

Notice of Ordinary Council Meeting and

Agenda

29 JANUARY 2019

To all Councillors

NOTICE OF MEETING

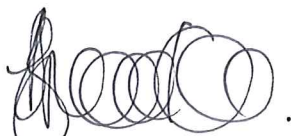
In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, notice is given of the next ordinary meeting of the Central Coast Council which will be held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 29 January 2019. The meeting will commence at 6.00pm.

An agenda and associated reports and documents are appended hereto.

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

Dated at Ulverstone this 23rd day of January 2019.

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



Lou Brooke
EXECUTIVE SERVICES OFFICER

Code of Conduct of Councillors

PART 1 – Decision making

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

PART 2 – Conflict of interest

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

PART 3 – Use of office

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

PART 4 – Use of resources

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

PART 5 – Use of information

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

PART 6 – Gifts and benefits

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

PART 7 – Relationships with community, councillors and Council employees

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

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

PART 8 – Representation

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

PART 9 – Variation of Code of Conduct

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

QUALIFIED PERSON'S ADVICE

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

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

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

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



Sandra Ayton
GENERAL MANAGER

AGENDA

COUNCILLORS ATTENDANCE

COUNCILLORS APOLOGIES

EMPLOYEES ATTENDANCE

GUEST(S) OF THE COUNCIL

MEDIA ATTENDANCE

PUBLIC ATTENDANCE

OPENING PRAYER

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

BUSINESS

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1 CONFIRMATION OF MINUTES OF THE COUNCIL

1.1 Confirmation of minutes

The Executive Services Officer reports as follows:

“The minutes of the previous ordinary meeting of the Council held on 17 December 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.

A suggested resolution is submitted for consideration.”

- “That the minutes of the previous ordinary meeting of the Council held on 17 December 2018 be confirmed.”
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2 COUNCIL WORKSHOPS

2.1 Council workshops

The Executive Services Officer reports as follows:

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

- . 14.01.2019 – Cradle Coast Authority – Futures Plan with CEO; Ulverstone Cultural Precinct; Community Events Policy.
- . 21.01.2019 – Quarterly update; Penguin Recreation Ground.

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

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

3 MAYOR'S COMMUNICATIONS

3.1 Mayor's communications

The Mayor to report:

3.2 Mayor's diary

The Mayor reports as follows:

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

- . Dementia-Friendly Central Coast – Connect Café
- . Ulverstone High School – Presentation Evening
- . Penguin District School – Presentation Assembly
- . Ulverstone Primary School – Presentation Assembly
- . Council all-of-staff meeting
- . Australia Day 2019 – 'Breakfast by the Leven' celebration briefing
- . Australia Day 2019 – citizenship conferees briefing
- . Cradle Coast Authority – Special Representatives meeting re Election Priority Discussion & Potential Renewables Working Group (Burnie)
- . Switch Tasmania (Cradle Coast Innovation) – Board meeting
- . Radio community reports
- . Australia Day 2019 – 'Breakfast by the Leven' celebration – presided at citizenship ceremony and presented Australia Day Awards
- . Infrastructure Tasmania – meeting with Chief Executive re Forth Rail Bridge.

On annual leave from 20 December to 14 January."

The Deputy Mayor reports as follows:

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

- . Ulverstone Repertory Theatre Society and Apex Club of Ulverstone – Carols by Candlelight Ulverstone – Mayor’s Christmas message
- . Sports Carnival Association of Tasmania – Ulverstone Criterium race start and presentations.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the Mayor’s and Deputy Mayor’s reports be received.”

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3.3 Declarations of interest

The Mayor reports as follows:

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

The Executive Services Officer reports as follows:

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

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

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

4 COUNCILLOR REPORTS

4.1 Councillor reports

The Executive Services Officer reports as follows:

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

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

5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Leave of absence

The Executive Services Officer reports as follows:

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

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

There are no applications for consideration at this meeting.”

6 DEPUTATIONS

6.1 Deputations

The Executive Services Officer reports as follows:

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

7 PETITIONS

7.1 Petition – Request for No Standing zones at The Esplanade, Turners Beach

The Executive Services Officer reports as follows:

“The following petition has been received:

‘Subject matter	No Standing Zones – OC Ling Memorial Caravan Park.
Statement of subject matter and action requested	The following petitioners request that No Standing zones erected on The Esplanade, Turners Beach at the entrance to the OC Ling Memorial Caravan Park.
Signatories	There are 42 signatures.’

A copy of the petition is attached. The petition is in compliance with s.57 of the *Local Government Act 1993*.

A report on this matter is provided at Agenda item 10.12.

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

- “That the petition be received.”

8 COUNCILLORS' QUESTIONS

8.1 Councillors' questions without notice

The Executive Services Officer reports as follows:

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

'29 (1) A councillor at a meeting may ask a question without notice –

- (a) of the chairperson; or
- (b) through the chairperson, of –
 - (i) another councillor; or
 - (ii) the general manager.

(2) In putting a question without notice at a meeting, a councillor must not –

- (a) offer an argument or opinion; or
- (b) draw any inferences or make any imputations –

except so far as may be necessary to explain the question.

(3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.

(4) The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.

(5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.

(6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.

(7) The chairperson may require a councillor to put a question without notice in writing.'

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

'8 (5) Subject to subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.

(6) A council by absolute majority at an ordinary council meeting, ..., may decide to deal with a matter that is not on the agenda if –

(a) the general manager has reported the reason it was not possible to include the matter on the agenda; and

(b) the general manager has reported that the matter is urgent; and

(c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.'

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

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

The Executive Services Officer reports as follows:

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

- ‘30 (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.
- (2) An answer to a question on notice must be in writing.’

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

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

No questions on notice have been received.”

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9 PUBLIC QUESTION TIME

9.1 Public question time

The Mayor reports as follows:

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

Public question time will be conducted as provided by the *Local Government (Meeting Procedures) Regulations 2015* and the supporting procedures adopted by the Council on 19 May 2014 (Minute No. 133/2014).”

9.2 Public questions taken on notice

The Executive Services Officer reports as follows:

“No public questions were taken on notice from the 17 December 2018 meeting.”

NOTES

10 DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

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

The General Manager reports as follows:

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

- . Forth Community Representatives Committee – meeting held 1 November 2018
- . Turners Beach Community Representatives Committee – meeting held 22 November 2018
- . Central Coast Youth Engaged Steering Committee – meeting held 29 November 2018
- . East Ulverstone Swimming Pool Management Committee – meeting held – 29 November 2018
- . Central Coast Community Shed Management Committee – meeting held – 3 December 2018
- . Devonport City Council and Central Coast Council Shared Audit Panel – meeting held 3 December 2018
- . Central Coast Community Safety Partnership Committee – meeting held 5 December 2018.

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

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

10.2 Cradle Coast Waste Governance Project Report

The General Manager reports as follows:

"PURPOSE

This report seeks to determine the Council's position in relation to receiving and adopting the recommendations of the Cradle Coast Waste Governance Project Final Report which was auspiced by the Cradle Coast Waste Management Group.

BACKGROUND

The Cradle Coast Waste Management Group (CCWMG) is a Local government skills-based group hosted by the Cradle Coast Authority (CCA). Participation in the CCWMG is voluntary, with representation from Burnie City Council, Central Coast Council, Devonport City Council, Circular Head Council, Latrobe Council, Kentish Council and Waratah-Wynyard Council.

The activities of the CCWMG are funded via a voluntary levy on waste deposited to landfill, at present \$5 per tonne. A Strategic Plan and Annual Plan detail the function and purpose of the CCWMG and how it utilises the levy funds. The Council recently endorsed the latest versions of the Strategic Plan and Annual Plan.

In early 2013, the CCWMG identified a need to undertake a review of governance and waste management arrangements for waste management services in the region. Drivers for progressing such an action included:

- . Potential economies of scale (and greater value for the community) associated with regional delivery of waste services.
- . Acknowledged challenges in the operation of a voluntary group, with no direct management authority, in implementing the Regional Strategy.
- . Resourcing challenges within the group to deliver the Regional Strategy.
- . Knowledge that the majority of regional waste groupings in other parts of Australia have transitioned to a formal structure of some form, this being a best practice approach.

In that regard, the CCWMG commissioned MRA Consulting Group to undertake such a review and provide recommendations to the CCWMG.

The objectives of the study were related to the ability of the CCWMG to:

- . Achieve the goals and objectives of the CCWMG Strategy 2012-2017;
- . Provide best practice in both Governance management and cost effectiveness;
- . Position the region to participate strongly in a future state-wide waste management framework.

At that time, it was considered that the State Government was positioning itself to take a more direct role in waste management arrangements through the State,

through imposition of a state-wide waste levy, establishment of a state body charged with managing waste levy funds, delivering the State Waste Strategy and strengthening the activities of the EPA in respect to education and enforcement in the waste management area.

To date though, there has not been significant movement by the State government in this space; however, discussions continue to occur between Local government and the State.

The work undertaken by MRA Consulting Group resulted in three reports being prepared:

- . Review of governance and waste management infrastructure and services;
- . Consideration of alternate models of governance for the CCWMG;
- . Business case analysis of a preferred governance model.

The first report has been useful to the CCWMG in developing its recent Strategic Plan and Annual Plan, confirming the group's view that the current governance arrangements were not consistent with industry best practice and change was needed to assist the CCWMG to achieve its and the member Councils' waste management aims.

The second report explored Governance models and recommended a stand-alone joint authority model be considered. The third report explores the business case for a stand-alone joint authority.

The Governance model recommended by MRA Consulting Group and the CCWMG is a 'self-standing' joint authority.

The CCWMG sought the views of the member Councils in respect to progressing the joint authority model. All seven Councils in general resolved to approve in principle the establishment of a self-standing joint authority, subject to a more detailed report on the staging of the implementation, i.e. transferring of primary programs and decision making, and then secondly, the transfer of assets once a joint authority is fully operational and successful in delivering the goals of the Cradle Coast Waste Management Strategy.

With the support of the CCA Board and the Cradle Coast General Managers Group (CCGMG), the CCWMG created the position of Waste Governance Project Coordinator (Coordinator). The purpose of this part-time position was to work with participating Councils to assist with reaching a decision on the way forward regarding regional waste governance through a joint authority model.

Mr Greg Preece was appointed to the position of Coordinator and a final report titled Cradle Coast Waste Governance Project has been delivered to the CCWMG (copy attached).

DISCUSSION

The task of the Coordinator was to assess the three options in relation to a governance model being implemented, they being:

- Option A – a committee structure under the CCA;
- Option B – a new regional Cradle Coast Waste Management Joint Authority;
- Option C – an expanded Dulverton Waste Management Joint Authority.

In preparing the report the Coordinator attended workshops with the seven Councils and met with other groups, organisations and individuals. The workshop discussions centred around any issues, matters or concerns arising from the establishment of any of the options above, as well as what activities and programs should the new authority manage and implement.

The feedback from each Council from the workshops is contained on pages 12–13 of the final report (October 2018).

The outcome of these meetings and workshops resulted in almost no support for Option A and limited support for Option B. Most of the support was for Option C, an expanded Dulverton Waste Management Joint Authority, and this option has been proposed to be adopted as the waste management governance model.

During the process several issues were identified, these being:

- . A name change;
- . Operations of an expanded Dulverton Waste Management Joint Authority;
- . CCWMG operation;
- . Service charges;
- . Data collection;
- . Project delivery.

Each issue was examined, and proposed actions were developed to eliminate, mitigate or manage the associated risk (pages 20–25 of final report) along with the 11 recommendations as identified below:

- R 1 That the preferred option to be adopted as the waste management governance model is an expanded Dulverton Waste Management Joint Authority.

- R 2 That consideration be given to establish a new consulting and project management unit within the Dulverton Waste Management Joint Authority, to provide consulting services to the Cradle Coast Councils (as required).
- R 3 That a two-stage approach be adopted where:
- . Stage 1 would deliver the existing regional waste services plus administration and financial services. That the rules of the DWM Joint Authority be amended to allow Burnie City Council, Waratah-Wynyard Council and Circular Head to become members and a members' representative group be formed. This group (as distinct from full members) would be responsible for the oversight of the consulting and project management operations.
 - . Stage 2 would progress with the consent of the owner councils and if Stage 1 delivered improved services and outcomes for all councils. This stage would require an extensive asset revaluation, consultation with all stakeholders, owners and users, and finally a transfer of assets to DWM.
- R 4 It is proposed that the CCWMG be dissolved when the transfer of responsibility for the delivery of programs and projects to the DWM Joint Authority is complete (Stage 1).
- R 5 That the proposed indicative pricing structure as listed below, be accepted. The proposal is while the levy remains stable at \$5.00 per tonne, DWM would provide the current pricing structure:
- . Fixed project management charge for levy projects of \$94,245
 - . Would undertake administration and financial services and would absorb the costs currently undertaken by the CCA (currently \$6,300)
 - . Continue to contract manage the regional contracts under the existing arrangements for:
 - . Kerbside recycling – no charge
 - . Green waste recycling – 3% on charge
 - . The fixed project management fee to increase by Hobart CPI or CCI each 1 July, commencing on 1 July 2019 with CPI or CCI determined at the start of the agreement by the members representative group

- . A change in the levy rate would necessitate a review of the fee structure.
- R 6 It is proposed that the General Manager will be responsible to ensure the timely, accurate and consistent delivery of data on the operation of their council's transfer stations is provided to DWM.
- R 7 It is proposed that the budget include some discretionary allocation of monies for projects that fall within or meet agreed criteria, then approval of these projects can be authorised by the DWM CEO. Any authorisation would be reported at the next meeting of the members' representative group.
- R 8 It is proposed that DWM be engaged to undertake a follow-up safety audit of the transfer stations and to prepare an action plan and costing for each facility.
- R 9 It is proposed that a qualified risk management consultant or DWM conduct a risk assessment of the operations at all transfer stations and develop a risk management plan or upgrade the plan if one exists.
- R 10 It is proposed that all councils adopt the DWM transfer station operational policies, practices and procedure documents as soon as practicable, along with the training to support these documents.
- R 11 It is proposed that a customer awareness campaign focusing on the true cost of disposal of waste at a transfer station be implemented.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Consultancy was resourced through the Cradle Coast Waste Management Group.

CORPORATE COMPLIANCE

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

The Shape of the Place

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

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment.

Council Sustainability and Governance

- . Improve service provision
- . Strengthen local–regional connections.

CONCLUSION

It is recommended that the Council receive the Waste Governance Project Coordinator's report titled Cradle Coast Waste Governance Project; and secondly, endorse the option of an expanded Dulverton Waste Management Joint Authority and that work commence forthwith to action the proposed recommendations."

The Executive Services Officer reports as follows:

"A copy of the Cradle Coast Waste Management Project Coordinator's report having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Council receive the Waste Governance Project Coordinator's report titled Cradle Coast Waste Governance Project; and secondly, endorse the option of an expanded Dulverton Waste Management Joint Authority and that work commence forthwith to action the proposed recommendations."
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10.3 Quarterly Performance Report – 2018–2019 Annual Plan progress

The General Manager reports 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 – 31 December 2018 is appended.

Some of the Annual Plans' actions achieved over the second quarter include:

- . the adoption and implementation of the Council's Animal Control By-law in October 2018;
- . Penguin's successful 7 Day Makeover in October 2018;
- . the Council's Resource Recovery Centre Tip Shop now operated under the City Mission umbrella;
- . the '5 Best Things' Digital campaign for tourists launched;
- . further opportunities to enhance the relationship between LINC and the Council commenced, with two key projects identified, one which will see local libraries implemented throughout the municipal area; and
- . the walking brochure recognising the Centenary of World War I was developed and launched in conjunction with Armistice Day in November 2018.

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 31 December 2018.”

The Executive Services Officer reports as follows:

“A copy of the Quarterly Performance Report to Council – 31 December 2018 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That Council receive the Quarterly Performance Report on progress with the 2018–2019 Annual Plan as at 31 December 2018.”
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10.4 Gifts and Donations Policy (165/2015 – 22.06.2015)

The General Manager reports as follows:

“PURPOSE

The purpose of this report is to consider the review of the Gifts and Donations Policy (the Policy) which provides guidance to Council officials about the acceptance of and reporting of gifts and donations. A copy of the Policy is appended to this report.

BACKGROUND

In 2018, the *Local Government (General) Amendment Regulations 2018* (Regulations) received Royal Assent and proclamation. Subsequently, these Regulations amended the *Local Government (General) Regulations 2015*, by prescribing the requirements for the keeping of a gifts and donations register by the General Manager, the amendments included:

- . classes of gifts and donations to be disclosed by Council officials to the General Manager;
- . the monetary threshold for disclosure is a Modest value of \$50 or more;

- . the gift or donation details to be declared to the general manager and the timeframe of 14 days applied for the provision of this notice; and
- . that Gifts and Donations are recorded in a register and placed on the Council website.

DISCUSSION

The Policy provides guidance in relation to the offer and receipt of gifts and donations to any Council official including the Mayor, Councillors, Council staff (including staff engaged through an employment agency), Council committee members and volunteers.

Council officials should actively discourage offers of gifts and donations and furthermore, must not solicit gifts or donations, nor take advantage of their official position to secure an unreasonable personal profit or advantage.

The Policy:

- . Outlines obligations and responsibilities relating to Council officials accepting and reporting gifts and donations, in line with the *Local Government Act 1993* and *Local Government (General) Regulations 2015*; and
- . Protects Council officials from being compromised and assists them in making appropriate judgements in relation to gifts and donations and furthermore, avoid a public perception of bias, which may impact the integrity of their role and the Council.

CONSULTATION

Consultation was not required for this report; however, the policies of other councils and the Department of Premier and Cabinet's Local Government Division was referred to as part of the review process.

RESOURCE, FINANCIAL AND RISK IMPACTS

The implementation of this Policy will have no impact on the resources of the Council. Failure to implement the Policy would have risk implications relating to compliance. Failure to disclose gifts or donations of the modest value and above would be in direct contravention of the Policy, the Code of Conduct of Councillors, Employee Code of Conduct, the *Local Government (General) Regulations 2015* and *Local Government Act 1993*.

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
- Effective communication and engagement.

CONCLUSION

It is recommended that the Gifts and Donations Policy dated December 2018 be adopted."

The Executive Services Officer reports as follows:

"A copy of the Gifts and Donations Policy dated December 2018 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Gifts and Benefits Policy dated December 2018 (a copy being appended to and forming part of the minutes) be adopted."

NOTES

COMMUNITY SERVICES

10.5 Statutory determinations

The Director Community Services reports as follows:

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

The Executive Services Officer reports as follows:

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

- “That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received.”
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10.6 Ulverstone Cultural Precinct Design Tender – Appointment of preferred consultant (328/2017 – 20.11.2017)

The Director Community Services reports as follows:

“The Community Development Group Leader has prepared the following report:

‘PURPOSE

The purpose of this report is to consider the tenders received and appoint a consultant to undertake the detailed design of the Ulverstone Cultural Precinct Master Plan.

BACKGROUND

The proposal for a new cultural facility on the Ulverstone History Museum site has been discussed for several years. Consideration of a building that would co-locate the Ulverstone Visitor Centre and the History Museum was one of the recommendations made by the 2015 Visitor Services Review.

The review identified that the co-location of the two services would make better use of volunteer skills, provide a more central and accessible location for visitors and their vehicles, and provide a diverse range of experiences for visitors at the one location.

Following the recommendation, the Council commenced a review in early 2017 of the Ulverstone History Museum to determine how it could create a dynamic and vibrant cultural precinct. Communications consultant Engagement Plus were contracted to undertake the review and were supported by architectural firm ARTAS Architects.

A key stakeholder group was established to provide input into the review, with feedback received from the broader Central Coast community via a comprehensive community engagement process. The result of this process was the development of an evidence based and community supported Ulverstone Cultural Precinct Master Plan (the Master Plan).

The Master Plan provides an ambitious plan to construct a three-storey multi-use facility incorporating the Ulverstone Visitor Information Centre, Ulverstone History Museum, a new science centre and planetarium, art gallery, working studios and café and retail space. The building surrounds provides 50 additional car parking spaces, plays spaces and a civic area for events and gatherings.

The Council endorsed the Master Plan with an estimated value of \$7.5m. at its meeting held on 20 November 2017 (Minute No. 328/2017).

As the Council does not have the financial resources to undertake a project of this scale, a funding model was proposed where equal \$2.5m. contributions would be sought from the Commonwealth Government and Tasmanian Government. The Council would contribute \$2.5m.

