to be for a specific animal, just has to specify the type and number of animals.
	The draft By-law is also not clear if both the owners of the animal and the land owner require a permit as the wording is for a permit to have care or charge of animals.	Each permit relates to a person and a property. A permit can be applied for by either the land owner or the horse owner. It is not transferable between people or properties.  Both parties do not have to apply for keeping the same animals on the same piece of land.
	Is a permit required for each animal? The By-law is not clear.	A permit for a property can include several animals. The application form has been adjusted to ensure it is clearer.
Submission 9	The fee for the issuing of permits may deter people from owning animals within residential areas and that would be a shame.	The fee which would initially be set at \$25 is a one-off fee. This is quite reasonable considering the administration costs of issuing a permit.
	The harsh penalty units that could possibly total in the many hundreds of dollars are a concern. Such potentially severe penalties demand that the validity of claimed breaches of the By-law should be subject to natural justice. What mechanisms for justice to take its course are in place and	The number of penalty units for each offence has been decreased.



	what proofs are to be met? Certainly, none are outlined in the By-law.	
	According to the draft By-law, the General Manager has sole power to grant permits and to set the terms and conditions under which they may be issued. The General Manager is also granted the power to vary permits. What mechanisms for the review of a decision are in place? Is there a consultation process?	<p>The General Manager will make the ultimate decision following extensive consultation by Council officers of all those involved.</p> <p>Like any other decision, should the aggrieved person believe there was further information that was not taken into consideration when the decision was made they can make it known to the General Manager for consideration.</p>
	The By-law does sensibly allow that one may keep either 6 standard hens or 10 bantams without the need for a permit. However, what happens when one has a mixed size flock, e.g. keeping standards mixed with bantams? How were these stocking rates arrived at?	<p>By-laws generally only allow 6 hens and do not take into account the size of the hens.</p> <p>It was at the Ulverstone Poultry Club's request that an allowance for bantams be considered.</p> <p>An allowance has now been made for a mixed size flock, setting the total number of birds at 8.</p>
	An authorised officer will have the power to enforce the By-law but nowhere in the By-law does it address as to what qualifications the authorised officer will have to undertake that role. How will the authorised officer be	An authorised officer does not need to be a veterinarian. If an issue was identified with regards to the health of an animal, appropriately qualified people would be consulted.



	suitably qualified to deal with and assess the needs of a wide variety of animals? Will the authorised officer be a qualified veterinarian or someone with little experience of animal husbandry? How will such an authorised officer be identified?	
	Most worrying of all, the authorised officer will in the By-law be given intrusive powers to enter, search and seize, and to remain on private property without warrant in the course of their duties. This is truly repugnant to any reasonable person and is totally unnecessary. These powers are hard to justify when the esteemed RSPCA already has the ability to enter private property in regard to animal welfare cases. I do not believe that a possibly unqualified authorised officer has any need of powers that potentially exceed that of even the Police.	Council officers already have these powers under various Acts.  It is standard practice in all By-laws of this nature.



Following consideration of the submissions, there were several minor changes made to the Animal Control By-law.

A copy of the By-law will be published in the Tasmanian Government Gazette as per legislative requirements and the By-law will apply from 1 November 2018.

### *CONSULTATION*

The consideration of the submissions in respect of the By-law was undertaken at a Councillors' Workshop held 8 October 2018. A further communications plan will be developed to accompany the implementation of the By-law.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

This work will be carried out as part of the Council's operational budget. No further resources will be required.

### *CORPORATE COMPLIANCE*

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

Council Sustainability and Governance

- . Improve corporate governance
- . Improve service provision.

### *CONCLUSION*

This report finalises the process of developing and adopting an Animal Control By-law. The Council must now publish a copy of the by-law in the Tasmanian Government Gazette. It is recommended that the Council adopt the Animal Control By-law.

■ Cr van Rooyen moved and Cr Howard seconded, "That the Council adopt the Animal Control By-law, effective 1 November 2018 (a copy being appended to and forming part of the minutes)."

Carried unanimously

## **289/2018      Central Coast Credit Card Policy (188/2017 – 19.06.2017)**

The Director Organisational Services reported as follows:



*"PURPOSE*

The purpose of this report is the adoption of the revised Credit Card Policy. A copy of the Policy is appended to this report.

*BACKGROUND*

The Tasmanian Audit Office conducted a review of the use of Corporate Credit Cards in all Tasmanian Local Government Authorities. As part of this review they reviewed each Council's existing Policy and compared it to best practice and how it was being implemented.

As a result of this review there were several recommendations regarding how councils could improve governance around this issue and therefore reduce the risk of fraud.

The Local Government Association of Tasmania (LGAT) considered these recommendations and as result developed a draft Credit Card Policy, seeking input from all Tasmanian councils.

*DISCUSSION*

Credit cards are a valid tool for carrying out financial transactions. When used efficiently they reduce the administration and hence costs in carrying out financial transactions. It is important however that ample checks and balances are in place to ensure that they are not misused.

The existing Credit Card Policy was last reviewed and adopted in June 2017. At the LGAT conference in August 2018, they sought comment from councils regarding a draft model Credit Card Policy. Following this review, the LGAT has now released a model Policy.

In comparing the Central Coast Council's existing Policy to the model Policy, much of the content is the same. The LGAT Policy however, further expands on some of the points of the Council's Policy.

In many instances the Council Policy has remained the same, but in relation to card limits this area has been expanded to be more transparent. Further detail has also been included concerning the result of any misuse or breach of use of a credit card.

*CONSULTATION*

Following the updating of the Policy to take into consideration these recommendations, the policy was reviewed by the Senior Leadership Team.

The Audit Panel will receive a copy of the updated Policy.



### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The adoption of this Policy allows the Council to put in place a mechanism to minimise its risk in relation to the fraud.

### *CORPORATE COMPLIANCE*

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

Council Sustainability and Governance

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

### *CONCLUSION*

It is recommended that the revised Central Coast Credit Card Policy dated October 2018 be adopted."

The Executive Services Officer reported as follows:

"A copy of the revised Credit Card Policy dated October 2018 has been circulated to all Councillors."

■ Cr Downie moved and Cr Viney seconded, "That the revised Central Coast Credit Card Policy dated October 2018 be adopted by the Council (a copy being appended to and forming part of the minutes)."

Carried unanimously

## **290/2018 Central Coast Investment Policy (142/2016 – 16.05.2016)**

The Director Organisational Services reported as follows:

### *"PURPOSE*

The purpose of this report is to consider the adoption by the Council of the revised Investment Policy (the Policy).



#### *BACKGROUND*

At the Council meeting held on 16 May 2016 (Minute No.142/2016) the Council adopted a revised Policy as part of its commitment to ensuring sound financial practice.

This Policy required a cyclic revision to be undertaken to reflect any changes in practices, legislation etc. A copy of the Policy is appended to this report.

#### *DISCUSSION*

The purpose of this policy is to provide a framework for the prudent investment of Council funds with the aim of maximising investment returns within the approved risk profile and legal responsibilities.

All investments are to be made and managed in accordance with the provisions of the:

- . *Local Government Act 1993*, Section 75; and
- . *Trustee Act 1898*, Part II Investments

Authorised investments include;

- . Interest bearing deposits issued by a licensed bank, building society or credit union that are Authorised Deposit Taking Institutions (ADIs)
- . Securities or public funds issued by or guaranteed by the Commonwealth or any State or Territory;
- . Funds managed by fund managers having a Standard and Poors Issue Credit Rating of AA- or better.

#### *CONSULTATION*

The Policy was reviewed internally to reflect any changes in practice or legislation. As there were minimal changes identified during the review, consultation was not required.

#### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The implementation of this policy will have no impact on the resources of the Council.

#### *CORPORATE COMPLIANCE*

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



### Council Sustainability and Governance

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

### CONCLUSION

It is recommended that the Investment Policy dated October 2018 be adopted."

The Executive Services Officer reported as follows:

"A copy of the revised Investment Policy dated October 2018 has been circulated to all Councillors."

- Cr Carpenter moved and Cr van Rooyen seconded, "That the revised Investment Policy dated October 2018 (a copy being appended to and forming part of the minutes) be adopted."

Carried unanimously

## 291/2018      **Contracts and agreements**

The Director Organisational Services reported as follows:

"A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into during the month of September 2018 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 reported as follows:

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

- Cr Diprose moved and Cr Downie seconded, "That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

## 292/2018      **Correspondence addressed to the Mayor and Councillors**

The Director Organisational Services reported as follows:



*“PURPOSE*

This report is to inform the meeting of any correspondence received during the period 18 September to 15 October 2018 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 expressing concern regarding the recycled shipping container in Reibey Street, Ulverstone.
- . Letter of concern relating to coverage that will be provided through the installation of the proposed Telstra Black Spot Tower in Gunns Plains.
- . Letter requesting information regarding the Nicholas Point, West Ulverstone (Nicholson Point, Ulverstone) boat slip.
- . Letter of concern regarding the closure of the Ulverstone Community Access Centre.

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

- Cr Howard moved and Cr Tongs seconded, “That the Director’s report be received.”

Carried unanimously

**293/2018 Common seal**

The Director Organisational Services reported as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 18 September to 15 October 2018 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 has been circulated to all Councillors.”

■ Cr van Rooyen moved and Cr Viney seconded, “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.”

Carried unanimously

## **294/2018 Financial statements**

The Director Organisational Services reported as follows:

“This report details the financial statements for the first quarter of the 2018–2019 financial year. The statements contain comments relating to variations between year to date budgets and year to date actual figures.

The Income Statement is based on accrual accounting practice. This means that the income shown in the income statement for rates, is the amount that has been raised by the rating system and apportioned against each property. If we consider the actual cash that we have received, then as at the end of September, the Council received \$12.45million in rates revenue which is the equivalent of 81.13% of rates. This is slightly up on the 2017–2018 year when 81.06% was received at the same period. This is important from a cash flow basis as it allows Council to invest these funds to produce a further return for ratepayers.

The following principal financial statements of the Council for the period ended 30 September 2018 are submitted for consideration:

- . Income Statement
- . Balance Sheet
- . Capital Works Progress Report.”

The Executive Services Officer reported as follows:

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

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

Carried unanimously



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## CLOSURE OF MEETING TO THE PUBLIC

### 295/2018 Meeting closed to the public

The Executive Services Officer reported as follows:

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

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

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Minutes and notes of other organisations and committees of the Council  Cradle Coast Authority Board – meeting held 9 July 2018.	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential



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Minutes and notes of other organisations and committees of the Council	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”
. Cradle Coast Authority Board – meeting held 9 July 2018.	

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Carried unanimously and by absolute majority

The Executive Services Officer further reported 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.”

The meeting moved into Closed session at 6.58pm.



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## 296/2018 Confirmation of Closed session minutes

The Executive Services Officer reported as follows:

“The Closed session minutes of the previous ordinary meeting of the Council held on 17 September 2018 have already been circulated. The minutes are required to be confirmed for their accuracy.

...

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

‘34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.’

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



GENERAL MANAGEMENT

**297/2018 Minutes and notes of other organisations and committees of the Council**

The General Manager reported as follows:

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

- . Cradle Coast Authority Board – meeting held 9 July 2018.

The minutes and notes have been provided to the Council on the condition they are kept confidential.

...

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

‘34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.’

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



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There being no further business, the Mayor declared the meeting closed at 7.11pm.

CONFIRMED THIS 19TH DAY OF NOVEMBER, 2018.