On 19 December 2017, an application was made to the Commonwealth Government requesting \$2.5m. under the Building Better Regions Fund. The application was supported by a commitment from the Tasmanian Government, that, if the grant was successful it would contribute \$2.5m.

On 6 July 2018, the Council was informed that its application to the Building Better Regions Fund had been successful. Following this confirmation, the State Government reaffirmed its \$2.5m. commitment to the project.

DISCUSSION

The construction of the Ulverstone Cultural Precinct Master Plan is to be completed by 31 December 2020, as per the funding agreement with the Commonwealth Government.

The drawings for the project to date are only at the concept level, and full schematic and detailed design drawings are required to satisfy all statutory and regulatory requirements.

Given the value of the design tender and pursuant to section 333 of the *Local Government Act 1993*, the Council was required to undertake a public tender process.

The design tender was advertised in all three regional Tasmanian newspapers and via the Council's internet portal Tenderlink on Saturday, 20 October 2018 and closed at 2.00pm on Tuesday, 20 November 2018.

The following services were included in the scope of the tender:

- . architectural
- . geotechnical
- . structural engineering
- . civil engineering
- . mechanical/electrical/fire engineering
- . hydrological/hydraulics engineering
- . traffic engineering
- . environmental
- . urban landscape design
- . planning.

Five conforming tenders were received as follows (excluding GST):

TENDERS RECEIVED	SUBMITTED FIGURE (EXCL. GST)
Philp Lighton Architects	\$428,915.00
ARTAS Architects	\$522,600.00
Edwards & Simpson	\$553,350.00
Tasmanian Consulting Service	\$675,872.73
INDYK Architects	\$848,029.00

Assessment of tenders has been undertaken in accordance with the Council weighted tender assessment method based on:

- . relevant experience;
- . previous performance of similar projects;
- . technical skills;
- . resources and methodology;
- . management skills;
- . time performance;
- . price;
- . quality management systems including OHS systems.

Based on the above criteria, the Tender Assessment Panel for the project identified the top three ranking tenderers, based on the above criteria and weighting process (the confidential Tender Assessment is provided at Agenda item 11.3).

These top three ranked tenderers were Philp Lighton Architects, ARTAS Architects and Edwards & Simpson.

The three tenderers were requested to make a presentation to the Tender Assessment Panel consisting of the Community Development Group Leader, Assets & Facilities Group Leader, History Museum Coordinator and the General Manager, to outline their organisation's design philosophy and how they may deliver on some of the anticipated challenges in the project.

At the completion of the tender assessment process and presentations, the Tender Assessment Panel has determined ARTAS Architects as the highest ranking and therefore the preferred tenderer.

The Tender Assessment Panel consider them to be best placed to undertake the community and stakeholder consultation, in association with Engagement Plus, particularly in a multi-stakeholder environment.

The rationale in relation to minimising the environmental impacts and ensuring the operational costs are kept to a minimum, while providing infrastructure that will deliver the cultural, tourism, educational and socio-economic benefits saw ARTAS Architects score highly.

The recommendation is also based on ARTAS Architects proposed methodology and underpinned by a partnering philosophy, the expertise of their project team, and experience working with guaranteed maximum price contracts.

CONSULTATION

Engagement Plus managed the community engagement process and facilitated meetings of the stakeholder representative group to define the scope of the Ulverstone History Museum review, and subsequently develop the Ulverstone Cultural Precinct Master Plan.

The representative group met regularly throughout the eight-month long process to agree on a final concept design for the Master Plan. Two reports were prepared to provide evidence of the socio-economic value of the project to the Central Coast and North West region, and to assess the feasibility of a science centre and planetarium within the precinct.

This approach ensured the Council was well informed of the viability of the project, and the level of support from the local community, businesses community, tourism operators and education sector.

RESOURCE, FINANCIAL AND RISK IMPACTS

It will cost \$7.5m. (excl. GST) to fully implement the Ulverstone Cultural Precinct Master Plan. The figure is based on a quantity surveyor's report prepared on the concept drawings.

Funding for the project will be derived from the following sources:

Commonwealth Government	\$2,500,000
Tasmanian State Government	\$2,500,000
Central Coast Council	\$2,500,000

The 2018–2019 Budget Estimates provides \$100,000 for the Ulverstone Cultural Precinct. The Council's remaining \$2.4m. contribution will be allocated across the 2019–2020 and 2020–2021 financial years.

The quantity surveyor's report suggests \$577,521 is required to pay for all professional fees. The price provided by ARTAS Architects is within budget.

CORPORATE COMPLIANCE

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

- A Connected Central Coast
 - Improve community wellbeing.

Community Capacity and Creativity

- Cultivate a culture of creativity in the community.

The Shape of the Place

- Improve the value and use of open space.

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the tender received from ARTAS Architects for the sum of \$522,600 (excl. GST) be accepted as the preferred consultant to undertake the detailed design of the Ulverstone Cultural Precinct project.'

The Community Development Group Leader's report is supported."

The Executive Services Officer reports as follows:

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

- "That the tender from ARTAS Architects for the amount of \$522,600 (excl. GST) for the detailed design of the Ulverstone Cultural Precinct be accepted."

10.7 Community Events Policy (64/2006 – 20.02.2006)

The Director Community Services reports as follows:

"The Community Development Group Leader has prepared the following report:

'PURPOSE

The purpose of this report is to consider the adoption by the Council of the Community Events Policy (the Policy). A copy of the Policy is appended to this report.

BACKGROUND

In February 2006 the Council adopted a Public Events Policy (Minute No. 64/2006) to provide guidance on how events will be supported within the Central Coast municipal area.

The Policy has been reviewed to ensure it is consistent with changes in legislation, aligns with the Council's established service standards and meets the expectations of event organisers. The Policy title has been changed to reflect the terminology used to describe events held for the benefit of the community.

DISCUSSION

Each year the Central Coast hosts a variety of events organised by community groups, professional event organisers and the Council. Some events have a strong community identity that appeals to a local audience, while others are larger and attract visitors from around the State.

Events provide a range of benefits to the Central Coast, including economic impacts, social and cultural experiences, volunteer participation, and skill development opportunities.

The Policy outlines the responsibilities of the Council for events held in Central Coast, specifically the role it will play in supporting the delivery of events, attracting new events to the area, and partnering with event organisers to maximise the benefits for the local community.

The Policy applies to all event organisers including community groups, professional event organisers and those undertaken by the Council. It does not apply to activities of a small scale, i.e. weddings and birthday parties, held in a public space unless there is an impact on community or the daily operations of the Council.

CONSULTATION

An interdepartmental team was established to review the Policy, as the services the Council provides to event organisers span both the Community Services and Infrastructure Services Departments.

The Senior Leadership Team discussed the revised Policy at a meeting on 4 December 2018 and it was presented at a Councillors' Workshop on 14 January 2019.

RESOURCE, FINANCIAL AND RISK IMPACTS

The resources required to implement the Policy are contained within the Council's annual budget estimates.

The risk associated with not implementing this Policy is an inconsistent approach to how events are supported in the Central Coast that may diminish the potential benefits received by the community.

CORPORATE COMPLIANCE

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

A Connected Central Coast

- Improve community wellbeing.

Community Capacity and Creativity

- Community capacity-building
- Cultivate a culture of creativity in the community.

The Shape of the Place

- Improve the value and use of open space.

CONCLUSION

It is recommended that the Community Events Policy dated January 2019 be adopted.'

The Community Development Group Leader's report is supported."

The Executive Services Officer reports as follows:

"A copy of the Community Events Policy dated January 2019 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- “That the Community Events Policy dated January 2019 (a copy being appended to and forming part of the minutes) be adopted.”
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10.8 Public Open Space Contributions Policy (77/2011 – 21.03.2011)

The Director Community Services reports as follows:

“The Land Use Planning Group Leader has prepared the following report:

‘PURPOSE

The purpose of this report is to consider the adoption by the Council of the Public Open Space Contributions Policy (the Policy). The Policy sets in place criteria for the taking of land or a financial contribution when determining the division of residential land by subdivision. A copy of the Policy is appended to this report.

BACKGROUND

The Policy was last reviewed in 2011 and it is therefore timely that the current Policy be renewed so that applications for the division of land and the subsequent increase in residential density take into account a contribution for the development and/or improvement of open space areas within the Central Coast municipal area.

DISCUSSION

The Policy provides direction for the Council in the implementation of its powers and obligations in respect to the improvement of existing, and the development of new, public open space areas under the provisions of the *Local Government (Building and Miscellaneous Provisions) Act 1993*, and provide that land or a cash-in-lieu contribution is taken when residential land is subdivided to form additional lots.

Public open space –

Public open space can be identified as comprising three forms of open space, generally defined as:

Local open space –

This form of open space primarily provides for neighbourhood playgrounds that service the residents of a suburb or locality.

District open space –

This form of open space is characterised as larger areas of open space that service the whole of the Central Coast community. Examples include the walkway/cycleway from Turners Beach to Ulverstone, Hiscutt Park, Fairway Park and Anzac Park.

Regional open space –

This form of open space is characterised as expansive areas of open space that attract users from other municipal areas. Regional open space includes areas of natural bush, augmented with recreation and leisure facilities. Examples are the Leven Canyon, Dial Range and Bass Strait foreshore areas.

Increasingly, there is a “cross-over” between district and regional areas of open space. Examples of cross-over space include the North West coastal pathway and municipal cycleways, Dial Park playground, Anzac Park and Fairway Park that all offer a range of recreational pursuits that attract both the local community and users from beyond the municipal area.

Application of the Policy –

It is proposed the Policy apply to the subdivision of residential land that includes the General Residential, Rural Living, Low Density Residential, Village and Landscape Conservation zones. This includes large subdivision proposals exceeding five lots and small subdivisions, where one or two additional lots are created.

The current public open space reserve is approximately \$467,000. Over the past six years, the Council has collected \$215,000 of the current public open space reserve; \$175,000 of which is from public open space contributions (POS). (Note: the balance of funds is from the sale of unwanted parcels of public land.) Approximately 50% of the \$175,000 POS reserve was collected from small subdivisions comprising three lots or less; representing the

accumulation of some 97 small lot subdivisions that created more than 200 additional lots in total.

It is proposed the procedure for determining a cash-in-lieu amount reflect procedures followed when an application for subdivision is made. That is, the procedure differs slightly for subdivisions that are greater than five lots.

Currently, where a subdivision would create five lots or less, a flat application fee is paid and a Statement of Compliance from the Council, in its capacity as the Road Authority and Stormwater Authority, is determined during the 42-day statutory assessment period.

For subdivision greater than five lots, the application fee is a scaled fee, depending on the number of lots, and a Statement of Compliance must be submitted with the development application.

Continuing with this differentiation, it is proposed that a cash-in-lieu contribution for the creation of five lots or less be based on the current land valuation of the parent title, as determined by the Valuer-General; and for subdivision great than five lots, the land value of each lot is to be determined by a register land valuer.

The Policy has been reviewed and informed by the Council's Legal Advisor. The advice received has been incorporated in to the Policy.

CONSULTATION

The Policy has been reviewed by a reference group of Council staff, Council's Senior Leadership Team and Operational Leadership Team and presented to a workshop for elected members.

RESOURCE, FINANCIAL AND RISK IMPACTS

The proposal has no likely impact on Council resources outside those usually required for assessment of development applications and proceeding Strata Plans.

CORPORATE COMPLIANCE

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

The Shape of the Place

- Encourage a creative approach to new development.

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

Council Sustainability and Governance

- Improve service provision.

CONCLUSION

It is recommended that the Public Open Space Contributions Policy be adopted by the Council and be made known to the community.'

The Land Use Planning Group Leader's report is supported."

The Executive Services Officer reports as follows:

"A copy of the Public Open Space Contributions Policy dated December 2018 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Public Open Space Contributions Policy dated December 2018 (a copy being appended to and forming part of the minutes) be adopted by the Council and be made known to the community."

10.9 Council acting as a planning authority

The Mayor reports as follows:

"The *Local Government (Meeting Procedures) Regulations 2015* provide that if a council intends to act at a meeting as a planning authority under the *Land Use Planning and Approvals Act 1993*, the chairperson is to advise the meeting accordingly.

The Director Community Services has submitted the following report:

'If any such actions arise out of Agenda Item 10.10, they are to be dealt with by the Council acting as a planning authority under the *Land Use Planning and Approvals Act 1993*.'

The Executive Services Officer reports as follows:

“Councillors are reminded that the *Local Government (Meeting Procedures) Regulations 2015* provide that the general manager is to ensure that the reasons for a decision by a council acting as a planning authority are recorded in the minutes.

A suggested resolution is submitted for consideration.”

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

10.10 Residential (as constructed carport and garage) – variation to front setback standard at 1/8 John Street, Ulverstone – Application No. DA2018155

The Director Community Services reports as follows:

“The Town Planner has prepared the following report:

<i>‘DEVELOPMENT APPLICATION NO.:</i>	DA2018155
<i>PROPOSAL:</i>	Residential (as constructed carport and garage) – variation to front setback standard
<i>APPLICANT:</i>	James Bassett
<i>LOCATION:</i>	1 / 8 John Street, Ulverstone
<i>ZONE:</i>	General Residential
<i>PLANNING INSTRUMENT:</i>	<i>Central Coast Interim Planning Scheme 2013</i> (the Scheme)
<i>ADVERTISED:</i>	8 December 2018
<i>REPRESENTATIONS EXPIRY DATE:</i>	2 January 2019
<i>REPRESENTATIONS RECEIVED:</i>	One
<i>42-DAY EXPIRY DATE:</i>	16 January 2019
<i>EXTENSION OF TIME DATE:</i>	29 January 2019
<i>DECISION DUE:</i>	29 January 2019
<i>PURPOSE</i>	

The purpose of this report is to consider an application for an “as constructed” carport and garage at 1/8 John Street, Ulverstone. The “as constructed”

carport is located within the common property of the site which will be discussed further in the “History” section of this report.

Accompanying the report are the following documents:

- . Annexure 1 – location plan;
- . Annexure 2 – application documentation;
- . Annexure 3 – representation; and
- . Annexure 4 – photographs.

BACKGROUND

Development description –

Application is made for an “as constructed” carport and garage at 1/8 John Street, Ulverstone.

The owner of 1/8 John Street has converted a carport that was approved for the unit into a garage by enclosing all walls.

A single lean-to carport has then been constructed to the north of the converted garage.

The carport has been built within the common property of the subject site.

The garage is 3.7m x 5.6m with the carport being 3.4m x 4.6m.

Site description and surrounding area –

The subject site is zoned General Residential and contains two units with associated carports.

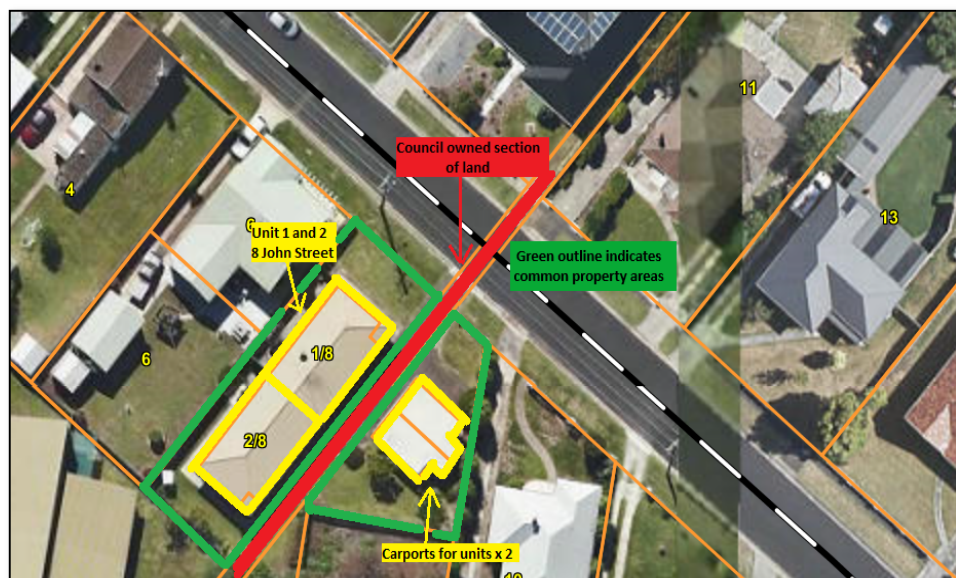
Each unit and associated carport are owned independently (as per yellow outline in the image below). The remaining area of the subject site is considered “common property” which includes the driveway and grassed areas (as per green outline in the image below).

The arrangement of the site with the units and their associated carports is unusual. The units and carports are separated by a stormwater easement that intersects the middle of the subject site, as per image below. This easement is a Council owned and maintained drainage easement and runs from Main Street to Vincent Street.

This results with access to the subject site being over Council owned land and hence the consent from the Central Coast General Manager was required for the lodgement of the development application (refer to Annexure 2).

Surrounding land is zoned General Residential and generally developed for residential purpose in the form of single dwellings and unit development. A Community meeting and entertainment building (church) is located south of the subject site.

The land is connected to reticulated stormwater, sewer and water systems.



Subject site

History –

The subject site is Stratum which means there is a parent title (overall site being 8 John Street) with the owners of Unit 1 and Unit 2 owning a unit entitlement each (being a unit and associated carport). This was established in 1985 according to the title documents.

The surrounding area on the subject site is considered common property which is owned and maintained by the body corporate (in this case each unit owner forms the body corporate).

Common property can be used by both occupants of the units. No development can occur on common property without notifying the body corporate.

Legal advice that was provided to the Council in 24 March 2017, relating to a previous Stratum application (development over a strata title – 24 and 24A King Edward Street), the Council needs to be satisfied that adequate notice to the owner of land has occurred. In the case, it includes the Body Corporate.

The Council's legal advice raised the importance of Section 52(1) of *Land Use Planning and Approvals Act 1993* which contains a requirement that where an application is not made by the owner, then the application must contain a declaration that the applicant has notified the owner of the intention to make the application (as provided at Agenda item 11.3).

In this instance, the application form includes a declaration where the applicant must sign if they are not the owner. This section of the application form states that the applicant declare that the owner/each owners of the land has been notified of the intention to make this permit application. This declaration was signed and dated by the applicant.

Furthermore, through section 57 of *Land Use Planning and Approvals Act 1993*, the Council notified the body corporate (both owners of the units) during the public notification period. Both letters were addressed to "The Body Corporate". All other adjoining property owners/occupiers were notified at the same time.

The application for the "as constructed" carport and garage can only be considered under the *Land Use Planning and Approvals Act 1993* as a Planning Authority. If any changes occur to the common property area then an amendment to the Strata Plan would be required. As per the aforementioned legal advice, an amendment to the Strata Plan is to be undertaken under a separate process, being Division 6 of the *Strata Titles Act 1998*.

Due to the carport being constructed within the common property of the subject site, it is necessary to include conditions as to the use of the carport until an amendment to the Strata Plan is completed (refer to Conditions 3 and 4 of the Planning Permit).

Furthermore, the converted carport to a garage must remain as a car parking space for Unit 1 as per the Strata Plan for the subject site (refer to Condition 5 of the Planning Permit).

DISCUSSION

The following table is an assessment of the relevant Scheme provisions:

General Residential

CLAUSE	COMMENT
10.3.1 Discretionary Permit Use	
<p>10.3.1-(P1) Discretionary permit use must:</p> <p>(a) be consistent with local area objectives;</p> <p>(b) be consistent with any applicable desired future character statement; and</p> <p>(c) minimise likelihood for adverse impact on amenity for use on adjacent land in the zone.</p>	<p>Not applicable.</p> <p>Residential use is No Permit Required.</p>
10.3.2 Impact of Use	
10.3.2-(A1) Permitted non-residential use must adjoin at least one residential use on the same street frontage.	<p>Not applicable.</p> <p>Residential use is Permitted.</p>
10.3.2-(A2) Permitted non-residential use must not generate more than 40 average daily vehicle movements.	<p>Not applicable.</p> <p>Use is residential.</p>

COMMUNITY SERVICES

10.3.2–(A3) Other than for emergency services, residential, and visitor accommodation, hours of operation must be between 6.00am and 9.00pm.	<p>Not applicable.</p> <p>Use is residential.</p>
10.4.1 Residential density for multiple dwellings	
<p>10.4.1–(A1) Multiple dwellings must have a site area per dwelling of not less than:</p> <p>(a) 325m²; or</p> <p>(b) if within a density area specified in Table 10.4.1 below and shown on the planning scheme maps, that specified for the density area.</p>	<p>The multiple dwelling development is existing with an approved Stratum established in 1985 under a previous Planning Scheme. Nevertheless, the development must satisfy the multiple dwelling provisions in relation to new development on the subject site.</p> <p>(a) Compliant. Multiple dwellings are existing with a Stratum approved in 1985. The overall site is approximately 607m². It is considered the existing situation as approved in 1985 is acceptable.</p> <p>(b) Not applicable. Satisfied by (a).</p>
10.4.2 Setbacks and building envelope for all dwellings	
10.4.2–(A1) Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m into the frontage setback, must have a setback from a frontage that is:	<p>(a) Non-compliant. Carport is located 4.4m from the frontage of the site which is John Street. Refer to “Issues” section of this report.</p> <p>(b) Not applicable. Satisfied by (a).</p>

<p>(a) if the frontage is a primary frontage, at least 4.5m, or, if the setback from the primary frontage is less than 4.5m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or</p> <p>(b) if the frontage is not a primary frontage, at least 3.0m, or, if the setback from the frontage is less than 3.0m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; or</p> <p>(c) if for a vacant site with existing dwellings on adjoining sites on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or</p> <p>(d) if the development is on land that abuts a road specified in Table 10.4.2, at least that specified for the road.</p>	<p>(c) Not applicable. Satisfied by (a).</p> <p>(d) Not applicable. Land does not abut the Bass Highway.</p>
<p>10.4.2–(A2) A garage or carport must have a setback from a primary frontage of at least:</p> <p>(a) 5.5m, or alternatively 1.0m behind the façade of the dwelling; or</p> <p>(b) the same as the dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or</p>	<p>(a) Non-compliant. The carport is setback 4.4m from the frontage and is setback approximately 2m in front of Unit 1.</p> <p>Refer to “Issues” section of this report.</p> <p>(b) Not applicable. Addressed in (a).</p>

<p>(c) 1.0m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10.0m from the frontage.</p>	<p>(c) Not applicable. Addressed in (a).</p>
<p>10.4.2–(A3) A dwelling, excluding outbuildings with a building height of not more than 2.4m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6m horizontally beyond the building envelope, must:</p> <p>(a) be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by:</p> <ul style="list-style-type: none"> (i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5m from the rear boundary of a lot with an adjoining frontage; and (ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3.0m above natural ground level at the side boundaries and a distance of 4.0m from the rear boundary to a building height of not more than 8.5m above natural ground level; and <p>(b) only have a setback within 1.5m of a side boundary if the dwelling:</p> <ul style="list-style-type: none"> (i) does not extend beyond an existing building built on or within 0.2m of the boundary or the adjoining lot; or 	<p>(a)(i) Non-compliant. The carport is setback 4.4m from the frontage setback. This will be addressed in the “Issues” section below against the Performance Criteria for Clause 10.4.2–(P1) which relates to the variation to the front boundary standard.</p> <p>(a)(ii) Compliant. The carport and garage are setback approximately 6m from the rear boundary.</p> <p>(b)(i) Not applicable. Addressed in (b)(ii).</p> <p>(b)(ii) Compliant. The carport and garage are setback 260mm from the side setback at the closest point. Due to the irregular shape of the development site, no part of the carport and garage wall length is greater than 9m along this boundary.</p>

<p>(ii) does not exceed a total length of 9.0m or one-third the length of the side boundary (whichever is the lesser).</p>	
<p>10.4.3 Site coverage and private open space for all dwellings</p>	
<p>10.4.3–(A1) Dwellings must have:</p> <p>(a) a site coverage of not more than 50% (excluding eaves up to 0.6m); and</p> <p>(b) for multiple dwellings, a total area of private open space of not less than 60.0m² associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(c) a site area of which at least 25% of the site area is free from impervious surfaces.</p>	<p>(a) Compliant. Site coverage would be approximately 35.3%.</p> <p>(b) Compliant. Each dwelling has its own private open space established. The “as constructed” carport and garage would have no impact on the dwellings private open space.</p> <p>(c) Compliant. At least 25% of the site area is free from impervious surfaces.</p>
<p>10.4.3–(A2) A dwelling must have an area of private open space that:</p> <p>(a) is in one location and is at least:</p> <p>(i) 24.0m²; or</p> <p>(ii) 12.0m², if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8m above</p>	<p>(a)(i) Compliant. Existing dwellings would have private open space greater than 24m² and located in one location.</p> <p>(a)(ii) Not applicable. Satisfied by (a)(i).</p> <p>(b)(i) Compliant. Existing dwellings would have minimum dimension of private open space greater than 4m.</p>

<p>the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(b) has a minimum horizontal dimension of:</p> <p>(i) 4.0m; or</p> <p>(ii) 2.0m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and</p> <p>(d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least three hours of sunlight to 50% of the area between 9.00am and 3.00pm on 21 June; and</p> <p>(e) is located between the dwelling and the frontage, only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north, excluding any dwelling located behind another on the same site; and</p> <p>(f) has a gradient not steeper than 1 in 10; and</p> <p>(g) is not used for vehicle access or parking.</p>	<p>(b)(ii) Not applicable. Satisfied by (b)(i).</p> <p>(c) Compliant. Existing dwellings private open space would be accessible from the existing living areas.</p> <p>(d) Compliant. Private open space located mainly north and north east.</p> <p>(e) Compliant. Private open space is not located between the dwelling and the primary frontage.</p> <p>(f) Compliant. Site is reasonably flat.</p> <p>(g) Compliant. Private open space areas are clear of vehicle access and parking areas.</p>
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10.4.4 Sunlight and overshadowing for all dwellings	
10.4.4–(A1) A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).	Compliant. Existing dwelling.
<p>10.4.4–(A2) A multiple dwelling that is to the north of a window of a habitable room (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A), must be in accordance with (a) or (b), unless excluded by (c):</p> <p>(a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4B):</p> <ul style="list-style-type: none"> (i) at a distance of 3.0m from the window; and (ii) vertically to a height of 3.0m above natural ground level and then at an angle of 45 degrees from the horizontal. <p>(b) The multiple dwelling does not cause the habitable room to receive less than three hours of sunlight between 9.00am and 3.00pm on 21 June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p>	<p>Compliant. The multiple dwelling development is existing with an approved Stratum established in 1985 under a previous Planning Scheme. Nevertheless, the development must satisfy the multiple dwelling provisions in relation to new development on the subject site.</p> <p>(a)(i) Compliant. No changes are proposed to the actual existing dwellings on the subject site. Proposal is for “as constructed” carport and garage which are setback at least 5.8m from both dwellings.</p> <p>(a)(ii) Compliant. No changes are proposed to the actual existing dwellings on the subject site. Proposal is for “as constructed” carport and garage which are setback at least 5.8m from both dwellings.</p> <p>(b) Compliant. No changes are proposed to the actual existing dwellings on the subject site. Proposal is for “as constructed” carport and garage which are setback at least 5.8m from both dwellings and would have no</p>

<ul style="list-style-type: none"> (i) an outbuilding with a building height no more than 2.4m; or (ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6m horizontally from the multiple dwelling. 	<p>greater impact with overshadowing that is existing on the site.</p> <p>(c)(i) Compliant. No changes are proposed to the actual existing dwellings on the subject site. Proposal is for “as constructed” carport and garage which are setback at least 5.8m from both dwellings.</p> <p>(c)(ii) Compliant. No changes are proposed to the actual existing dwellings on the subject site. Proposal is for “as constructed” carport and garage which are setback at least 5.8m from both dwellings.</p>
<p>10.4.4–(A3) A multiple dwelling, that is to the north of the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3, must be in accordance with (a) or (b), unless excluded by (c):</p> <ul style="list-style-type: none"> (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4C): <ul style="list-style-type: none"> (i) at a distance of 3.0m from the northern edge of the private open space; and (ii) vertically to a height of 3.0m above natural ground level and then at an angle of 45 degrees from the horizontal. 	<p>Not applicable. The “as constructed” carport and garage are located to the south–east of the dwellings on the subject site.</p>

<p>(b) The multiple dwelling does not cause 50% of the private open space to receive less than three hours of sunlight between 9.00am and 3.00pm on 21 June.</p> <p>(c) That part, of a multiple dwelling, consisting of:</p> <p>(i) an outbuilding with a building height no more than 2.4m; or</p> <p>(ii) protrusions (such as eaves, steps, and awnings) that extend no more than 0.6m from the multiple dwelling.</p>	
10.4.5 Width of openings for garages and carports for all dwellings	
<p>10.4.5-(A1) A garage or carport within 12.0m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6.0m or half the width of the frontage (whichever is the lesser).</p>	<p>Compliant.</p> <p>Openings to the carport and garage does not face the frontage.</p>
10.4.6 Privacy for all dwellings	
<p>10.4.6-(A1) A balcony, deck, roof terrace, parking space, or carport (whether freestanding or part of the dwelling), that has a finished surface or floor level more than 1.0m above natural ground level must have a permanently fixed screen to a height of at least 1.7m above the</p>	<p>Not applicable.</p> <p>Application is for a carport and garage.</p>

<p>finished surface or floor level, with a uniform transparency of no more than 25%, along the sides facing a:</p> <ul style="list-style-type: none"> (a) side boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 3.0m from the side boundary; and (b) rear boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 4.0m from the rear boundary; and (c) dwelling on the same site, unless the balcony, deck, roof terrace, parking space, or carport is at least 6.0m: <ul style="list-style-type: none"> (i) from a window or glazed door, to a habitable room of the other dwelling on the same site; or (ii) from a balcony, deck, roof terrace or the private open space, of the other dwelling on the same site. 	
<p>10.4.6-(A2) A window or glazed door, to a habitable room, of a dwelling, that has a floor level more than 1.0m above the natural ground level, must be in accordance with (a), unless it is in accordance with (b):</p> <ul style="list-style-type: none"> (a) The window or glazed door: <ul style="list-style-type: none"> (i) is to have a setback of at least 3.0m from a side boundary; and 	<p>Not applicable.</p> <p>Application is for a carport and garage.</p>

<ul style="list-style-type: none"> (ii) is to have a setback of at least 4.0m from a rear boundary; and (iii) if the dwelling is a multiple dwelling, is to be at least 6.0m from a window or glazed door, to a habitable room, of another dwelling on the same site; and (iv) if the dwelling is a multiple dwelling, is to be at least 6.0m from the private open space of another dwelling on the same site. <p>(b) The window or glazed door:</p> <ul style="list-style-type: none"> (i) is to be offset, in the horizontal plane, at least 1.5m from the edge of a window or glazed door, to a habitable room of another dwelling; or (ii) is to have a sill height of at least 1.7m above the floor level or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level; or (iii) is to have a permanently fixed external screen for the full length of the window or glazed door, to a height of at least 1.7m above floor level, with a uniform transparency of not more than 25%. 	
<p>10.4.6–(A3) A shared driveway or parking space (excluding a parking space allocated to that dwelling) must be separated from a window, or</p>	<p>Compliant. The multiple dwelling development is existing with an approved Stratum established in 1985 under a</p>

<p>glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:</p> <p>(a) 2.5m; or</p> <p>(b) 1.0m if:</p> <p>(i) it is separated by a screen of at least 1.7m in height; or</p> <p>(ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7m above the floor level.</p>	<p>previous Planning Scheme. Nevertheless, the development must satisfy the multiple dwelling provisions in relation to new development on the subject site.</p> <p>(a) Compliant. The existing dwelling arrangements means that the both dwellings are located approximately 5.8m from the car parking spaces with the shared driveway access being at least 2.5m from Unit 1 window, or glazed door to a habitable room. The shared driveway does not exceed past Unit 1, therefore no impact on Unit 2.</p> <p>(b) Not applicable. Satisfied by (a).</p>
<p>10.4.7 Frontage fences for all dwellings</p>	
<p>10.4.7-(A1) A fence (including a free-standing wall) within 4.5m of a frontage must have a height above natural ground level of not more than:</p> <p>(a) 1.2m if the fence is solid; or</p> <p>(b) 1.8m, if any part of the fence that is within 4.5m of a primary frontage has openings above a height of 1.2m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).</p>	<p>Not applicable.</p> <p>No frontage fence proposed.</p>

10.4.8 Waste storage for multiple dwellings	
<p>10.4.8-(A1) A multiple dwelling must have a storage area, for waste and recycling bins, that is an area of at least 1.5m² per dwelling and is within one of the following locations:</p> <ul style="list-style-type: none"> (a) in an area for the exclusive use of each dwelling, excluding the area in front of the dwelling; or (b) in a communal storage area with an impervious surface that: <ul style="list-style-type: none"> (i) has a setback of at least 4.5m from a frontage; and (ii) is at least 5.5m from any dwelling; and (iii) is screened from the frontage and any dwelling by a wall to a height of at least 1.2m above the finished surface level of the storage area. 	<p>Compliant. Both dwellings have individual storage areas.</p>
10.4.9 Suitability of a site or lot for use or development	
<p>10.4.9-(A1) A site or each lot on a plan of subdivision must:</p> <ul style="list-style-type: none"> (a) have an area of not less than 330m² excluding any access strip; and (b) if intended for a building, contain a building area of not less than 10.0m x 15.0m: 	<ul style="list-style-type: none"> (a) Compliant. Overall site area is approximately 607m². (b)(i) Non-compliant. The proposal triggers a discretion in relation to the front boundary setback. This is addressed under Clause 10.4.2-(A1) above and will be

<ul style="list-style-type: none"> (i) clear of any applicable setback from a frontage, side or rear boundary; (ii) clear of any applicable setback from a zone boundary; (iii) clear of any registered easement; (iv) clear of any registered right of way benefiting other land; (v) clear of any restriction imposed by a Utility; (vi) not including an access strip; (vii) accessible from a frontage or access strip; and (viii) if a new residential lot, with a long axis within the range 30 degrees east of north and 20 degrees west of north. 	<p>addressed in the “Issues” section below against the Performance Criteria for Clause 10.4.2–(P1).</p> <ul style="list-style-type: none"> (b)(ii) Not applicable. No zone boundary. (b)(iii) Not applicable. No registered easements. (b)(iv) Not applicable. No registered right of way. (b)(v) Not applicable. No restriction imposed by a Utility. (b)(vi) Compliant. Development would be clear of access strip. (b)(vii) Compliant. Land is accessible from John Street. (b)(viii) Not applicable. Not a new residential lot.
<p>10.4.9–(A2) A site or each lot on a subdivision plan must have a separate access from a road –</p> <ul style="list-style-type: none"> (a) across a frontage over which no other land has a right of access; and (b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or 	<ul style="list-style-type: none"> (a) Compliant. Existing access to a frontage to John Street. (b) Not applicable. Satisfied by (a). (c)(i) Not applicable. Satisfied by (a). (c)(ii) Not applicable. Satisfied by (a).

<p>(c) by a right of way connecting to a road –</p> <ul style="list-style-type: none"> (i) over land not required as the means of access to any other land; and (ii) not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and <p>(d) with a width of frontage and any access strip or right of way of not less than –</p> <ul style="list-style-type: none"> (i) 3.6m for a single dwelling development; or (ii) 6.0m for multiple dwelling development or development for a non-residential use; and <p>(e) the relevant road authority in accordance with the <i>Local Government (Highways) Act 1982</i> or the <i>Roads and Jetties Act 1935</i> must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan.</p>	<p>(d)(i) Compliant. Width of frontage 18m; frontage is intersected by a drainage easement.</p> <p>(d)(ii) Not applicable. Not multiple dwelling or non-residential development.</p> <p>(e) Compliant. Site has existing legal access to John Street.</p>
<p>10.4.9–(A3) A site or each lot on a plan of subdivision must be capable of connecting to a water supply provided in accordance with the <i>Water and Sewerage Industry Act 2008</i>.</p>	<p>Compliant.</p> <p>The site is connected to the reticulated water system.</p>

10.4.9–(A4) A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and wastewater to a sewage system provided in accordance with the <i>Water and Sewerage Industry Act 2008</i> .	Compliant. The site is connected to the reticulated sewerage system.
10.4.9–(A5) A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater to a stormwater system provided in accordance with the <i>Urban Drainage Act 2013</i> .	Compliant. The site is connected to the reticulated stormwater system.
10.4.10 Dwelling density for single dwelling development	
10.4.10–(A1) (a) The site area per dwelling for a single dwelling must – (i) be not less than 325m ² .	(a)(i) Compliant. Overall site area is 607m ² .
10.4.11 Development other than a single or multiple dwelling	
10.4.11.1 Location and configuration of development	
10.4.11.1–(A1) The wall of a building must be set back from a frontage – (a) not less than 4.5m from a primary frontage; and	Not applicable. Development is residential.

<ul style="list-style-type: none"> (b) not less than 3.0m from any secondary frontage; or (c) not less than and not more than the setbacks for any existing building on adjoining sites; (d) not less than for any building retained on the site; (e) in accordance with any building area shown on a sealed plan; or (f) not less than 50.0m if the site abuts the Bass Highway. 	
<p>10.4.11.1 –(A2) All buildings must be contained within a building envelope determined by –</p> <ul style="list-style-type: none"> (a) the applicable frontage setback; (b) a distance of not less than 4.0m from the rear boundary or if an internal lot, a distance of 4.5m from the boundary abutting the rear boundary of the adjoining frontage site; (c) projecting a line at an angle of 45 degrees from the horizontal at a height of 3.0m above natural ground level at each side boundary and at a distance of 4.0m from the rear boundary to a building height of not more than 8.5m above natural ground level if walls are setback – 	<p>Not applicable.</p> <p>Development is residential.</p>

<ul style="list-style-type: none"> (i) not less than 1.5m from each side boundary; or (ii) less than 1.5m from a side boundary if – <ul style="list-style-type: none"> a. built against an existing wall of an adjoining building; or b. the wall or walls – <ul style="list-style-type: none"> i. have the lesser of a total length of 9.0m or one-third of the boundary with the adjoining land; ii. there is no door or window in the wall of the building; and iii. overshadowing does not result in 50% of the private open space of an adjoining dwelling receiving less than 3 hours of sunlight between 9.00am and 3.00pm on 21 June. (d) in accordance with any building envelope shown on a sealed plan of subdivision. 	
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<p>10.4.11.1–(A3) Site coverage must:</p> <p>(a) not be more than 50%; or</p> <p>(b) not be more than any building area shown on a sealed plan.</p>	<p>Not applicable.</p> <p>Development is residential.</p>
<p>10.4.11.1–(A4) A garage, carport or external parking area and any area for the display, handling, or storage of goods, materials or waste, must be located behind the primary frontage of a building.</p>	<p>Not applicable.</p> <p>Development is residential.</p>
<p>10.4.11.1–(A5) Other than for a dwelling, the total width of openings in the frontage elevation of a garage or carport (whether freestanding or part of any other building) must be the lesser of:</p> <p>(a) 6.0m; or</p> <p>(b) half the width of the frontage.</p>	<p>Not applicable.</p> <p>Development is residential.</p>
<p>10.4.11.2 Visual and acoustic privacy for residential development</p>	
<p>10.4.11.2–(A1) A door or window to a habitable room or any part of a balcony, deck, roof garden, parking space or carport of a building must:</p> <p>(a) if the finished floor level is more than 1.0m above natural ground level:</p>	<p>Not applicable.</p> <p>Development is residential.</p>

<ul style="list-style-type: none"> (i) be not less than 6.0m from any door, window, balcony, deck, or roof garden in a dwelling on the same site; (ii) be not less than 3.0m from a side boundary; (iii) be not less than 4.0m from a rear boundary; and (iv) if an internal lot, be not less than 4.5m from the boundary abutting a rear boundary of an adjacent frontage site; or <p>(b) if less than the setbacks in clause A1(a):</p> <ul style="list-style-type: none"> (i) be off-set by not less than 1.5m from the edge of any door or window of another dwelling; (ii) have a window sill height of not less than 1.8m above floor level; (iii) have fixed glazing or screening with a uniform transparency of not more than 25% in that part of a door or window less than 1.7m above floor level; or (iv) have a fixed and durable external screen other than vegetation of not less than 1.8m height above the floor level with a uniform transparency of not more than 25% 	
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for the full width of the door, window, balcony, deck, roof garden, parking space, or carport.	
10.4.11.2-(A2) An access strip or shared driveway, including any pedestrian pathway and parking area, must be separated by a distance of not less than 1.5m horizontally and 1.5m vertically from the door or window to a dwelling or any balcony, deck, or roof garden in a dwelling.	Not applicable. Development is residential.
10.4.11.3 Frontage fences	
10.4.11.3-(A1) The height of a fence, including any supporting retaining wall, on or within a frontage setback must be: (a) not more than 1.2m if the fence is solid; or (b) not more than 1.8m provided that part of the fence above 1.2m has openings that provide a uniform transparency of not less than 30%.	Not applicable. Development is residential.
10.4.12 Setback of development for sensitive use	
10.4.12-(A1) A building containing a sensitive use must be contained within a building envelope determined by: (a) the setback distance from the zone boundary as shown in the Table to this clause; and	(a) Not applicable. No zone boundary. (b) Not applicable. No zone boundary.