**Chairperson**

(Imm:dil)

**Appendices**

- Minute No. 283/2018 – Schedule of Statutory Determinations
- Minute No. 288/2018 – Animal Control By-law No. 1 of 2018
- Minute No. 289/2018 – Central Coast Credit Card Policy
- Minute No. 290/2018 – Central Coast Investment Policy
- Minute No. 291/2018 – Schedule of Contracts & Agreements
- Minute No. 293/2018 – Schedule of Documents for Affixing of the Common Seal
- Minute No. 294/2018 – Financial statements



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## 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



---

# Appendices



## Central Coast Council

### List of Development Applications Determined

Period From: 01 -September -2018      To: 30-September-2018

Application Number	Property Address	Development Application Type	Description of proposed Use	Application Date	Decision Date	Day Determined
DA2018003	11 Fysh Street FORTH,TAS,7310	Discretionary	Residential (dwelling)	3/07/2018	5/09/2018	28
DA2018016	7 Phoenix Court ULVERSTONE,TAS,7315	Discretionary	Residential (dwelling and outbuilding)	5/07/2018	14/09/2018	43
DA2018028	32 Short Street ULVERSTONE,TAS,7315	Discretionary	Resource processing (brewery with ancillary cellar door)	24/07/2018	7/09/2018	24
DA2018029	868 Pine Road RIANA,TAS,7316	Discretionary	Resource processing / Resource development (packing shed, fertigation shed, two water tanks and associated site works)	25/07/2018	25/09/2018	29
DA2018038	212 Main Road PENGUIN,TAS,7316	Discretionary	Residential (dwelling and outbuilding)	31/07/2018	3/09/2018	25
DA2018039	3 Oceanside Boulevard SULPHUR CREEK,TAS,7316	Discretionary	Residential (dwelling)	2/08/2018	3/09/2018	25
DA2018046	Dial Street Reserve and Leven River Forshore ULVERSTONE,TAS,7315	Discretionary	Passive Recreation (viewing platform and stairway) and Pleasure Boat Facility (boat ramps), including car park rearrangement	13/08/2018	28/09/2018	36
DA2018048	38 Explorer Drive TURNERS BEACH,TAS,7315	Discretionary	Residential (dwelling and outbuilding)	9/08/2018	14/09/2018	23
DA2018052	11 Susan Street TURNERS BEACH,TAS,7315	Permitted	Residential (enclosed deck)	17/08/2018	5/09/2018	9



## Central Coast Council

### List of Development Applications Determined

Period From: 01 -September -2018

To: 30-September-2018

Application Number	Property Address	Development Application Type	Description of proposed Use	Application Date	Decision Date	Day Determined
DA2018055	95 River Avenue HEYBRIDGE,TAS,7316	Discretionary	Residential (outbuilding - shed)	17/08/2018	13/09/2018	17
DA2018057	131 Preston Road GAWLER,TAS,7315	Permitted	Residential (dwelling)	22/08/2018	17/09/2018	14
DA2018061 - 1	38 West Ridge Road Penguin,TAS,7316	Discretionary Permit Area >150m2<250m2	Inclusion of carport/lean to behind existing shed	24/08/2018	7/09/2018	4
DA2018062	93 Main Road PENGUIN,TAS,7316	Permitted	Visitor Accommodation	3/09/2018	13/09/2018	3
DA2018071	17 Fulton Street ULVERSTONE,TAS,7315	Permitted	Visitor Accommodation	7/09/2018	20/09/2018	8



## SCHEDULE OF STATUTORY DETERMINATIONS

### MADE UNDER DELEGATION

Period: 1 September 2018 to 30 September 2018

#### Building Permits – 9

• New dwellings	6	\$2,029,423.00
• Outbuildings	0	\$0.00
• Additions/Alterations	0	\$0.00
• Other	0	\$0.00
• Units	0	\$0.00

Demolition Permit 0 \$0.00

Permit of Substantial Compliance – Building – 0

#### Notifiable Work – Building – 13

• New dwellings	2	\$680,000.00
• Outbuildings	3	\$53,991.00
• Additions/Alterations	2	\$182,500.00
• Other	0	\$0.00

#### Building Low Risk Work – 1

#### Plumbing Permits – 2

Certificate of Likely Compliance – Plumbing – 11

No Permit required– Plumbing – 6

Food Business registrations (renewals) – 10

Food Business registrations – 0

Temporary Food Business registrations – 0

Temporary 12 month Statewide Food Business Registrations – 0

Public Health Risk Activity Premises Registration – 0

Public Health Risk Activity Operator Licences – 0

Temporary Place of Assembly licences – 0

Kennel Licences issued –

60 Mission Hill Road, Penguin

1264 Castra Road, Sprent

5 Sarah Road, Riana

*Louise Bryde Hollingbery*

*Michael Johnson*

*Susan Lillian Byrom*



Cor Vander Vlist

DIRECTOR COMMUNITY SERVICES



CENTRAL COAST COUNCIL  
ANIMAL CONTROL BY-LAW  
BY-LAW 1 of 2018  
BY-LAW MADE UNDER SECTION 145  
OF THE *LOCAL GOVERNMENT ACT 1993*  
FOR THE PURPOSE OF  
REGULATING AND CONTROLLING ANIMALS WITHIN RESIDENTIAL AREAS

**PART 1 - PRELIMINARY**

**Short Title**

- 1 This by-law may be cited as the Animal Control By-law.

**Interpretation**

- 2 In this by-law:

**"the Act"** means the *Local Government Act 1993*;

**"animal"** means an animal referred to in section 3 of the *Animal Welfare Act 1993*;

**"assistance animal"** means an animal referred to in section 9 of the *Disability Discrimination Act 1992*;

**"approved"** means given the appropriate approvals by the Council;

**"authorised officer"** means an employee of the Council authorised by the General Manager for the purposes of this by-law;

**"Council"** means the Central Coast Council;

**"Fowls"** means hens

**"General Manager"** means the General Manager of the Council appointed pursuant to section 61 of the Act;

**"owner"** includes the occupier or other person having the control and management of any land or premises;

**"person"** means an individual, corporation, business or any other legal entity;

**"poultry"** includes ducks, geese, guinea fowl, peacocks, pheasants, pigeons and domestic birds including caged birds.



## **Application**

- 3 This by-law only applies to the areas zoned as Residential.
- 4 This by-law will apply from 1 November 2018.

## **PART 2 - CONTROL OF ANIMALS**

### ***Division 1 - Keeping Animals***

#### **Prohibition on keeping certain animals in the prescribed areas**

- 5 A person must not have or keep, on a temporary or permanent basis, any of the following in the prescribed district without a permit:
  - (a) horses, cattle, other farm animals or stock, including:
    - (i) sheep,
    - (ii) goats,
    - (iii) pigs,
    - (iv) donkeys
    - (iv) roosters;
  - (b) bees (in excess of 2 hives);
  - (c) poultry, excluding fowls.

**Penalty:** 1 penalty unit

- 6 The General Manager may issue a permit to keep pigs, horses or other livestock, roosters, bees and poultry, excluding fowls, upon such terms and conditions as the General Manager may determine.
- 7 An application for a permit is to be accompanied by the appropriate fee as determined by the Council.
- 8 The one-off fee, which is to be paid for the lifetime of the permit and is personal to the licence holder, will be first set at \$25 and thereafter will be reviewed as part of Council's annual review of Fees and Charges.
- 9 A person must comply with the terms and conditions of any permit issued.

**Penalty:** 1 penalty unit

#### **Animals not to be in or have access to food businesses**

- 10 A person must not keep any animal, except for assistance animals, in any food business or loose in any paddock, yard or open space so that it has access to any food business.

**Penalty:** 2 penalty units



## **Keeping of fowls and poultry**

- 11 A person must not keep any fowls or poultry within 6 metres of any neighbouring dwelling-house, or construct a chicken coop within 1 metre of any fence line or boundary or allow any fowls or poultry to have access to any area within 6 metres of a neighbouring dwelling-house except if the sale of live fowls and poultry is part of the usual business of any shop and the fowls and poultry are in properly maintained cages.

**Penalty:** 1 penalty unit

- 12 Up to 6 adult standard hens, 10 adult bantam hens, or 8 adult mixed size hens can be kept without the requirement of a permit.
- 13 The keeping of chickens under the age of 6 months is exempt from the need for a permit.
- 14 A permit is required for the keeping of additional fowls within the prescribed district.
- 15 A permit is required for the keeping of any roosters within the prescribed district.
- 16 An application for a permit is to be accompanied by the appropriate fee as determined by the Council.
- 17 A person must comply with the terms and conditions of any permit issued.

**Penalty:** 1 penalty unit

## **Keeping of bee hives**

- 18 A person may keep a maximum of 2 bee hives without a permit.

**Penalty:** 1 penalty unit

- 19 The keeping of bees must be in accordance with the Code of Practice for Urban Beekeeping in Tasmania.
- 20 A person must not keep bees within 25 metres of a street or road and 25 metres of any other building in the occupation of any other person.

**Penalty:** 1 penalty unit

- 21 A person must not keep bees within 4 metres of an adjoining boundary.

**Penalty:** 1 penalty unit

- 22 Bees should be kept in accordance with the Code of Practice for Urban Beekeeping in Tasmania.

## **Maintenance of premises used by animals**

- 23 The occupier of any premises where an animal as described in clause 4, is kept must:



- (a) keep any structures, buildings, enclosures or areas which the animal has access to clean and sanitary; and
- (b) dispose of bedding or floor covering, or waste food or store until disposed in a waterproof and tightly covered container; and
- (c) keep manure in a waterproof and/or tightly covered container when requested to do so by an authorised officer; and
- (d) not permit any build-up of manure such that there is any nuisance or run-off into rivers, drains or stormwater; and
- (e) empty any container used for keeping used bedding or floor covering, waste food, or manure regularly and keep the container hygienic; and
- (f) not allow the animal to cause any nuisance through smell, noise, rodents, flies or drainage; and
- (g) take all necessary steps to abate any nuisance that may arise as a result of keeping of the animal; and
- (h) maintain fencing or other structures, buildings or enclosures housing the animal to an adequate standard, as may be determined by an authorised officer, so as to prevent the escape of the animal onto a highway or another person's property.

**Penalty:** 1 penalty unit

### **Proper location of animals**

- 24 The owner or person in charge of an animal must ensure that it does not:
- (a) enter or remain on any property, without the consent of the owner or occupier of the property; or
  - (b) enter any public land unless there is a sign displayed on that land authorising the entry of that kind of animal.

**Penalty:** 1 penalty unit

- 25 The owner or person in charge of a farm animal must ensure that the farm animal is confined to:
- (a) the owner's property; or
  - (b) a property on which the owner or occupier has consented that the farm animal maybe kept.

**Penalty:** 1 penalty unit

- 26 Clause 25 does not apply when the farm animal is on a road and is under the effective control of the owner or another competent person.



- 27 Any animal found straying or at large on any highway or on any land under the control of the Council shall be dealt with in accordance with Part 12, Division 5 of the *Local Government Act 1993* (Tas.).

### **Animal nuisance**

- 28 The owner or person in charge of an animal must ensure it does not foul another person's property without that other person's consent.

**Penalty:** 1 penalty unit

- 29 The owner or person in charge of an animal that fouls any public land or road must immediately clean up and dispose of the deposit in a lawful manner.

**Penalty:** 1 penalty unit

- 30 The owner or person in charge of an animal must ensure it does not attack any person, or any other animal.

**Penalty:** 2 penalty unit

- 31 An owner or occupier of premises must ensure that a nuisance is not created by an animal on those premises, or by the manner in which it is kept.

**Penalty:** 1 penalty unit

- 32 The General Manager, if satisfied that a nuisance is caused, or contributed to, by the number or type of animals kept on any premises, may serve a notice under this by-law, instructing the reduction in specified animal numbers and/or type of animals being kept.

- 33 The owner or occupier of premises must ensure that the carcass of any animal on those premises is suitably disposed of within a reasonable time after which the carcass has been discovered.

**Penalty:** 1 penalty unit

- 34 For clause 33 suitable disposal means:

- (a) disposal at an authorised local government waste management site; or
- (b) subject to any other relevant legislation complete cremation of the entire carcass; or
- (c) burial of the entire carcass in accordance with the following conditions:
  - (i) the top of the carcass must not be within 600mm of the surface of the ground; and
  - (ii) the carcass must be covered with lime to a depth no less than 50mm; and
  - (iii) burial must not be within 100 metres of any watercourse or building, or subject to any overflow from any watercourse; and



- (iv) the grave must be protected from scavenging animals.

**Penalty:** 1 penalty unit

### **Refusal of application to keep animals**

- 35 The General Manager may refuse an application for a permit to keep an animal where the General Manager is of the opinion that:
- (a) the premises to which the application relates are not fit for the purpose proposed in the application; or
  - (b) it is in the public interest to refuse the application.

### ***Division 2 - Seizure, Detention and Impounding of Animals***

#### **Seizure, detention and impounding animals**

- 36 An authorised officer may:
- (a) in accordance with section 194 of the *Local Government Act 1993*, seize, detain and impound any animal found straying or at large; and
  - (b) seize, detain and impound an animal where the authorised officer believes an offence has been committed under Part 2 of this by-law.

#### **Notice of impounding**

- 37 If an animal has not been claimed by its owner or a person on behalf of the owner within 48 hours of it being impounded, the General Manager is to give notice to the owner of the animal in accordance with section 195 of the *Local Government Act 1993*.
- 38 If the owner of an impounded animal cannot be ascertained or found, the General Manager is to publish notice of the impounding of the animal in accordance with section 195 of the *Local Government Act 1993*.

#### **Fees, costs and charges**

- 39 The owner of an impounded animal must pay any fees, costs and charges in respect of the impounding, maintenance and treatment of the animal, as notified by the General Manager.
- 40 The General Manager may detain an impounded animal until any fees, costs and charges specified in a notice are paid.

#### **Sale or destruction of animals**

- 41 The General Manager may:
- (a) sell, give away free of charge or destroy any impounded animal, in accordance with section 197 of the *Local Government Act 1993*, if:



- (i) no one has claimed the animal within 14 days of impounding; or
- (ii) any fees, costs and charges specified by notice have not been paid within the time specified in that notice; and
- (b) arrange for an impounded animal to be destroyed, in accordance with section 198 of the *Local Government Act 1993*, if, in the opinion of a qualified veterinary surgeon, the animal is:
  - (i) seriously diseased; or
  - (ii) so injured or disabled as to be apparently in continual pain.

### **Interference with animals in pounds**

42 A person must not:

- (a) remove or interfere with any animal seized under this Division; or
- (b) destroy or damage any structure, enclosure or pound in which animals seized under this Division are detained.

**Penalty:** 5 penalty units

43 An authorised officer may:

- (a) seize an animal that is illegally removed; and
- (b) detain the animal until the fees and costs arising from its detention and retrieval are paid.

### ***Division 3 - Powers of Entry***

#### **Entering private premises**

44 An authorised officer may enter and remain in or on any private premises to determine:

- (a) the number of animals on those premises; and
- (b) whether or not any animal on those premises is authorised under a permit, licence or other authority; and
- (c) any other matter relating to any permit, licence or authority, or any application for a permit, licence or written authority.

45 An authorised officer may require the occupier of the premises to produce for inspection by the authorised officer on the premises:

- (a) all animals of which the occupier is the owner; and
- (b) any other animals kept on those premises; and
- (c) evidence of authorisation to keep those animals on those premises.



## **Entering land**

- 46 An authorised officer who has reason to believe that the owner or person in charge of an animal has committed an offence under this by-law may:
- (a) enter onto land owned or occupied by that person; or
  - (b) search for and seize any animal on that land.

## **PART 3 - PERMITS AND LICENCES**

- 47 Any application for a licence or permit pursuant to this by-law is to be in accordance with the relevant form in the Schedule 1.
- 48 Permits issued under this by-law are in the form as appearing in the Schedule 2 to this by-law.
- 49 The holder of a licence issued pursuant to this Division must comply with the terms and conditions thereof.
- 50 The licence will be issued pursuant to this by-law subject to such conditions as the General Manager may consider necessary.

## **PART 4 - INFRINGEMENT NOTICES AND EXPENSES**

### **Infringement notices**

- 51 In this clause - "specified offence" means an offence against the clause specified in Column 1 of Schedule 3.
- 52 An infringement notice may be issued in respect of a specified offence and the monetary penalty set out adjacent to the offence in Column 3 of Schedule 3 is the penalty payable under the infringement notice for that offence.
- 53 An authorised officer may:
- (a) issue an infringement notice to a person who the authorised officer has reason to believe is guilty of a specified offence; and
  - (b) issue one infringement notice in respect of more than one specified offence.
- 54 The *Monetary Penalties Enforcement Act 2005* applies to an infringement notice issued under this by-law.

### **Recovery of costs**

- 55 Any expense incurred by Council as a result of a person's contravention or failure to comply with a provision of this by-law is recoverable by the Council as a debt due to it from the person failing to comply or contravening the by-law.



## SCHEDULE

### 1. APPLICATIONS

#### APPLICATION FOR PERMIT TO KEEP HORSE, PIG, LIVESTOCK BEES OR POULTRY

Full name of Applicant .....

Full residential address of Applicant

.....

.....

Animal/animals to be kept

.....

Full details and address of where animal/animals is to be kept (i.e sty, stable, open paddock)

.....

.....

.....

Dated this .....day of ..... 20

I have read the Council By-Law relevant to this application and agree to abide by the  
conditions therein

.....

Applicant Signature

Note: This permit is a one off fee and not an annual payment



## 2. PERMITS

### PERMIT TO KEEP A HORSE, PIG, LIVESTOCK, BEES OR POULTRY

Full name of permit holder.....

Full residential address of permit holder

.....  
.....

This is to certify that the permit holder is permitted to keep the following animal/animals

.....

At

.....  
.....

Dated this .....day of ..... 20

.....

GENERAL MANAGER

This permit is valid only for the number of animals named above.

Should a nuisance be reported in relation to the keeping of the said animals then this permit may be reviewed.



### 3 INFRINGEMENT NOTICE OFFENCES

Column 1 CLAUSE	Column 2 GENERAL DESCRIPTION OF OFFENCE	Column 3 PENALTY (Penalty units)
5	Prohibition on keeping certain animals in the prescribed areas	1
9	Non-compliance with permit	1
10	Animal accessing food premises	2
11	Keeping of fowls/poultry near premises and fences	1
17	Non-compliance with permit	1
18	Keeping of more than 2 hives	1
20	Keeping bees too close to roads or buildings	1
21	Keeping bees too close to boundary	1
23	Maintenance of premises used by animals	1
24	Animals wandering from premises	1
25	Farm animals wandering from premises	1
28	Animal fouling another persons property	1
29	Failure to clean up after animal fouls on public land or road	1
30	Animal attacking person or other animal	2
31	Animal creating a nuisance	1
33	Removal of carcass of deceased animal	1
42	Interference with impounded animals	5

Certified that the provisions of the By-Law are in accordance with the law by



.....

G Williams

Barrister and Solicitor

Dated this ..... day of ..... 2018

At Ulverstone

Certified that the By-law is made in accordance with the *Local Government Act 1993* by

.....

S Ayton

General Manager

Dated this .....day of ..... 2018

At Ulverstone

The Common Seal of the CENTRAL COAST

COUNCIL, Tasmania has been hereunto affixed

pursuant to delegated power for and on behalf of the

CENTRAL COAST COUNCIL in the presence of:

Signature .....

Sandra Ayton

General Manager

Witness Signature.....

Witness Full Name: .....

Witness Full Address: .....



# Credit Card Policy

October 2018



CENTRAL COAST COUNCIL

PO Box 220 / DX 70506  
19 King Edward Street  
Ulverstone Tasmania 7315  
Tel 03 6429 8900  
Fax 03 6425 1224  
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[www.centralcoast.tas.gov.au](http://www.centralcoast.tas.gov.au)



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## POLICY

This Policy applies to all Elected Members and Staff issued with a Council Business Card.

## PURPOSE

The purpose of this policy is to provide guidance on how Council corporate credit cards are to be allocated, used and administered to ensure they assist the efficient delivery of local government services while minimising the potential for misuse and fraud.

## ELEMENTS OF THE POLICY

- 1 Applicability
- 2 Education and Awareness
- 3 Roles and Responsibilities
- 4 Procedures
- 5 Disciplinary Action
- 6 Legislation and Related Documentation
- 7 Review of Policy

### *1 APPLICABILITY*

This Policy applies to all Councillors and Staff who have been issued with a Commonwealth Bank Mastercard for Business Use.

### *2 EDUCATION AND AWARENESS*

All Councillors and Staff issued with a Commonwealth Bank Mastercard will be required to read this Policy and sign the acknowledgement form (Appendix A).

### *3 ROLES AND RESPONSIBILITIES*

- (a) The Mayor, General Manager, Directors and other cardholders are responsible for:
  - (i) Using their Business Card for appropriate Council business only.
  - (ii) Using their Business Card only when suppliers will not accept payment on account via EFT or cheque.
  - (iii) Allocating internal expense codes.
  - (iv) Recording any additional information required.
  - (v) Recording the number of staff (including associates) and the number of guests when Business Cards are used for meal entertainment subject to Fringe Benefits Tax.
  - (vi) Authorising all transactions.
  - (vii) Providing a valid 'Tax Invoice' for all transactions.



- (viii) Transactions that do not have a valid 'Tax Invoice' must be supported by other documentation such as cash dockets, receipts or invoices.
  - (ix) Forwarding the monthly statement and supporting documentation to the Authorising Officer within one week of issue.
  - (x) The card is not to be used for cash advances, fuel purchases or fines incurred by the holder.
  - (xi) During periods of leave in excess of two weeks the cardholder must return the card to the Assistant Accountant for safe storage.
- (b) The Assistant Accountant is responsible for:
- (i) Reconciling the individual cardholder statements and the 'Business Card Consolidated Report'.
  - (ii) Allocating expenditure to the applicable internal expense account.
  - (iii) Properly accounting for GST Tax Credits.
  - (iv) Using the information recorded regarding meal entertainment to complete the annual Fringe Benefits Tax return.
  - (v) Ensuring expenditure is authorised in accordance with this Policy.

#### 4 PROCEDURES

The issuing of all Credit Cards must be authorised by the General Manager. Cards are issued where there is a proven requirement. Cards are issued to those organisational roles where the operating benefits of efficient purchasing outweighs any increased risk.

A credit card will not be allocated to Councillors.

A credit card may be issued to the Mayor if the operational benefits to Council of efficient purchasing significantly outweigh the administration of managing an additional card.

The credit limits are set as part of the adoption of this policy by Council.

The limits per card are:

Position	Limit
General Manager	\$10,000
Mayor	\$3,000
Director Infrastructure	\$5,000
Director Community Services	\$5,000
Director Organisational Services	\$5,000



Corporate Services Group Leader	\$2,500
Group Manager Childcare Services	\$1,500

Should a new card be issued then the limit of the card will not be greater than \$2,000.

Should a card need to be replaced it will be replaced with the same limit.

All amounts applied are well within the financial delegation for each of the positions.

The maximum total credit limit of all cards is set at \$40,000.

Transaction limits have not been set as usage is determined by the applicability of the usage rather than amount of the transaction.

Any changes to the existing limits of the cards can only be considered as part of a review by Council.

Each cardholder will receive a monthly statement of expenditure which is to be completed, authorised and forwarded with Tax Invoices/receipts to the Assistant Accountant within one week of issue.