<p>(b) projecting upward and away from the zone boundary at an angle of 45 degrees above the horizontal from a wall height of 3.0m at the required setback distance from the zone boundary.</p>	
<p>10.4.12–(A2) Development for a sensitive use must be not less than 50.0m from:</p> <p>(a) Bass Highway;</p> <p>(b) a railway;</p> <p>(c) land designated in the planning scheme for future road or rail purposes; or</p> <p>(d) a proclaimed wharf area.</p>	<p>(a) Compliant. Development would be approximately 1 km from the Bass Highway.</p> <p>(b) Compliant. Development would be approximately 234m from a railway line.</p> <p>(c) Not applicable. No land designated for future road or rail.</p> <p>(d) Not applicable. The nearest proclaimed wharf area is in Devonport approximately 15km to the east.</p>
<p>10.4.13 Subdivision</p>	
<p>10.4.13–(A1) Each new lot on a plan of subdivision must be –</p> <p>(a) intended for residential use;</p> <p>(b) a lot required for public use by the State government, a Council, a Statutory authority or a corporation all the shares of which are held by or on behalf of the State, a Council or by a Statutory authority.</p>	<p>Not applicable.</p> <p>No subdivision proposed.</p>

10.4.13–(A2) A lot, other than a lot to which A1(b) applies, must not be an internal lot	Not applicable. No subdivision proposed.
10.4.14 Reticulation of an electricity supply to new lots on a plan of subdivision	
10.4.14–(A1) Electricity reticulation and site connections must be installed underground.	Not applicable. No subdivision proposed.
CODES	
E1 Bushfire-Prone Areas Code	Not applicable. Not a subdivision, hazardous or vulnerable use.
E2 Airport Impact Management Code	Not applicable. No Code in the Scheme.
E3 Clearing and Conversion of Vegetation Code	Not applicable. No clearing or conversion of vegetation.
E4 Change in Ground Level Code	Not applicable. No change in ground level greater than 1m or retaining walls closer than 1m and higher than 0.5m.
E5 Local Heritage Code	Not applicable. No Local Heritage Code in the Scheme.
E6 Hazard Management Code	Not applicable. Not within a hazard mapped area.
E7 Sign Code	Not applicable. No signage proposed.

E8 Telecommunication Code	Not applicable. No telecommunications proposed.
E9 Traffic Generating Use and Parking Code	
E9.2 Application of this Code	Code applies to all development.
E9.4 Use or development exempt from this Code	Not exempt. No Local Area Parking Scheme applies to the site.
E9.5 Use Standards	
E9.5.1 Provision for parking	
<p>E9.5.1–(A1) Provision for parking must be:</p> <p>(a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code;</p>	<p>(a) Compliant. Table E9A requires two car parking spaces for a residential dwelling and a visitor car parking space for every three dwellings or part thereof.</p> <p>The car parking on the subject site is existing and was approved in 1985 when the dwellings and Stratum was approved.</p> <p>The subject site has the provisions for two car parking spaces (carports) to accommodate the two units. No additional development for residential use is proposed and therefore no changes to the existing car parking</p>

	<p>arrangement is necessary. It is considered the existing car parking arrangement suffices.</p> <p>Condition is required to ensure the “as constructed” garage remains as a car parking space (refer to Condition 5 of the Planning Permit).</p>
E9.5.2 Provision for loading and unloading of vehicles	
<p>E9.5.2–(A1) There must be provision within a site for:</p> <p>(a) on-site loading area in accordance with the requirement in the Table to this Code; and</p> <p>(b) passenger vehicle pick-up and set-down facilities for business, commercial, educational and retail use at the rate of one space for every 50 parking spaces.</p>	Not applicable for residential use.
E9.6 Development Standards	
E9.6.2 Design of vehicle parking and loading areas	
E9.6.2 A1.1 All development must provide for the collection, drainage and disposal of stormwater; and	Compliant by a Condition to be placed on the Permit.
E9.6.2 A1.2 Other than for development for a single dwelling in the General Residential, Low Density Residential, Urban Mixed Use and Village zones, the layout of vehicle parking area, loading area, circulation aisle and manoeuvring area must –	Not applicable for residential use.

COMMUNITY SERVICES

(a) Be in accordance with AS/NZS 2890.1 (2004) – Parking Facilities – Off-Street Car Parking;	
(b) Be in accordance with AS/NZS 2890.2 (2002) Parking Facilities – Off-Street Commercial Vehicles; (c) Be in accordance with AS/NZS 2890.3 (1993) Parking Facilities – Bicycle Parking Facilities; (d) Be in accordance with AS/NZS 2890.6 Parking Facilities – Off-Street Parking for People with Disabilities; (e) Each parking space must be separately accessed from the internal circulation aisle within the site; (f) Provide for the forward movement and passing of all vehicles within the site other than if entering or leaving a loading or parking space; and (g) Be formed and constructed with compacted sub-base and an all-weather surface.	
E9.6.2–(A2) Design and construction of an access strip and vehicle circulation, movement and standing areas for use or development on land within the Rural Living, Environmental Living, Open Space, Rural Resource, or Environmental Management zones must be in accordance with the principles and requirements for in the current edition of Unsealed Roads Manual – Guideline for Good Practice ARRB.	Not applicable. Land is zoned General Residential.

E10 Water and Waterways Code	Not applicable. Subject site is situated more than 30m to a watercourse.
Specific Area Plans	No Specific Area Plans apply to this location.

Issues –

1 Variation to the front boundary setback standard –

The Scheme's Acceptable Solution 10.4.2–(A1) requires that a dwelling must have a setback from a frontage of 4.5m.

The proposal seeks a variation to this standard.

The “as constructed” carport is 4.4m from the subject site's front boundary (John Street).

The Scheme's Performance Criteria 10.4.2–(P1) states that a dwelling must:

- (a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and*

The carport is constructed 4.4m from John Street (primary frontage of the subject site). The carport is positioned slightly closer to the front boundary than Unit 1 on the subject site (refer to photo in Annexure 4). The carport is still located further away from John Street than the adjoining dwelling located to the north-west of the subject site (refer to photo in Annexure 4).

Several dwellings located along John Street (including unit development) are positioned closer than the 4.5m setback requirement. The carport on the subject site is not dissimilar to the existing characteristics along John Street and is considered to be compatible with the existing dwellings within the area.

The subject site has some topographical constraints due to the site's irregular shape and the arrangements with the units and associated carports, with the stormwater easement that intersects the site. It is considered that the subject site is limited in relation to possible development and the carport has been positioned on the subject site to be within the property boundaries.

- (b) *if abutting a road identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.*

Not applicable. The subject site does not abut a road identified in the Table.

2 *Location of carport from a primary frontage –*

The Scheme's Acceptable Solution 10.4.2–(A2) requires that a garage or carport must have a setback from a primary frontage of at least 5.5m.

The proposal seeks a variation to this standard.

The “as constructed” carport is 4.4m from the subject site's front boundary (John Street).

The Scheme's Performance Criteria 10.4.2–(P2) states that a garage or carport must have setback from a primary frontage that is compatible with the existing garages or carports in the street, taking into account any topographical constraints.

As mentioned above, several dwellings located along John Street (including unit development) are positioned closer to the primary frontage. This includes some carports and garages.

Furthermore, the subject site has some topographical constraints due to the site's irregular shape and the arrangements with the units and associated carports, with the stormwater easement that intersects the site. It is considered that the subject site is limited in relation to possible development and the carport has been positioned on the subject site to be within the parent property boundaries.

Referral advice –

Referral advice from the various Departments of the Council and other service providers is as follows:

SERVICE	COMMENTS/CONDITIONS
Environmental Health	No comment.
Infrastructure Services	No comment.
TasWater	Referral not required.
Department of State Growth	Referral not required.
Environment Protection Authority	Referral not required.
TasRail	Referral not required.
Heritage Tasmania	Referral not required.
Crown Land Services	Referral not required.
Other	Referral not required.

CONSULTATION

In accordance with s.57(3) of the *Land Use Planning and Approvals Act 1993*:

- . a site notice was posted;
- . letters to adjoining owners were sent; and
- . an advertisement was placed in the Public Notices section of The Advocate.

Representations –

One representation was received within the prescribed time, a copy of which is provided at Annexure 3.

The representation is summarised and responded to as follows:

MATTER RAISED	RESPONSE
1 Lack of consultation with the owner of the second unit on the subject site.	The Council, under section 57 of the <i>Land Use Planning and Approvals Act 1993</i> , notified all adjoining property

	<p>owners/occupiers, including “The Body Corporate”, during the public notification process.</p> <p>For further discussion on the notification of the proposal refer to the “History” section of this report.</p>
2 Works undertaken within the “common property”.	<p>Conditions will apply to the Planning Permit in relation to the use of the carport until such time the Strata Plan is amended.</p> <p>For further discussion on the matter regarding ‘common property’ refer to the “History” section of this report.</p>
3 Carport does not satisfy the setback requirement to the front boundary.	<p>The carport on the subject site is not dissimilar to the existing characteristics along John Street and is considered to be compatible with the existing dwellings within the area.</p> <p>For further discussion on the variation to the front boundary setback standard refer to the “Issues” section of this report.</p>
4 Carport and garage are not consistent with the units on the subject site.	<p>The carport on the subject site is not dissimilar to the existing characteristics along John Street and is considered to be compatible with the existing dwellings within the area.</p> <p>Furthermore, the materials used for the “as constructed” carport and garage have been matched similarly to the existing development (refer to photo in Annexure 4).</p>

	For further discussion on the existing streetscape and consistency refer to the “Issues” section of this report.
5 Materials used and construction standard.	This is not a planning matter.

RESOURCE, FINANCIAL AND RISK IMPACTS

The proposal has no likely impact on Council resources outside those usually required for assessment and reporting, and possibly costs associated with an appeal against the Council’s determination should one be instituted.

CORPORATE COMPLIANCE

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

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

CONCLUSION

The representation does not contain sufficient merit to refuse the development under the Scheme.

The representation does however confirm that works have occurred within the “common property” as detailed on the approved strata plan.

Conditions regarding the use of the “as constructed” carport are necessary to ensure all approved “common property” under the strata plan can still be used as “common property”, until such time the strata plan is amended.

This includes that the existing car parking space approved for Unit 1 must remain as a car parking space and not be converted to storage space.

It is considered the proposal satisfies the Scheme’s relevant Performance Criteria in relation to the variation to the front setback standard and approval subject to conditions for the “as constructed” carport and garage is justified.

The land is zoned General Residential.

In summary, the development satisfies the Key Local Area Objectives for the zone:

- 1 Suburban residential areas make efficient use of land and optimise available and planned infrastructure provision through a balance of infill and redevelopment of established residential areas and the incremental release of new land.
- 2 Suburban residential areas provide equivalent opportunity for single dwelling and multiple dwelling developments and for shared and supported accommodation through private, public and social investment.

It is considered appropriate the proposed development be approved, subject to conditions.

Recommendation –

It is recommended that the application for Residential (as constructed carport and garage) – variation to front setback standard at 1 /8 John Street, Ulverstone be approved subject to the following conditions and notes:

- 1 The development must be substantially in accordance with the plan by Weeda Drafting, Drawing No. 15118-1 of 1 dated 20 November 2018, unless modified by a condition of this Permit.
- 2 Stormwater must be collected, drained and disposed of to an approved stormwater system.
- 3 The carport is located on “common property” as approved under the Strata Plan dated 1985. Therefore, all owners and/or occupiers at 8 John Street, Ulverstone are able to use the area occupied by the carport.
- 4 Sole use of the carport by the owner and/or occupiers of 1 /8 John Street, Ulverstone must not commence until notification of an amendment to the Strata Plan has been issued by the Recorder of Titles.
- 5 The garage must only be used as a car parking space.

Please note:

- 1 A Planning Permit remains valid for two years. If the use and/or development has not substantially commenced within this period, an

extension of time may be granted if a request is made before this period expires. If the Permit lapses, a new application must be made.

- 2 “Substantial commencement” is the submission and approval of a Building Permit or engineering drawings and the physical commencement of infrastructure works on the site or bank guarantee to undertake such works.
- 3 The proposed development fits within the criteria of Category 4 – Permit Building Work and Category 2A – Low Risk (Non-Notifiable) Plumbing Work when assessed against the Determinations issued under the *Building Act 2016*. Accordingly, an application for a Permit of Substantial Compliance is to be made to the Council's Building Permit Authority.

Note that roofwater/stormwater is to be disposed of via connection to an existing stormwater disposal system if available. Alternatively, if no existing stormwater disposal system is available, the roofwater/stormwater is to be disposed of so as not to create a nuisance to neighbouring properties.’

The Town Planner’s report is supported.”

The Executive Services Officer reports as follows:

“A copy of the Annexures referred to in the Town Planner’s report having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

■ “That the application for Residential (as constructed carport and garage) – variation to front setback standard at 1/8 John Street, Ulverstone be approved subject to the following conditions and notes:

- 1 The development must be substantially in accordance with the plan by Weeda Drafting, Drawing No. 15118-1 of 1 dated 20 November 2018, unless modified by a condition of this Permit.
- 2 Stormwater must be collected, drained and disposed of to an approved stormwater system.
- 3 The carport is located on ‘common property’ as approved under the Strata Plan dated 1985. Therefore, all owners and/or occupiers at 8 John Street, Ulverstone are able to use the area occupied by the carport.

- 4 Sole use of the carport by the owner and/or occupiers of 1 /8 John Street, Ulverstone must not commence until notification of an amendment to the Strata Plan has been issued by the Recorder of Titles.
- 5 The garage must only be used as a car parking space.

Please note:

- 1 A Planning Permit remains valid for two years. If the use and/or development has not substantially commenced within this period, an extension of time may be granted if a request is made before this period expires. If the Permit lapses, a new application must be made.
- 2 'Substantial commencement' is the submission and approval of a Building Permit or engineering drawings and the physical commencement of infrastructure works on the site or bank guarantee to undertake such works.
- 3 The proposed development fits within the criteria of Category 4 – Permit Building Work and Category 2A – Low Risk (Non-Notifiable) Plumbing Work when assessed against the Determinations issued under the *Building Act 2016*. Accordingly, an application for a Permit of Substantial Compliance is to be made to the Council's Building Permit Authority.

Note that roofwater/stormwater is to be disposed of via connection to an existing stormwater disposal system if available. Alternatively, if no existing stormwater disposal system is available, the roofwater/stormwater is to be disposed of so as not to create a nuisance to neighbouring properties."

NOTES

INFRASTRUCTURE SERVICES

10.11 Infrastructure Services determinations

The Director Infrastructure Services reports as follows:

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

The Executive Services Officer reports as follows:

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

- “That the Schedule of Infrastructure Services Determinations (a copy being appended to and forming part of the minutes) be received.”
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10.12 Petition – Request for No Standing zones at The Esplanade, Turners Beach (Item 7.1 – 29.01.2019)

The Director Infrastructure Services reports as follows:

“The Engineering Group Leader has prepared the following report:

‘PURPOSE

The purpose of this report is to respond to a petition received in relation to a request to have "No Standing" or "No Parking" signs erected each side of the entrance to the OC Ling Memorial Caravan Park, The Esplanade, Turners Beach.

BACKGROUND

The OC Ling Caravan Park (the park) is situated on the northern side of The Esplanade in Turners Beach. It is situated partly on Council land and partly on Crown land leased by the Council and is managed by the Lions Club of Forth Valley.

There is only one access to the park located approximately 55 metres west of Henry Street. This access is sealed and provides for two-way vehicular movements and is approximately six metres wide at the neck and 20 metres wide at the intersection with The Esplanade.

Under the Rules and Regulations for the park, only occupier vehicles are allowed in the park, visitor vehicles are to remain outside. There is a 40km/h speed limit on the Esplanade and 10km/h within the park.

The current request was raised at the Turners Beach community morning tea held on 22 August 2018 and has subsequently been followed up with the current submission by "The Friends of OC Ling Memorial Caravan Park" to the Council's Parking and Traffic Management Committee and petition to the Council.

DISCUSSION

All traffic management issues raised with the Council are considered by the Council's Parking and Traffic Management Committee. As the next meeting of the Committee is not until February 2019, this issue has been discussed with members to determine an outcome for this report.

All accesses have visibility issues when larger vehicles park close.

The treatment at this location can depend on the status of the entrance. It could be treated as a driveway or a road.

It is illegal to stop on or across a driveway according to section 198 of the *Road Rules 2009*. In this case there is no clearance requirement and vehicles may park up to the edge of the driveway.

The *Road Rules 2009, Part 2, Division 1 – Section 12* states that a 'road is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles'. The road accessing the park and around the internal park area should therefore be considered as road.

By definition, this makes the access an intersection. The *Road Rules 2009, Division 3 – Section 170 – Stopping in or near an intersection*, states, "A driver must not stop on a road within 10 metres from the nearest point of an intersecting road at an intersection without traffic lights..."

The evidence provided via photographs in the submission shows vehicles parked within this 10-metre zone. Due to the wide nature of the intersection,

it is likely confusing and difficult to accurately predict where the 10-metre zone applies and would therefore be difficult to enforce the parking requirement.

It is therefore recommended that “No Stopping” signs are placed on both sides of the intersection. Due to the restriction on visitor vehicles within the park and the adjacent residential area, there is a requirement to maintain as much on-street parking as possible. Taking this into account, the location of the signs has been considered and an increase in the 10-metre zone is recommended as indicated on plan number 895.146 provided in Annexure 1, of which a copy is attached.

RESOURCE, FINANCIAL AND RISK IMPACTS

The estimated cost for the supply and installation of the two signs is less than \$500.00.

This amount can be accommodated within the Urban Roads traffic management/safety improvement budget.

CORPORATE COMPLIANCE

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

The Shape of the Place

- Improve the value and use of open space.

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

- Develop and manage sustainable built infrastructure.

CONCLUSION

It is recommended that “No Stopping” signs are installed on The Esplanade, Turners Beach on both sides of the entry to OC Ling Caravan Park in accordance with drawing number 895.146.’

The Engineering Group Leader’s report is supported.”

The Executive Services Officer reports as follows:

“Copies of drawing number 895.146 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “It is recommended that ‘No Stopping’ signs are installed on The Esplanade, Turners Beach on both sides of the entry to OC Ling Caravan Park in accordance with drawing number 895.146 (a copy being appended to and forming part of the minutes).”

ORGANISATIONAL SERVICES

10.13 Proposed subdivision, redevelopment and sale of Public Open Space – Cordell Place, Turners Beach (HW Braid Reserve)

The Director Organisational Services reports as follows:

“PURPOSE

The purpose of this report is to consider the proposed subdivision, redevelopment and sale of Public Open Space located at Cordell Place, Turners Beach known as the HW Braid Reserve.

BACKGROUND

The Council owns a large allotment of Public Open Space in Turners Beach known as the HW Braid Reserve. The land has access from Cordell Place, Rose Court and Poynton Close. The total area is in excess of 6,600m². The space is largely undeveloped with a basketball ring and some play equipment being present.

As part of the Central Coast Open Space and Recreation Plan 2012–2022 this land was identified as being Local Open Space. This in effect means that the site would not be further developed. Taking this into consideration, it is recommended that approximately 2,500m² be annexed from the reserve to allow for the development of three residential blocks.

This would still result in an area of approximately 4,100m² being available as Public Open Space. Existing access from surrounding streets would be maintained.

As the land is Public Open Space, the *Local Government Act 1993* (LGA) is very specific with regards to the process that the Council is required to follow. Section 178 of the LGA applies:

‘178. Sale, exchange and disposal of public land

- (1) A council may sell, lease, donate, exchange or otherwise dispose of public land owned by it in accordance with this section.
- (2) Public land that is leased for any period by a council remains public land during that period.