The General Manager's card will be utilised where required for any Councillor expenditure.

The authorisation procedure is as follows:

- . The General Manager will authorise the expenditure of the Mayor and the Directors.
- . The Mayor will scrutinise the expenditure of General Manager, and the Director Organisational Services will authorise the expenditure of the General Manager.
- . The Directors will authorise the expenditure of any responsible staff issued with credit cards.

The purpose of the Statement Reconciliation and acquittal process is to ensure that:

- . Cardholders justify and prove every purchasing decision to Council; and
- . Council is able to justify and validate its endorsement and validation of Cardholders' purchasing decisions to auditors, investigators and the public.

Payment is automatically deducted from the Council's operating bank account at the end of each month.

The Assistant Accountant will reconcile the individual cardholder statements and the 'Business Card Consolidated Report'.

The Assistant Accountant will prepare and input journal transactions to allocate Mastercard expenditure to applicable internal expense and GST Tax Credit accounts. Journals are to be processed within one week after receipt of authorised statements.



The Director Organisational Services will review the cardholder statements to ensure compliance with the Policy.

*5 DISCIPLINARY ACTION*

Any breaches on this policy by any Cardholder, Authoriser, staff or elected member, depending on the nature and extent of the breach, may result in

- . Counselling and retraining in the policy and requirements;
- . Reimbursement of costs;
- . Cancellation of card;
- . Disciplinary action in accordance with Council's Human Resource Disciplinary Action Policy; or
- . Referral to police or civil proceedings

*6 LEGISLATION AND RELATED DOCUMENTATION*

- . Employee Code of Conduct
- . Code of Conduct of Councillors
- . Fraud Control Policy
- . Human Resource Disciplinary Action Policy
- . Resignation/Termination Checklist

*7 REVIEW OF POLICY*

This Policy will be reviewed every two years unless organisational and legislative changes require more frequent modifications.

**ATTACHMENTS**

- . Acknowledgement of Policy Declaration Form.



Appendix A

# Credit Card Policy

## ACKNOWLEDGEMENT FORM

I have read and understood the contents and agree to abide by the Credit Card Policy.

Employee Name:

Employee Signature:

Date: ...../...../.....

Please return this acknowledgement to the Assistant Accountant.

Date of approval: ...../...../.....

Approved by:

.....

Sandra Ayton  
GENERAL MANAGER



# Investment Policy

October 2018



CENTRAL COAST COUNCIL

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## POLICY

The Investment Policy governs the manner in which the Council invests its funds.

## PURPOSE

The purpose of this Policy is to provide a framework for the prudent investment of the Council's funds, with the aim of maximising investment returns within the approved risk profile and legal responsibilities.

## STANDARDS (INCLUDING RELEVANT LEGISLATION)

All investments are to be made and managed in accordance with the provisions of the:

- . *Local Government Act 1993*, section 75; and
- . *Trustee Act 1898*, Part II – Investments.

## SCOPE

The Council has, at times, funds that are in excess of its immediate operational requirements. These funds are available for investment in terms of this Policy.

This Policy does not cover equity investments in associated entities or joint ventures.

## DEFINITIONS

### *AUTHORISED DEPOSIT TAKING INSTITUTION*

Authorised Deposit Taking Institution (ADTI) means a body corporate granted the authority to carry on a banking business in terms of section 9 of the *Banking Act 1959* as amended).

### *LONG-TERM INVESTMENT*

Long-term investment means an investment of longer than 12 months.

### *SHORT-TERM INVESTMENT*

Short-term investment means an investment of less than 12 months.

### *SECURITY*

Security Means:

- . Debentures, stocks, shares, bonds or notes issued or proposed to be issued;
- . Any right or option in respect of any such debentures, stocks, shares, bonds or notes;
- . A prescribed interest instrument such as a unit trust.



In particular, without limiting the generality of the foregoing, this includes:

- . bills of exchange;
- . promissory notes;
- . certificates of deposit issued by an ADTI; and
- . any money or securities for money paid into or deposited in Court to the credit of any cause, matter, or account.

## **REVIEW**

This Policy will be reviewed bi-annually, unless organisational and legislative changes require modifications that are more frequent.

## **RESPONSIBILITIES**

The General Manager has the delegated responsibility for the implementation of the Policy from the Council in terms of the *Local Government Act 1993*.

The General Manager may delegate this authority to the Director Organisational Services to manage the day-to-day investments and the cash requirements of the Council.

## **INVESTING COUNCIL FUNDS**

### *AUTHORISED INVESTMENTS*

Interest bearing deposits issued by a licensed bank, building society or credit union that are ADTIs.

Securities or public funds issued by or guaranteed by the Commonwealth or any State or Territory;

Cash funds for funds invested for up to six months and cash-plus/cash enhanced/income/bond funds for funds available for investment over six months.

### *PROHIBITED INVESTMENTS*

Derivative based financial instruments.

Principal only investments that have a risk of nil or negative cash flow.

Investments in, or having underlying futures, options, forward contracts or swaps; and

Leveraged investments;

### *INVESTING COUNCIL OPERATING FUNDS*

The Council may invest funds with any authorised ADTI having the prescribed rating.



The Council shall endeavour at all times to invest funds at the most advantageous interest rate available to it at the time of the investment.

At least three quotations are to be obtained from ADTIs whenever a new investment is proposed.

The best quote on the day will be successful after allowing for administrative and banking costs, minimum and maximum balances as well as having regard to the limits set in this Policy.

At the time of assessing the best quote, regard must be given to the interest rate offered, the credit rating of the institution and the term of the investment.

The term of maturity of any investments can range from 'on call' to 12 months.

An assessment of the Council's cash flow requirements up until maturity of the next investment must be completed before funds are invested or reinvested.

Adequate funds must be available in the Council's operating bank account or on call accounts to meet the Council's immediate working capital requirements.

#### *INVESTMENTS WITH FUND MANAGERS*

The Council may deposit funds with the manager of a cash fund, cash enhanced fund, income or bond fund, provided the manager invests the funds so that the Council retains beneficial ownership in a security authorised by the Trustee Act.

Limits apply to the amount of the Council's investment funds, which can be invested with any single fund. The amount invested with any one rated fund should not exceed 60% of the total funds invested.

Investment advisors utilised by the Council to identify and select recommended managed fund investments must be licenced by the Australian Securities and Investments Commission.

## **GOVERNANCE**

As trustees of public monies, the investments must be managed with due care, diligence and skill that a prudent person would exercise.

The Council must establish and maintain an Investment Register in which documentary evidence of the approved financial institutions, investment transactions, quotes and details of each investment is held.

Certificates of deposit must be obtained at 30 June if required to satisfy audit requirements.

Investments are to be subject to annual internal audit procedures to ensure compliance with this Policy.



New investment accounts must be approved by the Director of Organisational Services. Reinvestment into existing investments may be approved by the Finance Group Leader.

All transfers of funds relating to investments must be authorised by account signatories and comply with the delegated authority.

Any staff member or Councillor who has a conflict of interest or a potential conflict of interest relating to any investment or potential investment of the Council must disclose this to the General Manager. In the case of the General Manager a conflict of interest must be disclosed to the Mayor.

## **RISK MANAGEMENT**

In order to satisfy the purpose of the Policy, the Council must take into consideration the following factors when carrying out investment functions:

- (a) Existence of guarantees or security;
- (b) Credit rating of the institution;
- (c) Interest rate;
- (d) Prior service history of the institution; and
- (e) Any social or community benefit.

Risk mitigation must comply with the following criteria:

- (a) Preservation of capital – the requirement for the prevention of loss in the investments total portfolio's value;
- (b) Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;
- (c) Market risk – risk that the fair value of the investment or the future cash flows from the investment will fluctuate due to changes in market prices;
- (d) Liquidity risk – risks that the Council will be unable redeem the fair value of the investment on demand;
- (e) Maturity risk – risks relating to the term to maturity of the investment thereby exposing the investment to market volatility.

To mitigate the risks detailed above, the amount invested in any financial institution or should not exceed the following percentages of average annual funds invested.



Standard & Poor's Rating Maximum %				
Long-Term	Short-Term	Of Total Investment	Maximum % with any one ADTI	Maximum term to maturity
AAA to AA-	A1+	100%	50%	3 years
A+ to A-	A1	75%	50%	1 year
BBB+ to BBB-	A2	50%	50%	180 days

If any of the deposits/securities held are downgraded such that they no longer fall within the Council's Investment Policy guidelines, they will be divested within 30 days or as soon as is practicable.

The Council will invest its funds within the following term to maturity constraints:

Term to Maturity	Minimum	Maximum
Less than 1 year	50%	100%
Greater than 1 year	0%	50%
Greater than 3 years	0%	25%

## REPORTING

On a six monthly basis a report will be prepared for the Senior Leadership Team which summarises for each investment:

- Amount and performance of each investment to the respective benchmark reported on an after fees basis;
- Comparison of the investment portfolio with exposure limits; and
- Comparison of year-to-date investment income performance to budget.

A monthly reconciliation of the Investment Ledger to the Director of Organisational Services must be produced.

Annual reports are to account for investments in accordance with the provisions of the current Accounting Standard relating to the presentation and disclosure of financial instruments.

For audit purposes, certificates may be required to be attained from all financial institutions confirming the amounts held on the Council's behalf at 30 June annually.



## PERFORMANCE BENCHMARKS

Type of Fund	Benchmark
Cash	11am Cash Rate
Term Deposit	Australian Term Deposit Index (ATDI)
Fixed Interest	Australian UBS Composite Bond Index
Alternative Investments	UBS Australia Bank Bill Index

## VARIATIONS TO POLICY

The General Manager and Director Organisational Services are authorised to approve variations to this Policy in exceptional circumstances, if the investment is to the Council's advantage and/or is due to revised legislation.

Any such variations to this Policy are to be listed on the next Council meeting agenda for review.

## APPENDIX 1 – STANDARD AND POOR'S RATING DEFINITIONS

- . Issue Credit Ratings
- . Long-Term Issue Credit Ratings
- . Short-Term Issue Credit Ratings

Sandra Ayton  
**GENERAL MANAGER**



## Standard & Poor's Ratings Definitions

### ISSUE CREDIT RATING DEFINITIONS

#### ISSUE CREDIT RATINGS

A Standard & Poor's issue credit rating is a forward-looking opinion about the creditworthiness of an obligor with respect to a specific financial obligation, a specific class of financial obligations, or a specific financial program (including ratings on medium-term note programs and commercial paper programs). It takes into consideration the creditworthiness of guarantors, insurers, or other forms of credit enhancement on the obligation and takes into account the currency in which the obligation is denominated. The opinion reflects Standard & Poor's view of the obligor's capacity and willingness to meet its financial commitments as they come due, and may assess terms, such as collateral security and subordination, which could affect ultimate payment in the event of default.

Issue credit ratings can be either long-term or short-term. Short-term ratings are generally, assigned to those obligations considered short-term in the relevant market. In the U.S., for example, that means obligations with an original maturity of no more than 365 days—including commercial paper. Short-term ratings are also used to indicate the creditworthiness of an obligor with respect to put features on long-term obligations. Medium-term notes are assigned long-term ratings.

#### LONG-TERM ISSUE CREDIT RATINGS

Issue credit ratings are based, in varying degrees, on Standard & Poor's analysis of the following considerations:

- . Likelihood of payment—capacity and willingness of the obligor to meet its financial commitment on an obligation in accordance with the terms of the obligation;
- . Nature of and provisions of the obligation;, and the promise we impute.
- . Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganization, or other arrangement under the laws of bankruptcy and other laws affecting creditors' rights.

Issue ratings are an assessment of default risk, but may incorporate an assessment of relative seniority or ultimate recovery in the event of default. Junior obligations are typically rated lower than senior obligations, to reflect the lower priority in bankruptcy, as noted above. (Such differentiation may apply when an entity has both senior and subordinated obligations, secured and unsecured obligations, or operating company and holding company obligations.)



TABLE 1	
Long-Term Issue Credit Ratings*	
Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
BB; B; CCC; CC; and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.
BB	An obligation rated 'BB' is less vulnerable to non-payment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitment on the obligation.
B	An obligation rated 'B' is more vulnerable to non-payment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitment on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitment on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to non-payment, and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation. In the event of adverse business, financial, or economic



	conditions, the obligor is not likely to have the capacity to meet its financial commitment on the obligation.
CC	An obligation rated 'CC' is currently highly vulnerable to non-payment. The 'CC' rating is used when a default has not yet occurred, but Standard & Poor's expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to non-payment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared to obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.
NR	This indicates that no rating has been requested, or that there is insufficient information on which to base a rating, or that Standard & Poor's does not rate a particular obligation as a matter of Policy.
*The ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.	



TABLE 2	
Short-Term Issue Credit Ratings	
Category	Definition
A-1	A short-term obligation rated 'A-1' is rated in the highest category by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.
A-2	A short-term obligation rated 'A-2' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.
A-3	A short-term obligation rated 'A-3' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
B	A short-term obligation rated 'B' is regarded as vulnerable and has significant speculative characteristics. The obligor currently has the capacity to meet its financial commitments; however, it faces major ongoing uncertainties which could lead to the obligor's inadequate capacity to meet its financial commitments.
C	A short-term obligation rated 'C' is currently vulnerable to non-payment and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation.
D	A short-term obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within any stated grace period. However, any stated grace period longer than five business days will be treated as five business days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of a similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.





## SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 1 to 30 September 2018

### *Contracts*

- . Contract for sale of property  
1 Markm Court  
West Ulverstone
- . Contract No. 2/2018-2019  
BridgePro Engineering  
Design and construction of Gawler River bridge replacement at Isandula Road, Gawler  
Net Price \$528,180.00 (incl. GST)
- . Contract No. 3/2018-2019  
Rodney Wright & Sons Contracting Pty Ltd  
Provision of coastal and rural roadside mowing within the Central Coast municipal area  
Schedule of rates contract

### *Agreements*

- . Master Facility Agreement  
Toyota Fleet Management  
Toyota Hiace 2.7 Commuter  
Lease period of 36 months – dated 31 August 2018
- . Lease agreement  
Water Street, Ulverstone  
Pedal buggy hire  
Lease period 1 September 2018 to 31 August 2023
- . Lease agreement  
Wilmot Road, Kindred  
Canoe course  
Lease period 1 August 2018 to 31 July 2023

Sandra Ayton  
GENERAL MANAGER



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

Period: 17 September 2018 – 15 October 2018

*Documents for affixing of the common seal*

· Nil

*Final plans of subdivision sealed under delegation*

- Final Plan of Survey  
Pengana Heights, Penguin – Lots 8 & 50  
Application No. SUB2003.20
- Final Plan of Survey  
90 Leven Street and 25 William Streetm Ulverstone  
Application No. DA217036
- Final Plan of Survey  
7-8 Treasure Place, Ulverstone  
Application No. DA217212



Sandra Ayton  
GENERAL MANAGER



## Central Coast Council

### Statement of Comprehensive Income for the period ended 30 September 2018

	YTD Budget 2018-19	YTD Actual 2018-19	Variance 2018-19	Ref
<b>EXPENSES</b>				
Employee Costs	2,459,724	2,428,020	31,704	1
Materials and Contracts	2,294,926	2,317,237	-22,312	2
Interest	37,626	26,089	11,537	3
Depreciation and Amortisation	1,567,742	1,584,930	-17,188	4
Other	93,250	84,539	8,711	5
<b>TOTAL EXPENSES</b>	<b>6,453,268</b>	<b>6,440,815</b>	<b>12,453</b>	
<b>REVENUES</b>				
Rates and Charges	15,366,000	15,575,629	209,629	6
Fees and Charges	946,500	897,236	-49,264	7
Interest	63,750	59,190	-4,560	8
Government Grants and contributions	1,284,875	1,235,180	-49,695	9
Share of Profit of Associate	393,525	-	-393,525	11
Stat Dividend's NTER/LGE	125,000	96,724	-28,276	12
Other	170,000	147,198	-22,802	13
<b>TOTAL OPERATING REVENUE</b>	<b>18,349,650</b>	<b>18,011,157</b>	<b>-338,493</b>	
Net gain/(loss) on Disposal of Land	72,250	-	-72,250	14
Net gain/(loss) on Disposal of Plant	300,000	-	-300,000	15
Net gain/(loss) on Disposal of Other assets	-	-	-	-
Net gain/(loss) on transfer of assets	-	-	-	-
Capital Grants	332,944	-	-332,944	16
<b>TOTAL CAPITAL REVENUE</b>	<b>705,194</b>	<b>-</b>	<b>-705,194</b>	
<b>TOTAL REVENUE</b>	<b>19,054,844</b>	<b>18,011,157</b>	<b>-1,043,688</b>	
<b>NET SURPLUS / (DEFECIT)</b>	<b>\$12,601,576</b>	<b>\$11,570,342</b>	<b>-1,031,235</b>	

#### EXPENSES

- 1 Is within budget expectations
- 2 Is within budget expectations
- 3 Is within budget expectations, as ALGCP Interest due in October.
- 4 Is within budget expectations
- 5 Is within budget expectations

#### REVENUES

- 6 Is within budget expectations
- 7 Annual summer user accounts are done in October
- 8 Interest on Term Deposit Investments are due in October
- 9 Below expectations due to half of the 2018/19 Financial Assistance Grant being paid in 2017/18, (\$2,004,357)
- 10 Awaiting road grant contributions for the 2018-19 year
- 11 This revenue is only recognised at year end
- 12 Is within budget expectations, TasWater Dividend is received in October.
- 13 Is within budget expectations
- 14 This revenue is only recognised at year end
- 15 This revenue is only recognised at year end
- 16 No Capital grants received yet.



# Central Coast Council

## Balance Sheet as at 30 September 2018

	30-Jun-18 \$	30-September-2018 \$	
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	11,908,937	18,626,970	6,718,033
Trade and other receivables	1,185,839	3,574,356	2,388,517
Assets held for sale	198,500	198,500	-
Inventories	-	-	-
Other assets	397,782	-	397,782
<b>Total current assets</b>	<b>13,691,058</b>	<b>22,399,826</b>	<b>8,708,768</b>
<b>Non-current assets</b>			
Trade and other receivables	2,090	2,090	-
Investment in Regional Waste Management Authority	5,001,413	5,001,413	-
Investment in Water Corporation	75,945,590	75,945,590	-
Property, infrastructure, plant and equipment	454,554,621	454,554,621	-
Capital Work in Progress	2,115,895	4,036,942	1,921,047
Other assets	-	-	-
<b>Total non-current assets</b>	<b>537,619,609</b>	<b>539,540,656</b>	<b>1,921,047</b>
<b>Total assets</b>	<b>551,310,667</b>	<b>561,940,482</b>	<b>10,629,815</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	2,126,929	833,157	1,293,772
Trust funds and deposits	279,868	279,868	-
Provisions	2,707,664	2,707,664	-
Interest bearing liabilities	208,670	208,670	-
<b>Total current liabilities</b>	<b>5,323,131</b>	<b>4,029,359</b>	<b>(1,293,772)</b>
<b>Non-current liabilities</b>			
Provisions	3,007,218	3,007,218	-
Interest bearing liabilities	10,191,305	10,191,305	-
<b>Total non-current liabilities</b>	<b>13,198,523</b>	<b>13,551,768</b>	<b>13,551,769</b>
<b>Total liabilities</b>	<b>18,521,654</b>	<b>17,581,127</b>	<b>12,257,997</b>
<b>Net Assets</b>	<b>532,789,013</b>	<b>544,359,355</b>	<b>(1,628,182)</b>
<b>Equity</b>			
Accumulated surplus	255,410,435	266,980,777	11,570,342
Reserves	277,378,578	277,378,578	-
<b>Total Equity</b>	<b>532,789,013</b>	<b>544,359,355</b>	<b>11,570,342</b>

### Current assets

- 1 Rates payments have increased the cash balance
- 2 Increase is due to rates being struck and outstandings at 30 September, summer user accounts go out in October
- 3 Land previously held for sale not yet sold this financial year.
- 4 Council no longer has an inventory store.
- 5 Prepaid expenses are recognised at year end.

### Non-current assets

- 6 Non current assets are recognised at year end.
- 7 Investment revalued at end of financial year
- 8 Investment revalued at end of financial year
- 9 Assets revalued and recognised at end of financial year
- 10 This is the Council's Capital work program and carryover project amounts.

### Current liabilities

- 11 This is the amount of accounts payable at 30 September.
- 12 This account is recognised at year end
- 13 This account is recognised at year end
- 14 This account is recognised at year end

### Non-current liabilities

- 15 This account is recognised at year end
- 16 This account is recognised at year end

### Equity

- 17 Difference is the profit as at 30 September in Income Statement.
- 18 This account is recognised at year end



## 2018/19 Central Coast Council – Capital Report

### GENERAL MANAGEMENT

Account No.	Account Description	Current Budget	YTD Budget	YTD Actual	On Order	Total Committed	YTD Variance	Budget Remaining
Service Activity: Strategic Projects								
Cost Centre: Property Management								
<b>Capital</b>								
51858	Penguin Depot decommission	100,000	24,999	-	-	-	24,999	100,000
63108	East Ulverstone Industrial Estate – Stage 2	100,000	24,999	-	-	-	24,999	100,000
63128	Dial Road subdivision	500,000	125,001	-	-	-	125,001	500,000
Total Capital		700,000	174,999	-	-	-	174,999	700,000
Property Management (Surplus)/Deficit		700,000	174,999	-	-	-	174,999	700,000

### Cost Centre: Strategic Projects

<b>Capital</b>								
52583.03	Forth/Leith shared pathway	1,151,000	287,751	-	-	-	287,751	1,151,000
52589	Penguin/Sulphur Creek shared pathway	-	-	-	54,545	54,545	(54,545)	(54,545)
52909	LED Street Lighting	1,000,000	249,999	-	-	-	249,999	1,000,000
62108.13	Former Penguin Recreation Ground	25,000	6,249	-	-	-	6,249	25,000
62115.04	Batten Park investigations	17,000	4,251	-	-	-	4,251	17,000
62166.01	Ulverstone Cultural Precinct	100,000	24,999	249	1,937	2,186	22,813	97,814
62325.18	Ulverstone Sports and Leisure Centre – solar panels	91,000	22,749	-	59,900	59,900	(37,151)	31,100
Total Capital		2,384,000	595,998	249	116,382	116,632	479,366	2,267,368
Strategic Projects (Surplus)/Deficit		2,384,000	595,998	249	116,382	116,632	479,366	2,267,368
Strategic Projects (Surplus)/Deficit		3,084,000	770,997	249	116,382	116,632	654,365	2,967,368
OFFICE OF GENERAL MANAGER (SURPLUS)/DEFICIT		3,084,000	770,997	249	116,382	116,632	654,365	2,967,368



**INFRASTRUCTURE SERVICES****Account No.**      **Account Description****Current  
Budget****YTD  
Budget****YTD  
Actual****On  
Order****Total  
Committed****YTD  
Variance****Budget  
Remaining****Service Activity: Engineering**