- (3) A resolution of the council to sell, lease, donate, exchange or otherwise dispose of public land is to be passed by an absolute majority.
- (4) If a council intends to sell, lease, donate, exchange or otherwise dispose of public land, the general manager is to –
 - (a) publish that intention on at least 2 separate occasions in a daily newspaper circulating in the municipal area; and
 - (ab) display a copy of the notice on any boundary of the public land that abuts a highway; and
 - (b) notify the public that objection to the proposed sale, lease, donation, exchange or disposal may be made to the general manager within 21 days of the day of the first publication.
- (5) If the general manager does not receive any objection under subsection (4) and an appeal is not made under section 178A, the council may sell, lease, donate, exchange or otherwise dispose of public land in accordance with its intention published under subsection (4).
- (6) The council must –
 - (a) consider any objection lodged; and
 - (b) by notice in writing within 7 days after making a decision to take or not to take any action under this section, advise any person who lodged an objection of –
 - (i) that decision; and
 - (ii) the right to appeal against that decision under section 178A.
- (7) The council must not decide to take any action under this section if –
 - (a) any object lodged under this section is being considered; or

- (b) an appeal made under section 178A has not yet been determined; or
- (c) the Appeal Tribunal has made a determination under section 178B(b) or (c).'

DISCUSSION

The land in question has been identified in the Central Coast Open Space and Recreation Plan 2012–2022 as being Local Open Space. As such the total area is in excess required to provide this level of service. In proposing the subdivision (Appendix 1), the design takes into account retaining the access to the park from the three surrounding streets as well as preserving the existing infrastructure.

To commence the process, the Council will advertise its intention to proceed in accordance with section 178(4) of the LGA.

CONSULTATION

Consultation regarding this process will occur via the formal process outlined in the LGA, and in addition, the community will also be engaged through the Council's website, e-newsletter and Facebook page.

As part of the consultation process the Council will seek feedback regarding any potential future development of the remaining site.

RESOURCE, FINANCIAL AND RISK IMPACTS

All costs will be covered via the sale of the three newly created lots. The balance of any funds generated will be transferred to the Public Open Space Financial Reserve for the future development of other Council Open Space.

CORPORATE COMPLIANCE

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

The Shape of the Place

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

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
- Effective communication and engagement.

CONCLUSION

It is recommended that the Council initiate the process required to subdivide and sell a portion of the Public Open Space situated at Cordell Place, Turners Beach known as HW Braid Reserve."

The Executive Services Officer reports as follows:

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

■ "That the Council initiate the process required to subdivide and sell a portion of the Public Open Space situated at Cordell Place, Turners Beach known as the HW Braid Reserve; and

- (a) should there be no objections that the land be disposed of at a price not less than valuation and Council costs, subject to any necessary terms and conditions being finally negotiated by the General Manager; or
 - (b) if any objections are received, that a further report be presented to the Council outlining any objections received."
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10.14 Contracts and agreements

The Director Organisational Services reports as follows:

"A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into during the month of December 2018 has been by the General Manager to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reports as follows:

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

- “That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received.”
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10.15 Correspondence addressed to the Mayor and Councillors

The Director Organisational Services reports as follows:

“A Schedule of Correspondence addressed to the Mayor and Councillors for the period 18 December 2018 and 29 January 2019 and which was addressed to the ‘Mayor and Councillors’ is appended. Reporting of this correspondence is required in accordance with Council policy.

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

The Executive Services Officer reports as follows:

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

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

The Director Organisational Services reports as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 18 December 2018 to 29 January 2019 is submitted for the authority of the Council to be given. Use of the common seal must first be authorised by a resolution of the Council.

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

The Executive Services Officer reports as follows:

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

■ “That the common seal (a copy of the Schedule of Documents for Affixing of the Common Seal being appended to and forming part of the minutes) be affixed subject to compliance with all conditions of approval in respect of each document, and that the advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities be received.”

10.17 Financial statements

The Director Organisational Services reports as follows:

“The following principal financial statements of the Council for the period ended 31 December 2018 are submitted for consideration:

- Summary of Rates and Fire Service Levies
- Operating Statement (Inc. the operating budget commentary report)
- Cashflow Statement
- Capital Works Schedule 2018–2019
- Capital Works Progress Report.

Relevant commentary has been provided within the Operating Budget balances and Capital Works Progress reports. The Operating Budget balance report explains variations between year to date actuals and budget allocations. Some variations will exist where the phasing of the budget has not been in line with actual expenditure. Variations will also occur in operating areas, and specifically the outdoor areas where the work carried out is often dictated to by the environmental conditions.”

The Executive Services Officer reports as follows:

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

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

NOTES

11 CLOSURE OF MEETING TO THE PUBLIC

11.1 Meeting closed to the public

The Executive Services Officer reports as follows:

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

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

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Qualified Person's Advice	
. 10.6 – Ulverstone Cultural Precinct Design Tender – Appointment of preferred consultant – Tender Assessment	15(2)(d) Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
. 10.10 – Residential (as constructed carport and garage) – variation to front setback standard at 1/8 John Street, Ulverstone – Application No. DA2018155 – Development over a strata title	15(2)(i) Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council
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.

Dulverton Waste Management Board – meeting held 14 December 2018	
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A suggested resolution is submitted for consideration.”

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015 reference</i>
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
Qualified Person’s Advice	
10.6 – Ulverstone Cultural Precinct Design Tender – Appointment of preferred consultant – Tender Assessment	15(2)(d) Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
10.10 – Residential (as constructed carport and garage) – variation to front setback standard at 1/8 John Street, Ulverstone – Application No. DA2018155 – Development over a strata title	15(2)(i) Matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council
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.”
Dulverton Waste Management Board – meeting held 14 December 2018.	

The Executive Services Officer further reports as follows:

- “1 The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of any matter discussed at a closed meeting that the general manager is to record in the minutes of the open meeting, in a manner that protects confidentiality, the fact that the matter was discussed and a brief description of the matter so discussed, and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.
 - 2 While in a closed meeting, the council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
 - 3 The *Local Government Act 1993* provides that a councillor must not disclose information seen or heard at a meeting or part of a meeting that is closed to the public that is not authorised by the council to be disclosed.
- Similarly, an employee of a council must not disclose information acquired as such an employee on the condition that it be kept confidential.
- 4 In the event that additional business is required to be conducted by a council after the matter(s) for which the meeting has been closed to the public have been conducted, the Regulations provide that a council may, by simple majority, re-open a closed meeting to the public.”

Associated Reports And Documents

To -The Tasmanian Police Service, Ulverstone.
The Traffic Committee, Central Coast Council.

3rd January, 2019

Subject. Request to have “No Standing” or “No Parking” signs erected each side of the entrance to the “Oc Ling Memorial Caravan Park” the Esplanade, Turners Beach.

Attachments.- #1 Petition from Permanent Residents, Temporary Residents and Casual Campers.
#2 Photos with detailed explanations.

Background.- The Oc Ling Caravan Park (referred to as “The Park”), is situated approximately halfway along the Esplanade, Turners Beach and contains approximately 70 lots consisting of mostly caravan/annexes occupied by either permanent residents or casual holiday residents as well as powered and non powered sites for caravan/motor homes and campers. All sites have one car space only supplied. Families and groups staying in the park must park additional vehicles along the Esplanade. People visiting residents and campers also enter the park regularly contrary to signage. We also get people driving into the park looking for vehicular access to the beach and then exiting realising there is no parking.

Although the park has a peak season between December to the end of Easter when the park is fully booked, over the years the park has become popular in all season with around 50 vehicles accessing and exiting the park all year continually during the day. This has been associated with an increase in overflow vehicles being parked along the esplanade. There has also been an increase in resident’s vehicles being parked opposite their homes on the park side close to the park entrance.

We also have Caravans and Motor Homes coming in from the arrival of the Spirit of Tasmania’s arrival staying for one night only.

Location.- The park is situated midway along the Esplanade on the beach side and is quite narrow. The park is part of the Turners Beach Complex containing a Kindergarten, Community Hall, Tennis Courts, Football and Cricket Clubs and grounds, Children’s Play Ground, Bowling Club with beach access by way of 2 boardwalks within the park. The park also forms part of extensive walking tracks throughout the area. There is also an extremely busy cafe, (La Mar) situated at the end of the Esplanade, BBQ areas, toilet blocks and a boat ramp. As such, the area is frequented by an unusually high number of pedestrians including young children, bicycles and vehicles which is the reason this section of the Esplanade has a 40kph speed limit. However, because the road is long and straight, vehicles quite often exceed the 40kph with some exceeding 60kph. This is an ongoing problem.

Dangerous Situation- “An Accident waiting to Happen”

Because of the increase in overflow and visitor vehicles, including large 4WD’s, Utility campers etc, they have been parking right up to the edge of the drive blocking sight of exiting vehicles. These parked vehicles also block sight if the Park entrance and in fact the park ‘signage’ (see attached photos) This situation has resulted in many “Near Misses” over the holiday period both with exiting vehicles as well as entering vehicles colliding with pedestrian in the park. At present, you are well into the flow of traffic before you can see the oncoming traffic from either direction and oncoming traffic is only one car length before they see the exiting vehicles. This situation will continue after the peak season as some of these vehicles are owned by residents in the street. The situation has become a major subject of conversation at park gatherings with many of the older residents stating that they are “Scared” to drive out of the park, the reason that the attached petition eventuated.

CENTRAL COAST COUNCIL

Division

Rec'd 7 JAN 2019

File No

Doc. ID

An Easy Solution- A casual survey was conducted with residents and campers of the park and the result was a unanimous suggestion to the solution. The above situation can be easily solved by the erection of “No Standing” signs each side of the park entrance allowing clear vision for exiting vehicles as well as the entrance being clearly visible from approaching vehicles. The cost of this is far outweighed by the saving of life and property as well as the ‘peace of mind’ of residents and campers within the park. Following the verbal survey, a petition was formerly circulated. (attached)

Summary

The Park is unique within the area because of-

- Large volume of traffic entering and exiting the Park.
- Large overflow of traffic from the Park.
- Increase in vehicle sizes (4WD/ Vans)
- Parking overflow from street residents
- Large volume of children/cyclists/pedestrians
- Pedestrian access to the beach.
- Location- Adjacent to the Sporting Complex
- Narrow street
- Large traffic flow because of Cricket/Football/Bowling Club/Boatramp/Cafe/ BBQs/beach access.
- Can be the first impression of our state by travellers exiting the Spirit from Devonport.

Note- There are enough parking spaces along the Esplanade to accommodate the spaces that this initiative will loose.

This initiative will-

- Create a safer situation for exiting traffic.
- Allow easier identification of the Park entrance.
- Provide the lowest cost solution without excessive consultation.
- Can be implemented immediately.
- **Cause no negative impact to local residents.**

Has the Potential to Save Lives

Attachments

Photos 1-4 Taken by a passenger demonstrating limited sight of oncoming traffic.

Photos 5-6 Taken by a passenger showing limited sight of Park entrance.

Petition of Residents and Campers within the Park.

On Behalf of the Occupants of the Oc Ling Caravan Park, Turners Beach, we thank you for this consideration and look forward to your positive response.

“Friends of Oc Ling Memorial Caravan Park”
The Esplanade, Turners Beach, 7315

PHOTO 1

TRAFFIC COMMITTEE COPY

01/01/2019



PULLING OUT OF THE CARAVAN PARK DRIVE, THE FRONT
OF MY CAR IS LEVEL WITH THE EDGE OF THE ROAD.
THERE IS NO CLEAR SITE OF ONCOMING TRAFFIC.

PHOTO 2

NOTE-

THESE PHOTOS WERE TAKEN BY A PASSENGER.

THEIR POSITION WAS FORWARD OF THE DRIVER.

THIS MEANS THAT THE DRIVER HAS LESS SIGHT THAN THE PHOTO SHOWS.



MY CAR IS NOW INTO THE FLOW OF TRAFFIC WITH NO CLEAR SITE OF ANY ONCOMING CARS TO MY RIGHT.

PHOTO 3



I AM NOW STRETCHING TO SEE ONCOMING TRAFFIC
AND COMMITTED TO ENTERING THE ESPLANADE.

PHOTO 4



THIS PHOTO WAS TAKEN SECONDS LATER CLEARLY DEMONSTRATING
HOW DANGEROUS THIS SITUATION IS. YOU CAN SEE THAT
THE DRIVER HAS NO PRIOR SIGHT OF THIS VEHICLE.

PHOTO 5

APPROACH OF THE CARAVAN PARK ENTRANCE FROM
THE WEST SIDE ALONG THE ESPLANADE.



NOTE— THERE IS NO INDICATION OF THE PARK ENTRANCE
AS THE SIGN IS BLOCKED BY THE PARKED VEHICLES
AND ANY CARS EXITING THE PARK ARE ALSO NOT VISIBLE.

PHOTO 6

PARK ENTRANCE AND SIGNAGE ONLY BECOMES
EVIDENT METRES BEFORE DRIVEWAY



PARKED CAR STILL BLOCKING VIEW FROM PARK DRIVEWAY.
EVEN AT 40KPH, AN EXITING CAR WOULD POSE
A VERY DANGEROUS SITUATION.

**Petition to have "No Standing" zones erected on the
Esplanade, Turners Beach at the entrance to the OC
Ling Memorial Caravan Park.**

Name	Address	Signed
TOH LAMBIE	O.C. LING CARAVAN PK	TH Lambie
WAINE WHITBREAD	O.C. LING CARAVAN PK	[Signature]
GEORGE KONIECZNY	O.C. Ling Caravan PK	G. Konieczny
WENDY KONIECZNY	O.C. Ling Caravan PK	W. Konieczny
Adam Lowcock	O.C. Ling Caravan PK	Lowcock
Paul Adams	O.C. Ling Caravan PK	P. Adams
BARRY ADAMS	O.C. Ling Car.	B. Adams
JUDY STOTT	O.C. Ling Park	J. Stott
Jenny Davis	O.C. Ling Park	J. Davis
STEVE LONG	O.C. LING PARK	S. Long
Coral Flint	O.C. Ling	C. Flint
T. Dennis	O.C. Ling	T. Dennis
DAVID PALMER.	O.C. LING VAN PARK.	D. Palmer
KATE PALMER.	" " " "	K. Palmer
Cheryl Gordon	" " "	C. Gordon
JIM BRAMICH	" " "	J. Bramich
Deb Brannin	" " "	D. Brannin
Karlie Dave	" " "	K. Dave
Ja Lee	" " "	J. Lee
RICHARD THOMPSON	" " "	R. Thompson
DOT WEST	" " "	D. West
TED DENNIS	" " "	T. Dennis
HEATHER HARPER	" " "	H. Harper
JENNY CARSE	" " "	J. Carse
Berenice SHERRIFF	" " "	B. Sherriff
GAVIN CLARK	" " "	G. Clark
ALLAN BEADY	" " "	A. Beady
Allyson Jones	" " "	A. Jones
PHILIP DUNIAM	" " "	P. Duniam
LORAIN DUNIAM	" " "	L. Duniam
Scandra Leary	" " "	S. Leary

Petition to have “No Standing” zones erected on the Esplanade, Turners Beach at the entrance to the OC Ling Memorial Caravan Park.

[illegible]

Forth Community Representatives Committee

Minutes of the 73rd meeting held at Harvest Moon
Thursday, 1 November 2018 – commencing at 4.00pm

1 PRESENT

Forth Community Representatives: John French, Peter Miller, Tim Pierce, Alan Wheeler,

Central Coast Council: Cor Vander Vlist (**Director Community Services**); Jackie Merchant (**Community Development Officer**) and Sandra Ayton (**General Manager**)

2 WELCOME/APOLOGIES

Apologies received: Neil Armstrong (**Business Representative**)

Sandra Ayton (**General Manager**), chaired the meeting and welcomed everyone.

3 MINUTES OF PREVIOUS MEETING

John French moved, and Alan Wheeler seconded, “That the minutes of the meeting held on Thursday, 3 May 2018 be confirmed” with the amendment to item 6c – drainage at George Street, the repair has not been done, but the consultation has.

Carried

4 MATTERS ARISING FROM PREVIOUS MINUTES

4.1 Report from meeting with Department of State Growth Representative:

a Traffic concerns Highway intersection (continuing item)

The Department of State Growth is still working on the project.

Consultation and plans have been completed, waiting on some revisions in response to community consultation.

b Leith/Turners Beach Railway Bridge

Matter is ongoing. TasRail is still inflexible on their request that the Council lease the entire bridge, not just the top. Council is now looking at costings for a pathway across the mouth of the river. The Council would have no long-term liability in regard to the old Forth River Bridge.

c New community representatives for the Committee

Before the appointment of new community representatives, the Committee Charter will be reviewed in consultation with the committee. Once the Charter is revised then there will be a call for expressions of interest. Representatives from business, Forth Hall, Forth Lions Club, the History Group, Forth Primary School, as well as sport and community representatives were discussed.

Once the Charter is approved then the new members and Charter would be taken to a Council meeting for endorsement by the Councillors.

The process would be – The Charter will be emailed to current members, out of session reply to Sandra with feedback. Advertise for expressions of interest, new committee members appointed and taken to the Council for endorsement.

5 MATTERS FOR CONSIDERATION

5.1 Council Update

- a Cleaning of the small bridge close to the Forth Store** – The Council will check progress and send an update via email.
- b Fire Station Lights** – Lights continue to be an issue for motorists. Downlights were suggested, to be followed up.
- c Dumping of Rubbish from Devonport Maternity Hospital** – An Application for Planning Permit was advertised on 31 October 2018. If anyone wishes to see the reports relating to the matter, they are available at the upstairs counter at the Council. Apparently, there is a Tas Water pipeline located under the rubble as well, Tas Water will need to be contacted also. This may delay the permit process.

There is a 14-day advertising period for the application, and then there are 28 days to respond. The aim is to take it to the Council meeting in December. If a permit is issued there will be things put in place to protect the creek. The EPA says the fill is inert.

The Community has been advised if they are putting in a representation, make sure that the representation responds to the planning scheme.

- d George Street** – Consultation on drainage was undertaken. April/May were the potential start dates and so far, nothing has happened.

The North East corner of the intersection is never mowed, and the lack of visibility is dangerous. The South East corner, the hedge is an ongoing issue. The group feels Department of State Growth needs to manage the corner better.

5.2 Community Update

- **Peter Miller and Alan Wheeler**

- *Cleaning of Bridge at Forth*

Update on the cleaning of the small bridge, close to the Forth store.

- *Dumping of old hospital concrete at Forth*

Former Devonport Maternity Hospital building rubble dumped without permit.

6 GENERAL BUSINESS

- a Tim Pierce – wants to know how we can get more people to stop in Forth? He frequently recommends the Forth Pub, the shop, Alchemy and the Turners Beach Berry Patch to people.
- b Peter French – towns on the mainland now have digital displays that tell you what speed you are travelling, particularly in built up areas and areas such as schools. They say, “Your speed is”. They run on solar power. He asks if someone could find out how much the cost of these units are and find out who is using them and ask if they have made a difference.
- c Hall update – using money from the Council and the Forth Valley Lions Club, someone has been employed to redo the front of the hall, they have redone the gas lines and are currently replacing and repainting weatherboards where they were rotten.
- d Sandra thanked the group for their ongoing contribution through the year and wished them a safe holiday break and a Merry Christmas.

7 NEXT MEETING

The next meeting will be held on Thursday, 7 February 2019 at the Forth Community Hall commencing at 4.00pm.

8 MEETING CLOSED

As there was no more business to discuss the meeting closed at 5.00 pm.

Turners Beach Community Representatives Committee

Minutes of the meeting held in the Turners Beach Hall

Thursday, 22 November 2018 commencing at 4.00pm

1 PRESENT

Community Representatives: Andrew Leary, Elaine Eiler, Merryn Gilham, Rod Priestly, Tim Horniblow and Susan Spinks.

Observer: Councillor Amanda Diprose

Central Coast Council (CCC) Representatives: Sandra Ayton (General Manager), Jackie Merchant (Community Development Officer), John Kersnovski (Director Infrastructure Services) and Cor Vander Vlist (Director Community Services)

2 APOLOGIES

Waine Whitbread, Barry Isaac, Ben Kearney and Robert Best

3 MINUTES OF PREVIOUS MEETING

Merryn Gilham moved and Andrew Leary seconded, "That the minutes for the meeting held on 23 August 2018 be confirmed.