Cost Centre: Engineering

**Capital**

51704	Plant purchases – Engineering	25,000	6,249	–	–	–	6,249	25,000
Total Capital		25,000	6,249	–	–	–	6,249	25,000
Engineering (Surplus)/Deficit		25,000	6,249	–	–	–	6,249	25,000
Engineering (Surplus)/Deficit		25,000	6,249	–	–	–	6,249	25,000
ENGINEERING SERVICES (SURPLUS)/DEFICIT		25,000	6,249	–	–	–	6,249	25,000



**INFRASTRUCTURE SERVICES****Account No.****Account Description****Current  
Budget****YTD  
Budget****YTD  
Actual****On  
Order****Total  
Committed****YTD  
Variance****Budget  
Remaining****Service Activity: Works Operations****Cost Centre: Works Depot and Store****Capital**

51804	Plant purchases – Works	194,000	48,501	–	–	–	48,501	194,000
51822	Minor plant and equipment – new	8,000	2,001	–	–	–	2,001	8,000
51823	Two-way radio upgrade	100,000	24,999	827	–	827	24,172	99,173
51839	Ulverstone Depot – office upgrade	29,000	7,251	–	–	–	7,251	29,000
51845	Ulverstone Works Depot – building upgrade	20,000	5,001	–	–	–	5,001	20,000
51845.01	Ulverstone Works Depot – box gutter and overflow	30,000	7,500	–	–	–	7,500	30,000
Total Capital		381,000	95,253	827	–	827	94,426	380,173
<b>Works Depot and Store (Surplus)/Deficit</b>		<b>381,000</b>	<b>95,253</b>	<b>827</b>	<b>–</b>	<b>827</b>	<b>94,426</b>	<b>380,173</b>

**Cost Centre: Emergency Services****Capital**

61010	SES – equipment upgrade	10,000	2,499	–	–	–	2,499	10,000
61012	Emergency Power supply – Council offices(inc Generator anc	25,000	6,249	–	6,000	6,000	249	19,000
61054	Marshall's Bridge Road Bridge, Gunns Plains – replacement	–	–	116	–	116	(116)	(116)
61055	South Riana Road, Gunns Plains – landslip	321,000	80,250	310,648	–	310,648	(230,398)	10,352
61057.3	Lowana Road landslip	100,000	24,999	21,062	–	21,062	3,938	78,939
61059.04	Marshall's Bridge Road	541,454	135,363	201,859	–	201,859	(66,496)	339,596
Total Capital		997,454	249,360	533,684	6,000	539,684	(290,324)	457,770
<b>Emergency Services (Surplus)/Deficit</b>		<b>997,454</b>	<b>249,360</b>	<b>533,684</b>	<b>6,000</b>	<b>539,684</b>	<b>(290,324)</b>	<b>457,770</b>
<b>Works Operations (Surplus)/Deficit</b>		<b>1,378,454</b>	<b>344,613</b>	<b>534,511</b>	<b>6,000</b>	<b>540,511</b>	<b>(195,898)</b>	<b>837,943</b>

**Cost Centre: Roads – Urban Sealed**



## INFRASTRUCTURE SERVICES

Account No. Account Description

Current YTD YTD On Total YTD Budget Budget Actual Order Committed Variance Budget Remaining

### Cost Centre: Roads – Urban Sealed

#### Capital

52104	Plant purchases – Urban Roads	540,000	135,000	18,977	–	18,977	116,023	521,023
52105	Safe cycling routes	5,000	1,251	–	–	–	1,251	5,000
52107	Main Street, Ulverstone (urban roads)	104,000	26,001	227,315	7,074	234,389	(208,388)	(130,389)
52108	Cuprona Road intersection (pavement)	50,000	12,501	–	–	–	12,501	50,000
52113	Street resealing	150,000	37,500	–	3,636	3,636	33,864	146,364
52115.01	Carpark lane – improvements	5,000	1,251	–	–	–	1,251	5,000
52116	Sports Complex Avenue	350,000	87,501	–	–	–	87,501	350,000
52117.02	Trevor St/Leven St traffic light analysis	5,000	1,251	–	–	–	1,251	5,000
52143.01	Railway crossings – upgrade	20,000	5,001	–	–	–	5,001	20,000
52156.03	Victoria Street – rehabilitation	100,000	24,999	130,701	11,782	142,483	(117,484)	(42,483)
52162	Kerb ramp improvements	20,000	5,001	–	–	–	5,001	20,000
52162.01	Traffic management/safety improvements	17,000	4,251	871	127	998	3,253	16,002
52165.03	Seal – Main Road/Seaside Crescent, Penguin	20,000	5,001	814	–	814	4,187	19,186
52172.07	Reibey Street/Kings Parade – intersection	150,000	37,500	–	–	–	37,500	150,000
52174.02	South Road retaining wall	5,000	1,251	–	–	–	1,251	5,000
52185.01	James/Grove/Gollan intersection	228,000	57,000	125,039	108,272	233,311	(176,311)	(5,311)
52197.06	Kings Parade – Queen's Garden	450,000	112,500	–	–	–	112,500	450,000
52197.1	Kings Parade (bridge roundabout to Jermyn St)	150,000	37,500	–	–	–	37,500	150,000
Total Capital		2,369,000	592,260	503,717	130,891	634,608	(42,348)	1,734,392

#### Roads – Urban Sealed (Surplus)/Deficit

2,369,000 592,260 503,717 130,891 634,608 (42,348) 1,734,392

### Cost Centre: Roads – Rural Sealed

#### Capital

52204	Plant purchases – Rural Roads	475,000	118,749	–	–	–	118,749	475,000
52210	Zig Zag Road, Sulphur Creek	77,000	19,251	–	–	–	19,251	77,000
52211	George Street, Forth (rural roads)	157,000	39,249	–	–	–	39,249	157,000
52212	Gees Road, Cuprona renewal	50,000	12,501	43,547	2,255	45,801	(33,300)	4,199



**INFRASTRUCTURE SERVICES****Account No. Account Description****Current  
Budget****YTD  
Budget****YTD  
Actual****On  
Order****Total  
Committed****YTD  
Variance****Budget  
Remaining****Cost Centre: Roads – Rural Sealed****Capital**

52213	Maskells Road turning circle	60,000	15,000	–	–	–	15,000	60,000
52214	Binefelts Road, Turners Beach (Rural Roads)	440,000	110,001	–	–	–	110,001	440,000
52216	Road resealing	600,000	150,000	1,397	–	1,397	148,603	598,603
52216.01	Rural Sealed Roads – reseal preparation	100,000	24,999	19,393	–	19,393	5,606	80,607
52219	Raymond Road – landslip	10,000	2,499	2,407	–	2,407	92	7,593
52258	Isandula Road – landslip	20,000	5,001	–	–	–	5,001	20,000
52259.01	West Gawler Rd/McKenna's Rd intersection	50,000	12,501	–	–	–	12,501	50,000
52272	Penguin Road – Lonah slip	50,000	12,501	–	–	–	12,501	50,000
52287.03	Penguin Road Safe Cycle use	150,000	37,500	–	–	–	37,500	150,000
52293	Traffic management	5,000	1,251	–	–	–	1,251	5,000
Total Capital		2,244,000	561,003	66,744	2,255	68,998	492,005	2,175,002

**Roads – Rural Sealed (Surplus)/Deficit**

<b>2,244,000</b>	<b>561,003</b>	<b>66,744</b>	<b>2,255</b>	<b>68,998</b>	<b>492,005</b>	<b>2,175,002</b>
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**Cost Centre: Footpaths****Capital**

52546	Kings Parade, Ulverstone	20,000	5,001	–	–	–	5,001	20,000
52555	Dooley Street footpath	60,000	15,000	42,674	507	43,181	(28,181)	16,819
52580.07	Reibey Street footpath renewal	50,000	12,501	–	–	–	12,501	50,000
52586	Leven Street footpath	80,000	20,001	11,266	5,719	16,984	3,017	63,016
52587	Sunnyridge Avenue, Penguin footpath	60,000	15,000	45,671	8,869	54,540	(39,540)	5,460
52588	Coles Laneway – upgrade (near Furners carpark)	50,000	12,501	–	–	–	12,501	50,000
Total Capital		320,000	80,004	99,611	15,094	114,705	(34,701)	205,295

**Footpaths (Surplus)/Deficit**

<b>320,000</b>	<b>80,004</b>	<b>99,611</b>	<b>15,094</b>	<b>114,705</b>	<b>(34,701)</b>	<b>205,295</b>
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**Cost Centre: Bridges**



**INFRASTRUCTURE SERVICES**

<i>Account No.</i>	<i>Account Description</i>	<i>Current Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>On Order</i>	<i>Total Committed</i>	<i>YTD Variance</i>	<i>Budget Remaining</i>
Cost Centre: Bridges								
<b>Capital</b>								
52742	Gawler River – Isandula Road Bridge	525,000	131,250	–	545	545	130,705	524,455
52749	Redwater Creek – Loyetea Road	200,000	50,001	–	–	–	50,001	200,000
52765.05	Buttons Creek – Edinborough Road Bridge	250,000	62,499	1,328	–	1,328	61,171	248,672
52766	Forth River – flood opening (Bridge)	60,000	15,000	–	–	–	15,000	60,000
52767	Nine Mile Road (Bridge)	311,000	77,751	249,005	–	249,005	(171,254)	61,995
52768	Abutments (Bridges)	80,000	20,001	–	–	–	20,001	80,000
Total Capital		1,426,000	356,502	250,333	545	250,879	105,623	1,175,121
<b>Bridges (Surplus)/Deficit</b>		<b>1,426,000</b>	<b>356,502</b>	<b>250,333</b>	<b>545</b>	<b>250,879</b>	<b>105,623</b>	<b>1,175,121</b>

## Cost Centre: Carparks

<b>Capital</b>								
52809.07	Quadrant Carpark	194,000	48,501	84,696	–	84,696	(36,195)	109,304
52845.02	North Reibey Street, Ulverstone carpark	15,000	3,750	–	–	–	3,750	15,000
52853.01	Bannons Car Park, Ulverstone – upgrade	110,000	27,501	–	–	–	27,501	110,000
52860.01	Disabled parking spaces	20,000	5,001	–	–	–	5,001	20,000
52862	Church of England carpark – Kings Parade, Ulverstone	60,000	15,000	–	–	–	15,000	60,000
52863	Tobruk Park carpark	25,000	6,249	–	–	–	6,249	25,000
Total Capital		424,000	106,002	84,696	–	84,696	21,306	339,304
<b>Carparks (Surplus)/Deficit</b>		<b>424,000</b>	<b>106,002</b>	<b>84,696</b>	<b>–</b>	<b>84,696</b>	<b>21,306</b>	<b>339,304</b>

## Cost Centre: Drainage

<b>Capital</b>								
55024.01	Preservation Drive (No 322) – upgrade	62,000	15,501	–	–	–	15,501	62,000
55048.01	Boyes Street Outfall – overflow control	10,000	2,499	–	–	–	2,499	10,000
55053.03	Bertha Street Outfall	105,000	26,250	–	–	–	26,250	105,000