Carried

4 MATTERS ARISING FROM PREVIOUS MINUTES

a Railway bridge and shared pathway

An agreement for the lease of the bridge still hasn't been signed with TasRail. Meetings have been held with the Deputy Premier and TasRail to attempt to reach a solution, and this is continuing. The Council is also aware of the liability to the ratepayers of the bridge if taken over in total, especially given the bridge is heritage listing. The Council is also exploring other possible ways to provide access across the river including feasibility of a Council owned piece of infrastructure toward the mouth of the river which would be designed to be flood proof and provide a better, more enjoyable ride.

b Impact of erosion on the mouth of the Forth River

There are currently no plans to extend the sandbag project at the mouth of the Forth River, although the Council continues to monitor it. The Council is

currently involved in searching for solutions to coastal erosion at Heybridge and Penguin and will feed any findings from those projects, if applicable back to the Turners Beach/Forth erosion sites. Unfortunately, at this point there is no funding for coastal erosion available. The Council will consider it in the next budget considerations.

c Toilets for the area around the Community Garden, Scout Hall

The Council is again reviewing the provision of toilets in this area and considering options.

d Collapse of the riverbank

John Kersnovski reported that the riverbank is being monitored. There appears to be no need for intervention at this time, however retaining wall solutions currently being considered for the Penguin Beach wall will also help to inform options for treatment and materials on the river walls as well.

e Picnic Hut

Work has been undertaken on the BBQ hut, but not the picnic hut. Repair work is planned and scheduled for the picnic hut.

f Storage for the community garden

An enquiry was received as to whether the Scouts had relocated to Forth and if their storage area at the Turners Beach Hall could be taken over by the Community Garden. Scouts are still located at Turners Beach Hall and using the storage, so this is not an option at this time.

5 MATTERS FOR CONSIDERATION

5.1 COUNCIL UPDATE

- a Service Station** – The Council is continuing to work with the receivers to try and arrange for the sale of the property to recover rates etc. At this stage it appears the receivers will retain whatever balance is left after sale.

5.2 COMMUNITY UPDATE

a Tim Horniblow

Ongoing impact of erosion on the riverbank – would the sandbag project be applicable at the southern end. John Kersnovski responded that there is no further funding at this point. Landcare are still monitoring and sending data to UTAS, and the Council hopes that the solutions currently being explored for Heybridge and Penguin may lead to new solutions for Turners beach.

Community Little Library – was it possible to get a little library project in Turners Beach. The Council Community Development Officer to work with the community to establish this.

b Andrew Leary

Traffic and pedestrian safety issues – Susan Street continues to be problematic, people are spinning out on the (S) bend, can there be community consultation on softening and traffic calming. Council to bring a plan to the next meeting and we will as a group have a look at what can be done. Representatives to talk to the community in the meantime about suggestions for the area regarding pedestrians and traffic calming.

This will be looked at in consideration of the fact that the feedback at the Mayor's morning tea was that the community present there, did not want traffic calming.

c Merryn Gilham

Shrubs and plant removal – Plants are being removed and vandalised in the area and fish remains and litter on the beach remains a problem, with the pathways being particularly hard hit.

d Elaine Eiler

Service Station – Ongoing issue of the hazardous nature of the service station. The Council is attempting to resolve the matter through legal means, however at this time it is not our building so there is a limited amount that Council can do regarding its present state.

Caravan Park – The Council owns half and the Department of Crown Land owns the other half of the caravan park land. The lease is currently with the Lions Club and the Council is happy with the arrangement. Once the lease expires the Council will review, most likely renew with an option for another five years. The Council is aware of the need for vigilance with boundary creeping, particularly with people's gardens.

e Waine Whitbread

Cape Ivy – Cape Ivy is an ongoing problem. The Council has a new weed strategy and a budget increase to tackle the weed problems.

f Rod Priestly

Pathway repair – Rod thanked Council for the pathway repair past Camp Clayton and asked was there anything further on the possibility of toilets for the area. The Council is still reviewing.

g Susan Spinks

Cape Ivy – A Resident in Native Cherry Place is constantly cleaning up his pathway and is left with the rubbish afterward and asks if the Council can increase the pick-up rate for rubbish and grass and green waste is again being dumped at the end of the community space (hall and garden precinct), under the trees and on the street side.

6 OTHER BUSINESS

Nil

7 NEXT MEETING

As there was no further business to discuss, the meeting closed at 5.10pm. The next meeting of the Committee will be held on Thursday, 28 February 2019 at 4.00pm in the Turners Beach Hall.

**Central Coast
Youth Engaged Steering Committee
Minutes of a meeting held at the
Central Coast Council Chamber,
19 King Edward Street, Ulverstone
Thursday, 29 November 2018 at 9.15am**

Doc ID: 301439

PRESENT:

Sandra Ayton (General Manager – Central Coast Council [CCC]); **Melissa Budgeon** (Community Wellbeing Officer – Central Coast Council [CCC]); **Philip Viney** (Councillor/Accountant/Ulverstone Lions Club); **Yolande Vandenberg** (Central Coast Chamber of Commerce and Industry [CCCCI]); **Wayne Pepper** (Principal – NWCS); **Jenna Kennedy** and **Emily Cater** (Student Reps – NWCS); **Millie Porter** (Student Reps – PDS); **Jenna Squire** (Head of Secondary – Student Welfare, LCS); **Nicholas Boersma** and **Robert Cruickshank** (Student Reps – LCS); **Kelly Conkie** (Community Engagement Coordinator – UHS) and **Aaron Meldrum** (Business Relationship Manager – UHS).



1 WELCOME

Sandra Ayton chaired the first part of the meeting and welcomed everyone and declared the meeting opened at 9.20am. Cr Phil Viney continued chairing the meeting as Sandra had to leave to attend another appointment.

2 APOLOGIES

Cr Rowen Tongs (Councillor [CCC]); **Mathew Grining** (Principal – PDS); **Joherty Revell**, **Millie Porter** and **Piper Newton** (Student Reps – PDS); **Michael Walsh** (Leven Training Centre); **Glen Lutwyche** (Principal – UHS); **Belinda Gillard** (Acting School Business Manager – UHS) **Adam Knaap**, **Rowane Edwida** and **Ella Barron** (Student Reps – UHS); **Tim Wilson** (Head of Secondary – LCS) and **Ainsley Kinch** (Student Reps – LCS);

3 MINUTES OF THE PREVIOUS MEETING

Yolande Vandenberg moved, and Philip Viney seconded, “That the Minutes of the previous meeting held on 27 September 2018 be confirmed”

Carried

4 MATTERS FOR DISCUSSION FROM PREVIOUS MEETING

4.1 *Business Breakfast Review and Feedback*

Melissa Budgeon reported that approximately 50 people attended the breakfast. The GenZ Public Forum which was held in the Gnomon Room at the Wharf, attendance was poor, but the Teachers Forum which was held at the Penguin District School was well attended.

The Chambers feedback was positive regarding the breakfast but felt the pitch was not aimed at them and that they already were aware of some of the topics mentions. Some members attended the open forum which was different to the breakfast and more suited to their needs.

The meeting to discuss in the new year the time and place of the next business breakfast. There were some underlying factors as to why the public forum was not well attended e.g. other events that were on at this busy time of the year. It was suggested to speak with businesses in the Central Coast region and see when they would like to see this type of event run and suggest subjects of interest.

4.2 *Crime Stoppers Project Short Film*

The short film produced by the Ulverstone High School Students has been posted on social media and is being circulated.

5 MEMBERS REPORTS

Penguin District School

. Nil

Leighland Christian School

. Our Primary and Secondary Student Leaders raised \$218.75 for Disabled Sporting; \$222.45 for Samaritan's Purse (Operation Christmas Child); \$229.10 for A21 to help end slavery \$312.35 on Footy Colours Day for the fight against cancer, \$481 on Bandanna Day and \$333.75 for Diabetes. Our Primary Student Leaders also gathered donations of canned food to build pyramids, awarding prizes to the primary classes for their creativity in building the

pyramids. The cans were then donated to City Mission. Our Year 7 students are currently collecting non-perishable food to donate to Gran's Van, a mobile truck that gives out meals to the needy in Devonport, in time for Christmas.

Excursions included: Kinder and Preps to Guide Falls Farm; 2-3 to the Hagley School Farm; Prep/1 to the Don River Railway; Year 4-6 to the Burnie Civic Centre to view our Burnie Campus production of Jonah: a Fishy tale; Year 2's had a sleepover at the School; 9/10 Textiles Class to the Deloraine Craft Fair and a two day workshop in Burnie; the PE Extended Class played mini-golf and went ten pin bowling and the 9/10 Drama class viewed Ulverstone high school's 'The Lion King'.

In PE, our combined Primary and High School Athletics Carnivals were held at the Penguin Athletics track. The HS Carnival was held over two days with the team of Carey only just pipping Wesley by 26 points. Selected HS students then went on to compete at the Inter Christian Athletics Carnival. High School students competed in the Devonport Triathlon yesterday and the Primary students are competing today. Primary students from both campuses combined for our annual 'Millard Shield' cricket match (the shield is named after a former Principal).

Our Year 10s held their Dinner at the Ulverstone Rowing Club. They were groomed to perfection and looked amazing in their formal outfits. It was a night of celebration as they shared a meal, talked, danced, watched fireworks and reminisced about their time together so far at Leighland.

We bid farewell to our much-loved Year 12 students at an assembly in the morning and then a more formal service in the evening. It was an emotional time as the community saw them being presented with their graduation stoles and listened to their farewell speeches. It was also a wonderful celebration as we heard of their plans for the future. They joined with our Year 11s on Tuesday night for the 11/12 Dinner at Pier 01. With their exams behind, they were able to celebrate and enjoy their time together, looking amazing in their formal outfits.

Our Burnie Campus held their annual Country Twilight Fair. Despite the threatening weather, it was very well attended and a great community event. As well as showcasing the Campus to the wider community, they managed to raise \$8000.

Our Senior Students held an Art Exhibition in our Multi-Purpose Hall. The Exhibition was very well attended over the six days and people were amazed at the talent of our Senior students. Artworks by two of our students were selected for the 2019 ArtRage.

On Monday we had an excited group of Year 6 students from Ulverstone and Burnie Campuses, along with Year 6 students from Devonport Christian School join us for Orientation Day. They had a wonderful day of experiencing High School and forming new friendships. We look forward to seeing them in Year 7 next year.

Our Primary School held two very important assemblies; an Awards assembly and the Year 6 Graduation Assembly.

- . Today the School is holding a Farewell afternoon tea at our Burnie Campus for our Burnie Principal, Mrs Sherilyn Vander Vlist. Mrs Vander Vlist started at the Ulverstone Campus in 1996 as a Year 5/6 teacher and within two years she was promoted to a Senior role. Mrs Vander Vlist has been the Principal of the Burnie Campus since 2004. After 22 years of faithful service, she has decided to retire and will pass on the baton to Mrs Elizabeth Scheu who comes to the School from Mueller College in Queensland.

North West Christian School – Student Report

- . Our High/Middle School went to Sydney/Canberra/Newcastle for eight days in early October.
- . One of our students entered the Central Coast photography competition and won first prize.
- . Our High/Middle School have just finished their end of year exams.
- . We had Avondale College (our sister tertiary institution) come and visit our Grade 8, 9 and 10 classes last week.
- . The police come to our school and spoke to us about bullying.
- . The Primary have had fire safety talks all this week.
- . We had our Athletics Carnival last Friday and many of our records were broken.
- . We had a Drug and Alcohol Awareness visit for Grade 8, 9 and 10 this term.
- . Brenda Walsh from 3ABN (United States of America) came and spoke to the school last week on 'blindness'.
- . Orientation Day was a great success.
- . Operation Christmas Child – we contributed 64 shoe boxes this year.
- . Our Walk-a-thon money raised goes towards a meal and education costs for our two sponsored students.
- . Year 10 Dinner will be held on December 4 at The Townhouse, Wilson Street Burnie.

Ulverstone High School

In the Students absence the Kelly Conkie reported:

- . The Lion King Production was well attended. The reports that was received back from the people who attended were, what a great show and the performance of the students was exceptional.
- . Today the Students Representative are attending the school sports carnival in Ulverstone.
- . Collective Education Department at the school is looking into pilot programs that will be running in 2019.
- . Kellie announced that she will not be at the Ulverstone High School next year and will be returning to her original job as a pharmacist.

The meeting thanked her for her input into the committee and wished her well for the future.

Council Report

- . Councillor Phil Viney announced that after the Council election he was reappointed to the Committee at the Council Representative. Wayne Pepper on behalf of the committee congratulated Phil on his reappointment and thanked him for a job well done.
 - . The Lions Club Pump and Jump Track project in Water Street, Ulverstone is moving forward. The committee agreed that when the official opening takes place that the committee be involved. Further talks will be held closer to the opening.
 - . Phil Viney thanked the student representatives for their input into the committee of the past year and congratulated the teachers for encouraging the students in taking on these positions.
-

6 GENERAL BUSINESS

6.1 Cyber Safety

The Cyber Safety “Things You Know” event is to be held in the Gnomon room, 29 November at 6pm. It is an information night on Cyber Safety being presented by the Tasmania Policy.

6.2 Central Coast Voice

Yolande reported that the Central Coast Voice (a local publication) is interested in running an article on the Central Coast Youth Engaged Steering Committee. The meeting approved Yolande to work with Melissa and the student representatives and provide the publication with an article that can be published. Send Yolande the Youth Engaged Protocols and other information that may be useful for this article.

Presentation of Certificates

Sandra Ayton presented the students with their certificate of appreciation. These will also be presented to the Students at their school assemblies.

This year’s students were encouraged to speak to their fellow students who may wish to become a Student Representative in 2019.

A suggestion was put forward to produce a brochure which could be handed out at the schools which provides information on what and why the committee exists.

Meeting dates for 2019

The 2019 meeting dates were handed out.

7 REVIEW OF THE MEETING

The Students thanked Central Coast Council for the opportunity to represent their schools. They were happy with how the meetings were conducted over the year.

8 NEXT MEETING

The next meeting to be held on Thursday 28 February 2019 at Central Coast Council, 19 King Edward Street, Ulverstone at 9.15am.

As there was no further business to discuss the meeting concluded at 10.10am.

East Ulverstone Swimming Pool Management Committee

Meeting Minutes

Thursday, 29 November 2018 at 3.30pm

Doc. ID: 311818

1 PRESENT/APOLOGIES

Present: Steve Crocker, Michael Wilson, Simon Dent, Alan Graham and Melissa Budgeon

Apologies: Liz Eustace; Cr Amanda Diprose, and Wendy Cracknell (Department of Education [DoE])

2 CONFIRMATION OF MINUTES

Resolved, "The minutes of the previous meeting dated Thursday, 27 September be accepted as a true and accurate record."

Carried

3 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Ongoing item – reconsider opening the facility for a public swim session and explore possibilities. Suggested that some clearly outlined details of what is or isn't possible and guidelines around these options be presented to the next meeting.

Budget items – Maintenance to the education department (as per Education Department report).

4 EDUCATION DEPARTMENT REPORT

Refer to attached report.

5 CORRESPONDENCE

Inward	Nothing to report
Outward	Nothing to report

6 GENERAL BUSINESS

- . *Promotion* – update to the Council Website and the brochure has been undertaken. Poster that had been developed is on display and in circulation in the community. Copies of the brochure to be available at the Pool.
- . *Budget Processes* – Committee discussed the need to seek clarification from the Department on budgeting processes and forward programmed maintenance items. Melissa to invite Wendy to the meeting in February 2019.

7 NEXT MEETING

The next ordinary meeting of the Committee will be held on 28 February 2019 at 3.30pm.

8 CLOSURE

As there was no more business to discuss the meeting closed at 4.45pm.

East Ulverstone Swimming Pool Management Committee

Meeting – 29th November 2018

Department of Education Report

At our last meeting I informed you that a comprehensive report, highlighting deficiencies in regard to the maintenance of the plant and machinery, was being compiled by an independent engineering consultant. As yet we have not heard where this process is at, but we are hoping that it will result in continuing the overhaul of the pool's plant and machinery, to ensure it is operating at optimal efficiency.

I am pleased to say that significant headway has been made of the past few months to repair and maintaining pool fixtures and equipment and as a result the facility is operating well.

Wendy met with Jason Bell (DoE Facilities) to discuss various issues in regard to the maintenance and upgrades to the pool. She will provide a summary when time permits. In short, DoE SWSP maintenance budget will need to be expanded to allow for increased general maintenance issues. Our SWSP budget covers **maintaining** present condition of flooring, and inside structures – any improvements/upgrades are the responsibility of Facilities Department.

Maintenance/Capital Works Projects – Recently Completed

- Heat Pumps
 - As a follow up to our heat pump problems, Temp Control replaced a relay and contactor. Building Automation Control attended and reprogrammed the operation of the air conditioning heat pumps.
- Electrical
 - Another hair drier replaced.
- Plumbing
 - Another toilet cistern replaced.
- Roof
 - SERS (the DoE roofing contractor) attended to fix roof leaks and compiled a report on the overall condition of the roof. The report suggests the roof has come to the end of its service life and needs replacing at a cost of approx. \$100 000. The report has been sent to DoE facilities.

Maintenance/Capital Works Projects – Incomplete

- Automatic Chlorination System
 - The system has never been set up correctly and is plagued by problems. The system could be made more efficient and reliable at minimum cost.

Wendy Cracknell (Principal Education Officer Health and Wellbeing)

Alan Graham (NW Co-ordinator SWSP)

Michael Wilson (East Ulverstone Pool Attendant)

DEVONPORT CITY COUNCIL & CENTRAL COAST COUNCIL

SHARED AUDIT PANEL

Unconfirmed minutes of meeting held Monday 3 December 2018
at Central Coast Council commencing at 2:12pm

1. Attendance

Members – Robert Atkinson (Chair), John Howard, Ald Leigh Murphy, Ald Leon Perry, Cr Phillip Viney and Cr Garry Carpenter (joined at 3pm)

Officers – Paul West (General Manager DCC), Kym Peebles (Executive Manager Organisational Performance DCC), Joshua Jackson (Finance Manager DCC) Sandra Ayton (General Manager CCC),

2. Apologies

Jeffrey Griffith (Executive Manager Corporate Services DCC) and Bill Hutcheson (Director Organisational Services CCC)

3. Declarations of Interest

As previously recorded.

4. Confirmation of Minutes

The Panel confirmed that the minutes of the meeting held 13 August 2018 be accepted as correct. Carried Unanimously

4.1 Business Arising

- Follow up with LGAT regarding compliance register schedule and develop a subsidiary work plan based on those guidelines – carry forward.
- Reporting to be reviewed and expanded to greater support well documented process and policy around capitalization thresholds – carry forward.

5. Policies and Procedures

5.1 Gifts and Donations Policy

PW and SA presented the respective policies. PW outlined the recent changes required to the Policy and noted that the DCC Gifts and Donations Register is now available on the website. SA confirmed that CCC are currently reviewing the Policy in light of the recent changes. The Chairman suggested that both policies include a Definitions or Glossary of Terms section to provide explanations to terms typically used in Local Government. PW and SA agreed to consider this aspect in future reviews.

6. Governance

6.1 Annual Report

SA provided an overview of the CCC Annual Report and noted that this year the Council had decided to report on disappointments during the year as well as successes. Council felt that this provided a more complete summary of the year in review. The Panel also noted that while the public interest in the Report is difficult to measure, it provides an important reference point for future access.

PW provided an overview of the DCC Annual Report and noted that it met all statutory requirements and contained a status update on all Annual Plan Actions.

The Panel noted the draft Auditor-General Report to Parliament and noted the positive focus on generating underlying surpluses.

6.2 Annual Risk Management Update

The Panel agreed to defer the two presentations listed under this section until the next meeting. **Action**

SA advised that CCC have an IT Disaster Recovery Plan in place and are looking to test the Plan in the near future. SA also advised that CCC have recently engaged an external consultant to undertake an audit of digital security and have a report containing a number of recommendations that are being worked through.

PW acknowledged that the DCC IT Disaster Recovery Plan has not been tested since moving to the paranapple centre, however DCC are currently in the process of transitioning to Software as a Service (TechOne Cloud) which will change the current requirements for IT recovery.

7 General Business

7.1 Annual Work Plan

The Chair noted that the Annual Work Plan addresses matters recommended to be covered by the Audit Panel and allows flexibility to include other items for discussion. The Chair also noted the importance of the role of an internal auditor and raised some concern that without an internal audit role, more onus is placed on the Audit Panel to satisfy themselves that Councils are complying with all relevant matters. The Panel agreed to list this matter on the next Agenda for further discussion. **Action**

7.2 Self-Assessment Process

The Panel discussed the approach to the self-assessment process for 2017/18 and suggested that in an election year the process be conducted earlier in the year. It was also suggested that during the first and third year of the Panel's tenure that each Council is approached for feedback on the Panel.

The Panel agreed to proceed with the same process as the previous year and approach past Members for feedback. Responses will be due back by 31 January 2019.

Action

7.3 Tasmanian Audit Office Information Session

John Howard provided an overview of the paper circulated with the Agenda and emphasised the value of these meetings. The Panel discussed the suggestion that the General Managers provide a signed Risk Certificate to the Panel to provide assurance of compliance with all regulatory requirements.

7.4 Northern Audit Panel Chairs Meeting

John Howard provided an overview of the recent meeting he attended. A number of matters were discussed at the meeting including:

- Audit Panel Charters
- Internal Audit risk schedule
- Organisational Culture and outcomes of staff surveys
- Reporting requirements for data breaches
- General Manager Risk and Assurance Certificate
- Delegations Register
- Compliance Checklist and Council Policies.

7.5 Audit Panel Positions

The Charter specifies that each Council must advertise the independent Audit Panel positions following a Council election. PW agreed to discuss the advertisement with SA and to aim to advertise in the following week.

Meeting Closed: 3.20pm

Next Meeting: To be determined



**Central Coast Community Shed Management Committee
General Meeting – Minutes of Meeting held at the Community Shed
Monday, 3 December 2018 commencing at 1.05pm**

Doc. ID: 311591

1 PRESENT/APOLOGIES

Present: Rob McKenzie (Chair), Cr Viney, Len Blair, Pam Brooks, Peggy Smith, John Deacon, Len Carr, Kerry Hays, David Dunn, Ian Hardstaff, Keith Beavis and Merv Gee

Coordinator / Administrator: Melissa Budgeon (Central Coast Council)

Apologies: Norm Frampton, Jack Eaton, Lynne Jarvis and Liane Willis.

2 CONFIRMATION OF MINUTES

It was resolved, "That the minutes of the general meeting held on Monday, 12 November 2018 be confirmed as correct."

Carried

3 BUSINESS ARISING FROM MINUTES

Pathway Project – completed. Everyone enjoyed the morning tea celebration provided through Volunteers Week, random draw prize won at the Volunteers Week celebrations held on Monday 19 November 2018, with the Mayor Cr Jan Bonde and Justine Keay attending.

FINANCIAL REPORT (as attached)

Utilisation – Men's Shed days – 444, Tuesday sessions – 75, Coffin Club – 59.

4 GENERAL BUSINESS

- . **Coffin Club** – Moved/moving back into the Animal Nursey space. David Wardle has now completed an induction with the Council's Public Safety Officer, Tony King, previously completed a first Aid. David is working towards being a volunteer supervisor for the group, support by Russell Game.
- . **Ladies Group** – Nothing to report.
- . **Safety Officer Report** – Len requested a couple of clean blankets be stored in the event of an emergency.
- . **Skip bin** – Rob McKenzie is following up on the skip bin. (ongoing item)

- . **7 Day Makeover** – Nothing further has been advised.
- . **Kitchen upgrade grants submission** – It has been verbally advised that the grant was successful, awaiting paperwork to confirm amount and details prior to purchasing or commencing works on the kitchen upgrade.
- . **Dust Extraction Noise** – David Dunn following up on this, nothing further to report at this time.
- . **Community Safety Committee** – John Deacon raised the issue of Bikes and Scooters riding in the CBD, suggested that they can police smoking, and also if you park over the line marking you will be booked, yet nothing happens if you ride a bike or scooter and potentially knock someone over, there is no penalty. John asked if the matter could be raised at the Community Safety Partnership meeting on Wednesday.
- . **Flooring** – it was suggested that the area around the fire be tiled, this did not get support from the committee. The meeting agreed that Sheps Concrete Cleaning be approached to clean the floor of the shed.
- . **Key Register** – updating of the key register has been undertaken.
- . **Flag Pole** – Rob advised that the Director of Community Services, Cor Vander Vlist provided permission for a flag pole to be erected to fly the Men's Shed flag and requested that the concept be endorsed by the Committee. Further consideration and decision on the location of the pole and that the flying of any flags is undertaken in accordance with the appropriate protocols. Admin. Assistant Community Services can confirm all the relevant and appropriate protocols.
 - Len Blair moved, and John Deacon seconded, 'That the pole be located on the South East corner of the shed, attached to the shed, to fly the TMSA flag.

Carried

- . **Committee Appointment** – Following Council elections, Cr Viney, has been reappointed to the Committee.
- . **Garden** – Irrigation has been improved, with the pipe moved to the outside.
- . **First Aid Course** – Ten people needed to run a First Aid course for the Shed. Melissa to follow up and see if there are any people from the Council needing to update their First Aid accreditation allowing the course to be held. Seven so far, plus Melissa, still two more needed. Looking at a holding a course February 2019.

- . **Additional Storage and Unisex toilet** – suggested that a toilet and additional storage space be investigated.

■ Moved by John Deacon moved, and Pam Brooks seconded, “That investigation into possibility of a unisex/disabled access toilet designed to be part of the Shed Complex.”.

Carried

- . **Christmas Dinner** – To be held on Friday 14 December 2018 at the Ulverstone Bowls Club commencing at 12noon.

5 CLOSURE/NEXT MEETING

As there was no further business to discuss the meeting closed at 1.55pm. The next meeting will be held on 4 February 2019 commencing at 1.00pm.

CENTRAL COAST COMMUNITY SHED – FINANCIAL STATEMENT 2018–2019

as at 30 November 2018

Revenue	Estimates	Actual
	\$	\$
11413.03		
Membership Fees	3,500.00	2,476.37
Groups	–	–
Material Donations	–	–
Project Donations	2,500.00	108.18
GST allocation	–	–
	Estimate	
	\$6,000.00	\$2,584.55

Expenditure		
11481		
Aurora	–	–
Telstra/Internet	1,000.00	164.64
Office	100.00	–
Testing and Tagging	1,200.00	–
Petty Cash	850.00	183.08
Training – First Aid	400.00	140.91
Membership – AMSA, TMS	150.00	–
Insurance	200.00	191.38
Room Hire	–	–
Repairs and Maintenance	2,000.00	184.82
Safety Equipment	500.00	721.69
Project Materials	3,500.00	1,862.85
Water/Sewage	100.00	1.06
Floor Coverings	–	1,022.73
	Estimate	
	\$10,000.00	\$4,473.16

Central Coast Community Safety Partnership Committee

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

Wednesday, 5 December 2018 – Commencing at 10.05am

PRESENT

Sandra Ayton (General Manager CCC); **Melissa Budgeon** (Community Wellbeing Officer CCC); **Cr Cheryl Fuller** (Councillor CCC); **Garth Johnston** (Penguin Neighbourhood Watch); **Barry Isaac** (Turners Beach/Leith Neighbourhood Watch); and **Snr Sgt Simon Conroy** (Tasmania Police)

Guests: **Rupert Hogan–Turner** (Teacher UHS) and students arrived at 11am

1 WELCOME

Sandra Ayton welcomed everyone to the meeting.

2 APOLOGIES

Cr Jan Bonde (Mayor CCC); **Paul Breaden** (Engineering Group Leader CCC); **Glen Lutwyche** (Principal Ulverstone High School [UHS] Schools Representative); **Melissa Palframan** (Coordinator – Community Housing Ltd); **Insp. Shane Le Fevre** (Tasmania Police); **Sgt Kym Turale** (Tasmania Police Ulverstone); **Yolande Vandenberg** (Central Coast Chamber of Commerce & Industry [CCCCI]); **Simon Douglas** (Ulverstone Neighbourhood House); **Julie Milnes** (Health Promotion Coordinator [Mersey] DHHS); **Kathryn Robinson** (Community Development Officer – Housing Choices Tasmania) and **John Deacon** (Central Coast Community Shed

3 MINUTES OF PREVIOUS MEETING

■ **Barry Isaac** moved, and **Melissa Budgeon** seconded, “That the minutes from the meeting held on Wednesday, 31 October 2018 be confirmed”.

Carried

4 MATTERS ARISING FROM PREVIOUS MEETING

a Crime Stoppers Project presentation of Certificate –

Video Presentation – The Ulverstone High School (UHS) Senior Media Class presented the video they produced to the meeting. Ella briefly spoke about the video prior to the presentation, stating prior to producing the video the students were not aware of the impacts associated with shop lifting on businesses in the Ulverstone CBD.

Smoke Free – A question was put to the student from UHS on what their thoughts were on the smoke free policy in the CBD. Students stated that there are still people smoking in the CBD and that it will take time for the to change take place but agreed that it was a good start to improving the spaces in the CBD. Educating the general public will be the key and the posters the school provided will assist in the process.

Community Safety Champion Certificate of Appreciation – The meeting congratulated the students on the production of the video and the posters. Sandra presented the Students with a Certificate of Appreciation from the Council.

- b Traffic Control Turners Beach** – Snr Sgt Simon Conroy reported that he reviewed the Tasmania Police traffic management program statistics for Westella Drive and Forth Road. He stated that police presence is high in these areas targeting speeding, mobile phone usage and not wearing of seat belts and will remain over the holiday period. Traffic counters have been placed in the area. There have been minimal actual incidents and will review data in the new year. Report to next meeting.
- c Seasonal workers** – There was discussion on seasonal workers and their driving ability whilst in the state. Police have spoken with the businesses owners who employ these people and Yolande Vandenberg from the Central Coast Chamber of Commerce will discuss this topic at their next meeting and see if the Chamber can help and assist to keep these drivers safe on our roads.

5 COMMUNITY SAFETY ACTION PLAN 2017–2022

5.1 Action Report updates (not available)

Cyber Safety – Melissa reported that a workshop was held in the Gnomon Room and one person turned up. Will look at running it again next year in conjunction with Tasmania Police. The meeting discussed ways that the Council could encourage the public to attend.

Snr Sgt Simon Conroy reported that Sarah Rainbird from Tasmania Police who is part of the ‘Adopt A Cop’ program at West Ulverstone Primary School, has been running a program through the school. Cr Cheryl Fuller suggested the Council look at what is available on You Tube and place the links out on social media. Tasmania Police run the ‘ThinkUKnow’ program which is a nationwide program. The link to be sent out to all representatives. (<https://www.thinkuknow.org.au/>)

Champions – The meeting discussed nominations for Community Champion in 2019.

Garth Johnston nominated, and the meeting agreed, that Sarah Rainbird from the Tasmania Police receive the Community Champions Certificate at the meeting to be held on 27 February 2019 for the work she has been doing with the West Ulverstone Primary School as part of the ‘Adopt A

Cop' program, not only during school hours but out of hours, working with vulnerable children.

Melissa to also speak with the principal from West Ulverstone Primary School.

Adopt a Cop – A question was asked of Snr Sgt Simon Conroy on what the process is to be part of the 'Adopt A Cop' program. He advised that schools would be required to make a request to the Tasmania Police.

Dementia Friendly community – Café has been running for a period of six months and training for businesses in the Central Coast region will be held in February – March 2019. Accreditation will take place when the business implements what they learnt from their training sessions.

Emergency management plan – Is currently being updated.

Drug Education – There are programs through the school that deliver the drug education message.

Safety Agency Support Team – It was suggested that New Mornings, a Christian, non-profit, volunteer mental health support service, who goes into schools, dealing with child and family health mental issues do a presentation at a meeting in 2019. James Todd from ChildSafe Australia also wishes to make a presentation to the Community Safety Committee in 2019

Representation on the Committee – Review the Charter and Membership of the committee at first meeting in 2019. A copy of the Charter to be emailed to the committee.

6 REPRESENTATIVE REPORTS

6.1 Crime Report

Sgt Simon Conroy

Snr Sgt Simon reported the crime rate is down in Central Coast which is pleasing. There has been a spike in car thefts in Devonport who are having major issues with car theft and property damage.

Ulverstone building site burglary offences are up and the police have noticed a small spike in shop lifting in November. A person has been charged with some of these offences.

Garth Johnston requested if the police could do a patrol of the Blythe Heads roundabout intersection. Since he has been travelling back and forth to Burnie for medical appointments, Garth has noticed that drivers disregard the speed signs that are in place in Blythe Heads.

6.2 Central Coast Chamber of Commerce Report (CCCCI) Yolande Vandenburg

Nil

6.3 Primary Health Report

Julie Milnes

Nil.

6.4 Education (all schools) Report

Glen Lutwyche

Rupert Hogan–Turner (Teacher UHS) presented a report on behalf of Glen Lutwyche to the meeting.

Cyber Safety sessions have been held by Tas Police for Grade 7, 8, 9, and 11 and 12 along with a planned session at the Pier01 where there was only the presenter, Mel Budgeon and myself. The police officer has offered to do another session early next year if we think this is a good idea

UHS will mention the standard things re scooters etc in the CBD at our final assembly this year, if there are any messages out of today's meeting, we will put them on our Facebook page.

All staff attended the Claire Madden presentation at Penguin District School on GenZ.

We are still waiting on advice re school bus schedules for next year as last year there was a proposal to improve the school bus route from the Department of State Growth by having buses that come from the country areas pick up around the town and provide more options. This was put back until the end of this year. This will mean that an interchange for students is no longer needed in Walker Street, Ulverstone, which if this occurs will provide more street parking for our year 11 and 12 students. Hopefully decisions regarding this will come out very soon.

The school is in the process of replacing the electronic LED signs at each corner with new electronic display screens. This will provide an opportunity for community announcements to be displayed. If there are any Christmas safety messages that we would like displayed re safety etc. you can forward these on once it is in place, the school can put them up.

The School name change proposed by the School Association, after consultation with staff, students and parents through surveys and letters to home is Ulverstone Secondary College which reflects that we are now a year 7 to 12 school and has been approved by the Minister for Education and will come into effect on the 1st of January 2019.

6.5 Ulverstone Neighbourhood House Report

Simon Douglas

Nil

6.6 Housing Choices Tasmania Report

Kathryn Robinson

Nil

6.7 Community Housing Report

Melissa

Nil

6.8 Community Reports

Barry Issac

Barry Isaac spoke about a scamming situation he was involved with and asked if an awareness program could be sent out through social media reminding people to be aware of these types of emails and calls. Snr Sgt Conroy stated that the police constantly advise everyone the need to be vigilant when these types of calls and emails are received. There is a need to keep educating the general public through social media.

Garth reported on the Penguin Neighbourhood Support Group, which used to be called Penguin Neighbourhood Watch. He stated the membership was good.

6.9 Central Coast Community Shed

John Deacon

Melissa reported on behalf of John Deacon that the Shed is going well, and that John would like to pass on that schools remind children about the riding of scooters and bikes in the CBD.

6.10 Council Report

Sandra Ayton

Planning for the Ulverstone Pump and Jump Park design is now well under way, planning approval has been approved.

7 GENERAL BUSINESS:

. *Meeting Dates for 2019* – The new meeting dates were handed out for 2019

. *Dogs at Turners Beach* – Cr Cheryl Fuller spoke regarding dogs at Turners Beach off the lead and safety of the general public. She stated as a Councillor she has been approached by constituents to mention this at Council. This same subject is discussed at the Turners Beach Community Representatives Committee. The meeting agreed that something should be sent out via social media and the E-Newsletter reminding dog owners to be responsible with their pets.

. *Guest Speaker* – The meeting discussed the not for profit organisation ChildSafe, regarding child safety. The meeting agreed to invite Mr James Todd to make a presentation to the meeting. Melissa to liaise.

. *UHS Media Class* – For 2019 it was suggested that the Media Class look at projects regarding dogs off leashes in the Central Coast

and responsible usage of scooters and bikes in no go zones.
Melissa to liaise with teachers and students.

8 NEXT MEETING:

The next meeting and time – 27 February 2019 in the Council Chamber,
19 King Edward Street, Ulverstone, commencing at 10.00am.

Closure time 11.27am

Cradle Coast Waste Governance Project

**Final Report
October 2018**

Author – Waste Governance Project Coordinator

Mr Greg Preece

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Attachment D – Extract of Rules, Copping Refuse Disposal Site Joint Authority

Abbreviations	
CEO	Chief Executive Officer
CCA	Cradle Coast Authority
CCGMG	Cradle Coast General Managers Group
CCWMG	Cradle Coast Waste Management Group
CCI	Council Cost Index
CPI	Consumer Price Index
DWM	Dulverton Waste Management
FOGO	Food Organic Garden Organic
GM	General Manager
TOR	Terms of Reference
WGPC	Waste Governance Project Coordinator

Executive Summary

The Cradle Coast Waste Management Group (CCWMG) is a local government skills based group, who provide an integrated regional approach to waste management. CCWMG is hosted by the Cradle Coast Authority (CCA).

The current Cradle Coast Regional Waste Management Strategy 2017-2022 was prepared by CCWMG and guides the development and implementation of actions for the Annual Plan and budget each year.

The CCWMG is an advisory group empowered to manage the funds that are received from a voluntary levy paid by councils and companies, of \$5/tonne of waste deposited at the Ulverstone Resource Recovery Centre, Port Latta and Dulverton landfills. Each year levy funds of approximately \$380,000 are expended on programs to achieve the activities outlined in the Annual Plan.

In April 2013 the CCWMG engaged MRA Consulting Group to undertake a three part study to deliver the following:

- Part 1 – a review of the CCWMG structure and functions, waste infrastructure service delivery arrangements and identifying where achievement of the Strategy objectives are constrained by existing arrangements of ownership and operation
- Part 2 and 3 – undertook an examination of alternative governance and management models and a business case analysis of a preferred governance model.

The MRA Report concluded a self standing joint authority governance model is suited to the objectives of the CCWMG and recommended a thorough Asset Valuation Study be undertaken of the financial, commercial, staffing, services and liability risks prior to forming a joint authority.

In September 2017 all seven councils considered the governance models recommended by MRA Consulting Group and CCWMG regarding establishment of a self-standing joint authority. All councils provided in principle support for the establishment of a self-standing joint authority subject to a more detailed report on the staging of the implementation.

The CCWMG received approval from the Cradle Coast General Managers Group (CCGMG) to progress the establishment of self-standing joint authority, by creating a part time position to coordinate the project. The Waste Governance Project Coordinator (WGPC) was advertised and Mr Greg Preece was appointed to the position.

The task of the WGPC was to assess the governance model of three options these being:

- Option A – a committee structure under the CCA
- Option B – a new regional Cradle Coast Waste Management Joint Authority
- Option C – an expanded Dulverton Waste Management Joint Authority.

The project began with the options being discussed with all seven councils at workshops during May, June and July, plus workshops and meetings with the Dulverton Waste Management Board, the Cradle Coast Authority (CCA) and council officers.

The outcome of these meetings and workshops resulted in almost no support of Option A and limited support for Option B. Most of the support was for Option C, an expanded Dulverton Waste Management Joint Authority, and this option has been proposed to be adopted as the waste management governance model.

During the process several issues were identified, these being:

- Name Change
- Operations of Expanded DWM Joint Authority
- CCWWMG Operations
- Service Charges
- Data Collection
- Project Delivery.

Each issue was examined, and the proposed actions have been developed to eliminate, mitigate or manage the associated risks.

The following recommendations are provided for councils to consider a preferred option for a waste management governance model.

R 1 – That the preferred option to be adopted as the waste management governance model is an expanded Dulverton Waste Management Joint Authority.

R 2 – That consideration be given to establish a new consulting and project management unit within the Dulverton Waste Management Joint Authority, to provide consulting services to the Cradle Coast councils and the entire state.

R 3 – That a two stage approach be adopted where:

- Stage 1 would deliver the existing regional waste services plus administration and financial services. That the rules of the DWM Joint Authority be amended to allow Burnie City Council, Waratah Wynyard Council and Circular Head to become members and a members representative group be formed. This group would be responsible for the oversight of the consulting and project managements operations.
- Stage 2 would progress with the consent of the owner councils and if Stage 1 delivered improved services and outcomes for all councils. This stage would require an extensive asset revaluation, consultation with all stakeholders, owners and users and finally a transfer of assets to DWM.

R 4 – It is proposed that the CCWWMG be dissolved when the transfer of responsibility for the delivery of programs and projects to the DWM Joint Authority is complete.

R 5 – That the proposed indicative pricing structure as listed below, be accepted.