**INFRASTRUCTURE SERVICES**

<i>Account No.</i>	<i>Account Description</i>	<i>Current Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>On Order</i>	<i>Total Committed</i>	<i>YTD Variance</i>	<i>Budget Remaining</i>
Cost Centre: Drainage								
<b>Capital</b>								
55054.06	Miscellaneous drainage	20,000	5,001	-	-	-	5,001	20,000
55073.02	Trevor Street/Scurrah Street drainage	30,000	7,500	1,176	1,871	3,047	4,453	26,953
55093	Side entry pits	30,000	7,500	8,678	3,017	11,694	(4,194)	18,306
55095.08	Mary Street, Ulverstone drainage	30,000	7,500	-	-	-	7,500	30,000
55095.09	Penguin Bowls Club drainage	10,000	2,499	-	-	-	2,499	10,000
55095.1	264 Westella Drive, Turners Beach drainage	20,000	5,001	-	-	-	5,001	20,000
Total Capital		317,000	79,251	9,854	4,888	14,742	64,509	302,258
<b>Drainage (Surplus)/Deficit</b>		<b>317,000</b>	<b>79,251</b>	<b>9,854</b>	<b>4,888</b>	<b>14,742</b>	<b>64,509</b>	<b>302,258</b>
<b>Roads, Bridges and Drainage (Surplus)/Deficit</b>		<b>7,100,000</b>	<b>1,775,022</b>	<b>1,014,955</b>	<b>153,673</b>	<b>1,168,628</b>	<b>606,394</b>	<b>5,931,372</b>

## Cost Centre: Household Garbage

<b>Capital</b>								
56004	Plant purchases – Waste Management	65,000	16,251	-	-	-	16,251	65,000
56009.02	Castra Transfer Station – site rehabilitation	15,000	3,750	-	-	-	3,750	15,000
56010.02	Penguin Refuse Disposal Site – site rehabilitation	40,000	9,999	-	-	-	9,999	40,000
56010.06	Preston transfer station – safety improvements	5,000	1,251	305	2,000	2,305	(1,054)	2,695
56010.07	Preston Transfer Station – Retaining Wall	5,000	1,251	1,161	1,591	2,752	(1,501)	2,248
56018.1	Resource Recovery Centre – security system	10,000	2,499	-	-	-	2,499	10,000
56029	Resource Recovery Centre – leachate improvements	10,000	2,499	-	-	-	2,499	10,000
56045	Resource Recovery Centre – wetlands	115,000	28,749	-	-	-	28,749	115,000
56047	Resource Recovery Centre – boom gates	30,000	7,500	-	-	-	7,500	30,000
Total Capital		295,000	73,749	1,466	3,591	5,057	68,692	289,943
<b>Household Garbage (Surplus)/Deficit</b>		<b>295,000</b>	<b>73,749</b>	<b>1,466</b>	<b>3,591</b>	<b>5,057</b>	<b>68,692</b>	<b>289,943</b>



# INFRASTRUCTURE SERVICES

Account No. Account Description

Current  
Budget

YTD  
Budget

YTD  
Actual

On  
Order

Total  
Committed

YTD  
Variance

Budget  
Remaining

Waste Management (Surplus)/Deficit

295,000

73,749

1,466

3,591

5,057

68,692

289,943

Cost Centre: Parks

## Capital

62204	Plant purchases – Parks	130,000	32,499	–	–	–	32,499	130,000
62205	Park Signage upgrade	5,000	1,251	343	–	343	908	4,657
62207.02	Bicentennial Park Bridge renewal	15,000	3,750	–	–	–	3,750	15,000
62212.15	Leven Canyon track to toilets/handrails	20,000	5,001	–	–	–	5,001	20,000
62213.03	Pump and Jump Park Design	10,000	2,499	–	–	–	2,499	10,000
62227.01	West Ulverstone Foreshore – fire recovery/landscaping	20,000	5,001	9,162	3,253	12,415	(7,414)	7,585
62244.05	Naval Association – Monument contribution	5,000	1,251	6,032	–	6,032	(4,781)	(1,032)
62256.01	Penguin Foreshore – shower	10,000	2,499	–	8,559	8,559	(6,060)	1,441
62256.02	Penguin Foreshore Development Plan	50,000	12,501	–	–	–	12,501	50,000
62262.01	Picnic Hut – Beach Road, Ulverstone	10,000	2,499	2,668	–	2,668	(169)	7,332
62270.02	Turners Beach (UDG) – boardwalk	100,000	24,999	–	–	–	24,999	100,000
62273	Dial Street – replanting	15,000	3,750	4,760	6,007	10,767	(7,017)	4,233
62282	Beach access upgrades	10,000	2,499	–	–	–	2,499	10,000
62282.01	Apex Caravan Park – access upgrade	10,000	2,499	–	–	–	2,499	10,000
62282.02	Oc Ling Caravan Park, Turners Beach – fencing	5,000	1,251	–	–	–	1,251	5,000
62287	Parks Asset renewals	10,000	2,499	2,668	–	2,668	(169)	7,332
62287.01	Parks renewal – playground renewals identified	25,000	6,249	662	–	662	5,587	24,338
62287.04	Dune fencing at Turners Beach	2,000	501	2,109	–	2,109	(1,608)	(109)
62289.23	Industrial Estate – greenbelt	10,000	2,499	928	1,470	2,398	101	7,602
62289.32	Johnson Beach Master Plan – Stage 2	25,000	6,249	26,564	–	26,564	(20,315)	(1,564)
62289.34	Hiscutt Park – wall repair	20,000	5,001	–	–	–	5,001	20,000
62289.37	Roland View Reserve – half court BB court	15,000	3,750	–	–	–	3,750	15,000
62293	Bannon Park plantings	10,000	2,499	–	550	550	1,949	9,450
62294	Penguin Mountain Bike Park – contribution	50,000	12,501	–	–	–	12,501	50,000
Total Capital		582,000	145,497	55,897	19,839	75,736	69,761	506,264



# INFRASTRUCTURE SERVICES

Account No. Account Description

Current  
Budget

YTD  
Budget

YTD  
Actual

On  
Order

Total  
Committed

YTD  
Variance

Budget  
Remaining

Parks (Surplus)/Deficit

582,000

145,497

55,897

19,839

75,736

69,761

506,264

Cost Centre: Public Amenities

## Capital

60341	Bus shelter (new)	10,000	2,499	-	-	-	2,499	10,000
60348.02	Public convenience signage upgrade	3,000	750	665	-	665	85	2,335
60356.02	Public amenities renewal – toilet refurbishments	10,000	2,499	-	-	-	2,499	10,000
60356.05	Bus Shelter Renewals	10,000	2,499	3,025	-	3,025	(526)	6,975
60358.05	Drinking Water Stations	9,000	2,250	-	-	-	2,250	9,000
60358.06	Public Toilet – Lighting Upgrade	2,000	501	-	-	-	501	2,000
60359.01	West Ulverstone Pontoon upgrade	190,000	47,499	-	-	-	47,499	190,000
60363	Anzac Park Toilets/Surrounds	109,000	27,249	733	-	733	26,516	108,267

Total Capital

343,000

85,746

4,423

-

4,423

81,323

338,577

Public Amenities (Surplus)/Deficit

343,000

85,746

4,423

-

4,423

81,323

338,577

Cost Centre: Cemeteries

## Capital

60406	Memorial Park – lowering machine replacement	10,000	2,499	-	-	-	2,499	10,000
60407	Memorial Park – watering system	11,000	2,751	-	-	-	2,751	11,000
60422	Memorial Park – garden	25,000	6,249	-	-	-	6,249	25,000
60429.1	Memorial Park – tree planting	5,000	1,251	-	-	-	1,251	5,000

Total Capital

51,000

12,750

-

-

-

12,750

51,000

Cemeteries (Surplus)/Deficit

51,000

12,750

-

-

-

12,750

51,000

Parks and Amenities (Surplus)/Deficit

976,000

243,993

60,321

19,839

80,160

163,833

895,840

WORKS (SURPLUS)/DEFICIT

9,749,454

2,437,377

1,611,253

183,103

1,794,356

643,021

7,955,098



**ORGANISATIONAL SERVICES**

<i>Account No.</i>	<i>Account Description</i>	<i>Current Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>On Order</i>	<i>Total Committed</i>	<i>YTD Variance</i>	<i>Budget Remaining</i>
<b>Service Activity: Corporate Administration</b>								
<b>Cost Centre: Administration Centre</b>								
<b>Capital</b>								
51348.01	Administration Centre – lighting	5,000	1,251	–	–	–	1,251	5,000
51348.02	Administration Centre – heat pump renewals	10,000	2,499	–	–	–	2,499	10,000
51349.04	Administration Centre – electrical upgrade – (RCD Protector	20,000	5,001	–	–	–	5,001	20,000
51351	Administration Centre – ground floor redevelopment	300,000	75,000	–	5,500	5,500	69,500	294,500
	<b>Total Capital</b>	<b>335,000</b>	<b>83,751</b>	<b>–</b>	<b>5,500</b>	<b>5,500</b>	<b>78,251</b>	<b>329,500</b>
	<b>Administration Centre (Surplus)/Deficit</b>	<b>335,000</b>	<b>83,751</b>	<b>–</b>	<b>5,500</b>	<b>5,500</b>	<b>78,251</b>	<b>329,500</b>
	<b>Corporate Administration (Surplus)/Deficit</b>	<b>335,000</b>	<b>83,751</b>	<b>–</b>	<b>5,500</b>	<b>5,500</b>	<b>78,251</b>	<b>329,500</b>

**Cost Centre: Corporate Support Services**

<b>Capital</b>								
51505	Computer equipment	112,000	27,999	–	20,517	20,517	7,482	91,483
51509	Computer equipment – mobile phones	14,000	3,501	4,181	–	4,181	(680)	9,819
51510	Ulverstone Sports and Leisure Centre – security/WIFI review	10,000	2,499	–	–	–	2,499	10,000
	<b>Total Capital</b>	<b>136,000</b>	<b>33,999</b>	<b>4,181</b>	<b>20,517</b>	<b>24,699</b>	<b>9,300</b>	<b>111,301</b>
	<b>Corporate Support Services (Surplus)/Deficit</b>	<b>136,000</b>	<b>33,999</b>	<b>4,181</b>	<b>20,517</b>	<b>24,699</b>	<b>9,300</b>	<b>111,301</b>
	<b>Corporate Support Services (Surplus)/Deficit</b>	<b>136,000</b>	<b>33,999</b>	<b>4,181</b>	<b>20,517</b>	<b>24,699</b>	<b>9,300</b>	<b>111,301</b>

**Cost Centre: Caravan Parks**

<b>Capital</b>								
63257	Ulverstone Caravan Park – electrical upgrade	20,000	5,001	–	–	–	5,001	20,000



**ORGANISATIONAL SERVICES***Account No.**Account Description**Current  
Budget**YTD  
Budget**YTD  
Actual**On  
Order**Total  
Committed**YTD  
Variance**Budget  
Remaining*

Cost Centre: Caravan Parks

**Capital**

63258.03	Ulverstone Caravan Park – painting program	10,000	2,499	–	–	–	2,499	10,000
	Total Capital	30,000	7,500	–	–	–	7,500	30,000
	Caravan Parks (Surplus)/Deficit	30,000	7,500	–	–	–	7,500	30,000
	Caravan Parks (Surplus)/Deficit	30,000	7,500	–	–	–	7,500	30,000
	CORPORATE SERVICES (SURPLUS)/DEFICIT	501,000	125,250	4,181	26,017	30,199	95,051	470,801



**COMMUNITY SERVICES****Account No. Account Description****Current  
Budget****YTD  
Budget****YTD  
Actual****On  
Order****Total  
Committed****YTD  
Variance****Budget  
Remaining****Service Activity: Childrens Services****Cost Centre: Child Care****Capital**

61249.04	Ulverstone Child Care – internal/external painting	5,000	1,251	–	–	–	1,251	5,000
61253	Ulverstone Child Care Centre – fence renewal	15,000	3,750	–	–	–	3,750	15,000
Total Capital		20,000	5,001	–	–	–	5,001	20,000
Child Care (Surplus)/Deficit		20,000	5,001	–	–	–	5,001	20,000

**Cost Centre: Penguin Play Centre****Capital**

60249	46 Main Road, Penguin (previously the Penguin Playcentre) p	5,000	1,251	–	–	–	1,251	5,000
Total Capital		5,000	1,251	–	–	–	1,251	5,000
Penguin Play Centre (Surplus)/Deficit		5,000	1,251	–	–	–	1,251	5,000
Childrens Services (Surplus)/Deficit		25,000	6,252	–	–	–	6,252	25,000

**Cost Centre: Community Development****Capital**

51604	Plant purchases – Community Development	–	–	29,113	–	29,113	(29,113)	(29,113)
Total Capital		–	–	29,113	–	29,113	(29,113)	(29,113)
Community Development (Surplus)/Deficit		–	–	29,113	–	29,113	(29,113)	(29,113)

**Cost Centre: Cultural Activities****Capital**



**COMMUNITY SERVICES**

<i>Account No.</i>	<i>Account Description</i>	<i>Current Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>On Order</i>	<i>Total Committed</i>	<i>YTD Variance</i>	<i>Budget Remaining</i>
Cost Centre: Cultural Activities								
<b>Capital</b>								
61405	Ulverstone Band – purchase instruments	31,000	7,749	–	–	–	7,749	31,000
61450.05	Ulverstone History Museum – weatherproofing	5,000	1,251	–	–	–	1,251	5,000
	Total Capital	36,000	9,000	–	–	–	9,000	36,000
	<b>Cultural Activities (Surplus)/Deficit</b>	<b>36,000</b>	<b>9,000</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>9,000</b>	<b>36,000</b>
	<b>Social Planning and Development (Surplus)/Deficit</b>	<b>36,000</b>	<b>9,000</b>	<b>29,113</b>	<b>–</b>	<b>29,113</b>	<b>(20,113)</b>	<b>6,887</b>

## Cost Centre: Housing

<b>Capital</b>								
60020	Aged persons home units – internal rehabilitation	40,000	9,999	64,055	–	64,055	(54,056)	(24,055)
60021	Aged persons home units – HWC renewal	10,000	2,499	–	–	–	2,499	10,000
60023	Aged persons home units – external rehabilitation	36,000	9,000	–	–	–	9,000	36,000
60024	Aged persons home units – electrical replacements	15,000	3,750	11,292	–	11,292	(7,542)	3,708
60025	Aged persons home units – fencing/surrounds	10,000	2,499	–	–	–	2,499	10,000
60027	Ganesway – trade waste compliance	10,000	2,499	–	–	–	2,499	10,000
	Total Capital	121,000	30,246	75,347	–	75,347	(45,101)	45,653
	<b>Housing (Surplus)/Deficit</b>	<b>121,000</b>	<b>30,246</b>	<b>75,347</b>	<b>–</b>	<b>75,347</b>	<b>(45,101)</b>	<b>45,653</b>

## Cost Centre: Cultural Amenities

<b>Capital</b>								
60124.04	Civic Centre – painting program	10,000	2,499	–	–	–	2,499	10,000
60126.01	Ulverstone Wharf building– audio-visual	57,000	14,250	–	–	–	14,250	57,000
60140	Civic Centre – entrance re-design	10,000	2,499	–	–	–	2,499	10,000
60149	Civic Centre – carpet	10,000	2,499	–	–	–	2,499	10,000
60156	Ulverstone Wharf building – deck balustrading	20,000	5,001	–	–	–	5,001	20,000



**COMMUNITY SERVICES****Account No. Account Description****Current  
Budget****YTD  
Budget****YTD  
Actual****On  
Order****Total  
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Variance****Budget  
Remaining**

## Cost Centre: Cultural Amenities

**Capital**

60160	Civic Centre – Leven Theatre – winches	60,000	15,000	–	–	–	15,000	60,000
	Total Capital	167,000	41,748	–	–	–	41,748	167,000
	<b>Cultural Amenities (Surplus)/Deficit</b>	<b>167,000</b>	<b>41,748</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>41,748</b>	<b>167,000</b>

## Cost Centre: Public Halls and Buildings

**Capital**

60212	Turners Beach Hall – external refurbishment	20,000	5,001	–	–	–	5,001	20,000
60216.02	Ulverstone Senior Citizens – atrium replacement	30,000	7,500	–	–	–	7,500	30,000
60248	Penguin Meals on Wheels – refurbishment	5,000	1,251	–	–	–	1,251	5,000
60250	Municipal Tea Rooms – trade waste compliance	10,000	2,499	–	–	–	2,499	10,000
	Total Capital	65,000	16,251	–	–	–	16,251	65,000
	<b>Public Halls and Buildings (Surplus)/Deficit</b>	<b>65,000</b>	<b>16,251</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>16,251</b>	<b>65,000</b>
	<b>Community Services and Facilities (Surplus)/Deficit</b>	<b>353,000</b>	<b>88,245</b>	<b>75,347</b>	<b>–</b>	<b>75,347</b>	<b>12,898</b>	<b>277,653</b>

## Cost Centre: Swimming Pool and Waterslide

**Capital**

62029	Ulverstone Waterslide – surrounds	5,000	1,251	–	–	–	1,251	5,000
	Total Capital	5,000	1,251	–	–	–	1,251	5,000
	<b>Swimming Pool and Waterslide (Surplus)/Deficit</b>	<b>5,000</b>	<b>1,251</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>1,251</b>	<b>5,000</b>

## Cost Centre: Active Recreation

**Capital**



## COMMUNITY SERVICES

Account No.	Account Description	Current Budget	YTD Budget	YTD Actual	On Order	Total Committed	YTD Variance	Budget Remaining
Cost Centre: Active Recreation								
<b>Capital</b>								
62104	Plant purchases – Active Recreation	341,000	85,251	94,972	–	94,972	(9,721)	246,028
62107.03	Showground – carpark	25,000	6,249	–	–	–	6,249	25,000
62123.03	Forth Recreation Ground – box gutter replacement	20,000	5,001	–	–	–	5,001	20,000
62125.02	River Park Recreation Ground – resurface	8,000	2,001	–	–	–	2,001	8,000
62159.01	Ulverstone Recreation Ground – underground irrigation	80,000	20,001	–	–	–	20,001	80,000
62159.02	Ulverstone Recreation Ground – trade waste compliance	10,000	2,499	–	–	–	2,499	10,000
62165.02	Heybridge Recreation Ground – surface refurbishment	10,000	2,499	–	–	–	2,499	10,000
62165.03	Heybridge Recreation Ground – (AFL) goal post replacement	20,000	5,001	12,469	–	12,469	(7,468)	7,531
62167.03	Cricket Wicket renewals	10,000	2,499	–	–	–	2,499	10,000
62169.03	Showgrounds – Ground Lighting – Stage 2	178,000	44,499	–	–	–	44,499	178,000
62169.07	Goal Posts (Soccer) replacements	10,000	2,499	–	–	–	2,499	10,000
62170.02	Haywood's Recreation Ground Lighting Upgrades	23,000	5,751	13,920	–	13,920	(8,169)	9,080
62170.03	Haywoods Reserve – trade waste compliance	20,000	5,001	–	–	–	5,001	20,000
62171.01	Turners Beach Rec Ground – changeroom upgrade	18,000	4,500	–	–	–	4,500	18,000
62174	Ulverstone Surf Club steps remedial	15,000	3,750	–	–	–	3,750	15,000
62175	Recreation Grounds – water connections	20,000	5,001	–	–	–	5,001	20,000
62176	Dial Park – landscaping	10,000	2,499	–	4,700	4,700	(2,201)	5,300
62176.01	Dial Park – handrail	–	–	–	7,000	7,000	(7,000)	(7,000)
62176.02	Dial Park – loud speaker	–	–	–	7,000	7,000	(7,000)	(7,000)
62177	Recreation Grounds – lighting upgrades	10,000	2,499	–	–	–	2,499	10,000
Total Capital		828,000	207,000	121,361	18,700	140,061	66,939	687,939
<b>Active Recreation (Surplus)/Deficit</b>		<b>828,000</b>	<b>207,000</b>	<b>121,361</b>	<b>18,700</b>	<b>140,061</b>	<b>66,939</b>	<b>687,939</b>

## Cost Centre: Recreation Centres

### Capital

62305	Penguin Sports Centre – backboard upgrade	79,000	19,749	43,180	–	43,180	(23,431)	35,820
62347	Ulverstone Recreation Centre – purchase equipment	10,000	2,499	1,064	182	1,245	1,254	8,755



**COMMUNITY SERVICES****Account No. Account Description****Current  
Budget****YTD  
Budget****YTD  
Actual****On  
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Committed****YTD  
Variance****Budget  
Remaining**

Cost Centre: Recreation Centres

**Capital**

62356	Penguin Stadium refurbishment	20,000	5,001	35,299	–	35,299	(30,298)	(15,299)
62358	Ulverstone Stadium 2 – guttering and external refurb.	10,000	2,499	–	–	–	2,499	10,000
62362	Ulverstone Sports and Leisure Centre – gym carpet renew	5,000	1,251	–	–	–	1,251	5,000
Total Capital		124,000	30,999	79,543	182	79,724	(48,725)	44,276
Recreation Centres (Surplus)/Deficit		124,000	30,999	79,543	182	79,724	(48,725)	44,276
Recreation Facilities (Surplus)/Deficit		957,000	239,250	200,903	18,882	219,785	19,465	737,215
COMMUNITY SERVICES (SURPLUS)/DEFICIT		1,371,000	342,747	305,364	18,882	324,246	18,501	1,046,754



**COMMUNITY SERVICES***Account No.**Account Description**Current  
Budget**YTD  
Budget**YTD  
Actual**On  
Order**Total  
Committed**YTD  
Variance**Budget  
Remaining***Service Activity: Environment and Health**

Cost Centre: Environment and Health

**Capital**

57004	Plant purchases – Environment and Health	26,000	6,501	–	–	–	6,501	26,000
	Total Capital	26,000	6,501	–	–	–	6,501	26,000
	<b>Environment and Health (Surplus)/Deficit</b>	<b>26,000</b>	<b>6,501</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>6,501</b>	<b>26,000</b>
	<b>Environment and Health (Surplus)/Deficit</b>	<b>26,000</b>	<b>6,501</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>6,501</b>	<b>26,000</b>

Cost Centre: Land–Use Planning

**Capital**

58004	Plant purchases – Planning	30,000	7,500	–	–	–	7,500	30,000
	Total Capital	30,000	7,500	–	–	–	7,500	30,000
	<b>Land–Use Planning (Surplus)/Deficit</b>	<b>30,000</b>	<b>7,500</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>7,500</b>	<b>30,000</b>
	<b>Land–Use Planning (Surplus)/Deficit</b>	<b>30,000</b>	<b>7,500</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>7,500</b>	<b>30,000</b>

Cost Centre: Control of Animals

**Capital**

61104	Plant purchases – Control of Animals	57,000	14,250	–	–	–	14,250	57,000
61107	Fence (additional) at Penguin Dog Park	15,000	3,750	–	–	–	3,750	15,000
	Total Capital	72,000	18,000	–	–	–	18,000	72,000
	<b>Control of Animals (Surplus)/Deficit</b>	<b>72,000</b>	<b>18,000</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>18,000</b>	<b>72,000</b>



**COMMUNITY SERVICES**

<i>Account No.</i>	<i>Account Description</i>	<i>Current Budget</i>	<i>YTD Budget</i>	<i>YTD Actual</i>	<i>On Order</i>	<i>Total Committed</i>	<i>YTD Variance</i>	<i>Budget Remaining</i>
	Inspectorial Services (Surplus)/Deficit	72,000	18,000	-	-	-	18,000	72,000
	REGULATORY SERVICES (SURPLUS)/DEFICIT	128,000	32,001	-	-	-	32,001	128,000
	Operating (Surplus)/Deficit	11,722,000	14,858,454	3,714,621	1,921,047	2,265,432	1,449,189	12,593,022