The proposal is while the levy remains stable at \$5.00 per tonne, DWM would provide the current pricing structure:

- Fixed project management charge for levy projects of \$94,245
- Would undertake administration and financial services and absorb the costs currently undertaken by the CCA (currently \$6,300)

- Continue to contract manage the regional contracts under the existing arrangements for:
 - Kerbside recycling – no charge
 - Green waste recycling – 3% on charge
- The fixed project management fee to increase by Hobart CPI or CCI each 1 July, commencing on 1 July 2019 with CPI or CCI determined at the start of the agreement by the members representative group
- A change in the levy rate would necessitate a review of the fee structure.

R 6 – It is proposed that the General Manager will be responsible to ensure the timely, accurate and consistent delivery of data on the operation of their council’s transfer stations, and this data is provided to DWM.

R 7 – It is proposed that the budget include some discretionary allocation of monies for projects that fall within or meet agreed criteria, then approval of these projects can be authorised by the DWM CEO. Any authorisation would be reported at the next meeting of the members representative group.

R 8 – It is proposed that DWM be engaged to undertake a follow up safety audit of the transfer stations and to prepare an action plan and costing for each facility.

R 9 – It is proposed that a qualified risk management consultant or DWM conduct a risk assessment of the operations at all transfer stations and develop a risk management plan or upgrade the plan if one exists.

R 10 – It is proposed that all councils adopt the DWM transfer station operational policies, practices and procedure documents as soon as practicable, along with the training to support these documents.

R 11 – It is proposed that a customer awareness campaign focusing on the true cost of disposal of waste at a transfer station be implemented.

It is proposed that councils who issue free transfer station tickets review this practice to ensure the correct fees for waste disposal are being charged and collected.

1 Introduction

1.1 Background of the Project

The Cradle Coast Waste Management Group (CCWMG) is a local government skills based group, hosted by the Cradle Coast Authority (CCA) and created in 2007 to provide an integrated regional approach to waste management. The current Cradle Coast Regional Waste Management Strategy 2017-2022 was prepared by the group and guides the development and implementation of actions for the Annual Plan and Budget each year. The Strategy and Annual Plan is endorsed by the seven participating councils, as West Coast and King Island are not part of the CCWMG.

The Strategy has an over arching objective of diverting fifty per cent of all municipal solid waste from landfill by 2022.

The CCWMG is an advisory group empowered to manage the funds that are received from a voluntary levy paid by councils and companies of \$5/tonne of waste disposed at the Ulverstone Resource Recovery Centre, Port Latta and Dulverton landfills, and relies significantly on voluntary collaboration and coordination across the region.

The CCWMG entered a Memorandum of Understanding in July 2013 between the CCA and Dulverton Waste Management (DWM) in which:

- CCA provides executive, administrative, financial and communication support to the group
- DWM project manage actions arising from the Strategy, allocated by the CCWMG within agreed budget and timeframes.

Each year levy funds of approximately \$380,000 are expended on programs to achieve the activities outlined in the CCWMG Annual Plan, which in turn are derived from the Strategy.

In April 2013, the CCWMG commissioned a part study into the governance and management arrangements of waste management services in the region with clear objectives to:

- Achieve the goals and objectives in the Cradle Coast Regional Waste Management Strategy 2017-2022
- Provide best practice in both governance, management and cost effectiveness
- Position the region to participate strongly in a future statewide waste management framework.

MRA Consulting Group undertook the three part study with the following outcomes:

- Report Part 1 which included a review of the current CCWMG structure and functions, waste infrastructure services delivery arrangements, identifying where achievement of the Strategy objectives are constrained by existing arrangements of ownership and operations of waste assets, and investigating the drivers of change to the CCWMG structure

- Report Parts 2 and 3 undertook an examination of alternative governance and management modes (Part 2) and a Business Case Analysis (Part 3) evaluating cost benefit and risks of a preferred governance model including a transition to a proposed model.

A summary of the MRA Consulting Group report conclusions were:

- Part 1
The report finds a priority for reform in many areas of the CCWMG role and function, in particular policy development, administration and the accountability of the voluntary levy expenditure and procurement, economies of scales including capital expenditure of \$8.5 million required over the next 5 years to meet the Strategy goals.
- Part 2 and 3
Several alternative models of Governance were identified for discussion and further exploration. As a result of further workshopping the models determined of further assessment included:
 - the current status quo
 - a self-standing joint authority of seven member councils established under Section 30-39 of the Local Government Act 1993
 - a self-standing joint authority of nine member councils established under Section 30-39 of the Local Government Act 1993
 - a committee of the Cradle Coast Authority established in accordance with CCA's Partnership Agreement with the State Government.

The MRA report concluded a self-standing joint authority governance model is most suited to the objectives of the CCWMG and recommended a thorough Assets Valuation Study be undertaken to understand the financial, commercial, staffing, services and liability risks prior to forming a joint authority and that to mitigate those potential risks, transitional arrangements should be staged, first by transferring primary programs and secondly assets be transferred when a joint authority is fully operational and success in delivery of goals has been demonstrated.

The CCWMG broadly endorsed the reports and recommendations but noted there are several issues to highlight that need to be considered further prior to committing to the establishment of a joint authority. There are concerns that many of the arguments or drivers of change identified in the Part 1 report are not examined in sufficient detail to support the information contained in Part 2 and 3 reports that provide a recommendation for a joint authority, particularly in relation to the current CCWMG decision making function and implementation arrangements.

During September 2017 all seven councils considered the governance model recommended by the MRA Consulting Group reports and CCWMG regarding the establishment of a self-standing joint authority. In general terms all councils resolved to "provide in principle support for the establishment of a self-standing joint authority subject to a more detailed report on the staging of the implementation, ie transferring of primary programs and decision making; and secondly when a joint authority is fully operational and proven to be successful in delivery of the goals of the Cradle Coast Regional Waste Management Strategy. That consideration by councils be given to the transfer of assets to that authority."

1.2 The Project

The CCWMG received approval from the Cradle Coast General Managers Group (CCGMG) to progress the establishment of a self-standing joint authority, by creating a part time position to coordinate the project.

The Waste Governance Project Coordinator (WGPC) is a dedicated resource to work with participating councils to assist with a decision on the way forward regarding regional waste governance through a joint authority model.

Earlier this year the CCWMG, through a Governance Sub Committee called for expression of interests to fill the part time position of the WGPC.

In May 2018 the Sub Committee appointed Mr Greg Preece to the role of WGPC. Greg is now retired but was previously the General Manager of Meander Valley and Dorset Councils

During an inception meeting with the Sub Committee three options for the self-standing joint authority were identified, these being:

- a committee structure under the existing Cradle Coast Authority
- establishment of a new regional Cradle Coast Waste Management Joint Authority
- an expanded DWM Joint Authority.

Also discussed at this meeting was the timelines for the delivery of the project, a project plan and the key stakeholders.

Given that local government elections will be held in October 2018, it was agreed to make October 2018 Council meetings the date for a final decision on the joint authority model. This timeline would avoid any further delays in delivering the project so that current councils could consider the matter.

A copy of the Project plan is included at Attachment A.

1.3 The Process

Information provided by the Sub-Committee included a document which showed the motions passed by each council at their meetings in September 2017. See Attachment B.

Research of each Council agenda and minutes showed there were underlying issues and concerns for some elected members.

The Project Plan included a workshop with all seven councils with the aim of collecting the thoughts and comments from elected members on the following matters:

- the pros and cons for
 - Option A – a committee structure under the existing Cradle Coast Joint Authority
 - Option B – a self-standing Cradle Coast Waste Management Joint Authority
 - Option C – an expanded DWM Joint Authority
- Any issues, matters or concerns arising from the establishment of any of the above
- What activities and programs should the new authority manage and implement
 - How might these be delivered
 - Funding for these activities and programs
 - Any other matters.

In addition to these workshops, meetings were also planned with the DWM Board and the CEO, the CCGMG, the CCWMG, the CCA Chief Executive Officer, some general managers and their staff.

2 Project Implementation

2.1 Council Workshops

Table 2.1 below shows which councils were visited and the date of their visits. The workshop with Waratah Wynyard Council was moved from 18 June to 9 July due to unavailability of councillors.

Table 2.1 – Council Workshops

Council	Date
Circular Head	14 June
Latrobe	25 June
Burnie	26 June
Devonport	2 July
Central Coast	2 July
Kentish	3 July
Waratah Wynyard	9 July

The workshops enabled the WGPC to engage with the elected member and to work through the concerns and ideas they had. In several workshops the initial focus was on the purpose of the project and trying to separate service delivery from asset transfer. Understandably elected members expressed their views around the ownership and operation of their respective waste management assets.

With this matter resolved, elected members focused on the future governance issue with the following being a summary of the matters and issues raised by each council:

Circular Head

- Saw the existing staff at DWM as a pro, however saw Circular Head as a small brother and concerned the community would not support Option C
- Under Option B saw having own people with knowledge, Cradle Coast based, new policies and procedures, as a pro, but conceded the need to build a new structure as a con
- Little support for Option A with concerns that the directors do not have the skills and overheads being high
- A key issue was any change should not increase costs to the ratepayers.

Latrobe

- Saw DWM as a well known and awarded organisation with the ability to add other members, has skilled employees and could be renamed or branded. There could be a reluctance by existing owners to hand over the DWM assets
- There were no comments on Option B and the only pro comment regarding Option A was the existing Board could provide an oversight role, however a con was not having another committee under the CCA
- Saw an opportunity for integration of transfer station operation, waste collection and recycling while aligning costs and charges.

Burnie

- Supported Option C only with no support for the other two options. DWM already exists and there is no need to reinvent the organisation
- New structure should focus on one large project such as aggregation of operations. Suggested the organisation could be named as the Cradle Coast Waste Management Joint Authority and there should be a visit to Dulverton Landfill Site for elected members.

Devonport

- Supported Option C because it is a well recognised and sound performing operation
- Saw education programs involving schools as critical.

Central Coast

- Believes DWM operates very effectively and could not see why there was a need to set up another organisation. Also saw better opportunities for DWM staff to improve their skills
- Concerned by the lack of leadership from the State Government with no state strategy or support for a container deposit legislation.

Kentish

- Supported Option C because the organisation has trained staff and runs on the board
- There was frustration with the operation of CCWVG and the lack of opportunity to provide input into its activities, with irregular attendance by members. The question was asked if General Managers or Councillors could be included in the CCWVG as part of a revamp of the CCWVG.
- It was suggested that there should be no profit margins for DWM in providing waste management programs, only for project or consulting work.

Waratah Wynyard

- Cons for Option C is Council does not have any “skin in the game” and would want some ownership and dividends
- Do not want to reinvent the wheel with a new authority
- Saw a pro in the CCA model as all Councils would be in it together
- Wanted consistency with size of wheelie bins and collection frequency and a new charging regime for transfer stations that is consistent.

2.2 Other Workshops and Meetings

Table 2.2 below shows which organisation and individuals were visited and the date of their visit.

Table 2.2 – Other Workshops and Visits

Name	Date
Mat Greskie, DWM CEO	25 May
Sandra Ayton, Central Coast GM	25 May
Shane Crawford, Waratah Wynyard GM	4 June
Rowan Sharman, Burnie City	14 June
CCGMG	22 June
CCWMG	25 June
DWM Board	27 June
Paul West, Devonport City GM	27 June
Brett Smith, CCA CEO	2 July
Mat Greskie, DWM CEO	13 July

The following is a summary of matters discussed and issues raised at each meeting:

Mat Greskie

- A FOGO collection service would have delivered a 19% saving by tendering as a region rather than individuals. Tender did not proceed due to decision by councils based on cost
- Dividend back to owner councils is split on a ratio original based on population
- The Dulverton landfill has capacity until 2108
- Believes there would be staff issues and costs incurred if staff were to transfer to a new entity, plus the cost to establish a new organisation
- Currently operates landfill and composting facilities at Dulverton and recycling contract for seven councils
- Opportunities to improve transfer station infrastructure, operating systems and operation. Sell recyclables as a region rather than individual
- Explained the operation of household waste collection service at the councils and the variation that exist between councils
- There is still an issue of consistency and accuracy of data collection required for reporting on waste. Could be resolved if managed by Dulverton.

Sandra Ayton

- Clarified further details of the project
- Sees potential issues around the development of a state-wide waste body, however state guidance and a strategy are needed
- Explained the operation of the CCA and concerned that no one on the current Board has any technical knowledge of waste.

Shane Crawford and Daniel Summers

- A preworkshop meeting to outline their views on the project and waste management in general
- Council is a customer of Port Latta
- Currently only urban household waste collection with councillors wanting rural collection. The transfer station at Waratah is unmanned and open 24 hours a day
- Household waste collection is weekly in urban area of Wynyard and fortnightly in Waratah. Would prefer to see one system of fortnightly collection
- Council would like to see certainty about pricing and services gaps with adjoining councils. Not keen on any increase in the waste levy.

Rowan Sharman and Gary Neil

- Want to see value for ratepayer and not costing more for same services
- Contractor operates the waste transfer station and Council operates own trucks for household waste collection
- Outlined concerns regarding the figures in the MRA reports.

CCGMG

- A general overview on progress and emerging issues were discussed
- Paul West outlined the process for Kingborough Council joining the Copping Refuse Disposal Site Joint Authority
- Discussion on the operation of the Port Latta landfill site and the management of the rehabilitation of the site
- Support for Option C because of the existing structure and staff, good name and brand. Can benefit from expertise of the organisation
- Concern about increasing compliance cost due to changing EPA standards and licensing requirements
- Option to consider a subregional model
- Owner council concerned about DWM taking liability for another landfill site.

CCWMG

- Meeting provided an opportunity to update the members on the progress of the project.

DWM Board

- The Chairman provided the history and background to the formation of Dulverton landfill site
- It would be up to the owner councils to decide on the governance role to be undertaken by DWM
- DWM has a very strong Board and skills based organisation with capacity and capability
- Excellent relationship with owner councils and dividends are paid to these councils.

Paul West and Matthew Atkins

- A preworkshop meeting to outline their views on the project and waste management in general
- Council would support Option C and Council receives dividends from DWM
- Would like to see the Project completed as one project rather than two
- The Spreyton Transfer Station is outdated and in need of an upgrade. 17% of the operating cost is paid by Latrobe Council.

Brett Smith

- Believes Option A would avoid the cost of setting up another joint authority. Economy of scales achieved by sharing “back end” services, policies and procedures
- Explained the operation of the current organisation and the struggle with the function of the subcommittees
- Could provide the program services by either employing staff or engaging DWM to deliver. Would need to review the program to source out the best delivery method, but not adverse to either options.

Mat Greskie

- Discussed what functions and activities Dulverton could undertake. Suggested financial services, report accurately the categorisation of waste
- There is a need to improve the data collection system by working closer with CCGMG rather than the CCWMG. Information on activities and progress should flow back through the CCGMG and then to the elected members. This information could be provided monthly and meeting with the CCGMG quarterly or as required. CCWMG assist in developing Annual Plan program and budget, with both the program and budget approved by the CCGMG.

2.3 Other Research

2.3.1 Terms of Reference – CCWMG

The Terms of Reference (TOR) for CCWMG is included as Attachment C. The TOR are effective from 25th June 2018 and are reviewed every three years.

Key sections of the TOR document are:

- Section 3, Membership which describes the composition of the CCWMG and how members are nominated and approved by the CCA Board
- Section 5, Reporting responsibilities for the creation, adaption and delivery of the Strategic Plan, Annual Plan and Budget and Annual Report
- Section 7, Meeting details, meeting processes, responsibilities and timelines
- Section 11, Procurement details and the process
- Attachment 1, Roles and responsibilities
- Attachment 2, Procurement Policy
- Attachment 4, Financial Management Protocols and processes.

2.3.2 Copping Refuse Disposal Site Joint Authority

The Copping Refuse Disposal Site Joint Authority, trading as Southern Waste Solutions, was established as a joint authority in 2001 under the Local Government Act 1993.

The Authority consists of four Members appointed by Participating Councils, who may be either elected Councillors or Council Officers. Participating Councils are:

- Clarence City; one member entitled to exercise four votes
- Kingborough; one member entitled to exercise two votes
- Sorell; one member entitled to exercise two votes
- Tasman; one member entitled to exercise two votes

A participating Council may also appoint a Councillor or Council employee as a Deputy Member to act in place of any Councillor appointed by the Participating Council.

The Participating Councils have a share or interest in the equity of the Authority on the following basis:

- Clarence City Council: 48%
- Sorell Council: 24%
- Kingborough Council: 20%
- Tasman Council: 8%

In its governance, the Authority concentrates on:

- The periodic review of the performance of the Board and of individual directors
- The settings of the terms of office and the remuneration of directors
- Setting the goals and objectives of the Authority, reflected in the Strategic Plan
- The approval of the Strategic Plan, the Business Plan and the budget
- Representing the best interests of all Participating Councils.

For day to day operations of the enterprise, the Authority is assisted by a Board, trading as Southern Waste Solutions and appointed by the Authority at a general meeting.

The Board is responsible for ensuring that the business and affairs of the Authority are carried out in accordance with sound commercial practice, in a manner consistent with the approved Strategic and Business Plans of the Authority.

The rules of the Authority are available on its website at www.swstas.com.au

The following relevant extracts from these rules are included in Attachment D:

- Part 3 – Composition of the Authority and of the Board
- Membership of the Authority – Representatives
- Membership of the Board
- Committees of the Authority or of the board
- Schedule 1: Proportionate Payments and Shares.

3 Governance Model Options

The purpose of the WGPC is to work with the participating councils to assist with reaching a decision on the way forward regarding regional waste governance through a joint authority model.

Three options have been proposed, these being:

- Option A – committee structure under the existing Cradle Coast Joint Authority
- Option B – new self-standing Cradle Coast Waste Management Joint Authority
- Option C – an expanded DWM Joint Authority.

To gauge feedback on the three options, the WGPC met at workshops with all seven councils, with the DWM Board, CCGMG, CCWMG, the CEO of the CCA and some general managers and council officers.

3.1 Option A

Feedback from the workshops and meetings showed very little support for Option A, a committee structure under the existing Cradle Coast Joint Authority. The CCA CEO advised there were benefits to auspicing the proposal within the CCA. Issues raised against using this option were:

- concerns that the Directors do not have any technical knowledge of waste management
- overheads being high
- did not want to see another committee under the CCA.

In support of this model there was a suggestion that all councils would be in it together.

The CCA CEO said a benefit of this option was that it would avoid the cost of setting up another joint authority and economy of scale could be achieved by sharing “back end” services, policies and procedures.

He suggested that the program could be delivered by either employing staff or engaging DWM.

The reality is this option is similar in some ways to the existing operation of CCWMG, so it is hard to envisage any change in governance operations.

Due to the lack of support for this option it will not be considered any further.

3.2 Option B

There was some support for this option from the Circular Head councillors, as it addressed their concerns about how their community would feel about the governance authority being positioned on the eastern end of the region. The new authority would be Cradle Coast based, have its own people with knowledge, new policies and procedures.

However, the councillors saw the need to build a new organisation as a negative. This view was also shared by other councils, who were concerned about reinventing the wheel, time and cost in establishing a new authority.

It was also suggested that to find the staff for a new authority, staff may leave DWM, affecting DWM's ability to continue with its current activities. Ultimately this could lead to competition for the people with skills in the waste management area.

The biggest issue identified with this option was the time and cost associated with the establishment of a new joint authority, which would be seen by the community as a duplication.

For this reason, this option will not be considered any further.

3.3 Option C

This was the most popular option, strongly supported by five of the seven councils. Reasons for this support were:

- well known and awarded organisation with strong branding
- has skilled and knowledgeable employees
- well developed policies and procedures for operating in the waste management space
- it already exists and there is no need to reinvent the wheel
- is a sound performing organisation
- an opportunity for the DWM staff to further improve their skills
- no cost associated with expanding the operation and additional functions
- DWM currently supplies services and staff to support CCWVG and the activities could begin immediately.

As mentioned previously the Circular Head councillors believe their community would not support this option and Waratah Wynyard want some equity in the organisation. An issue with this option is the four owner councils of DWM must agree to the model and to potentially allowing other councils to become owners or members.

Due to the level of support the preferred option to be adopted as the waste management governance model is Option C, an expanded DWM Joint Authority.

Recommendation 1

That the preferred option to be adopted as the waste management governance model is an expanded Dulverton Waste Management Joint Authority.

4 Transition

While the expanded DWM Joint Authority is the preferred option for the waste management governance model, several issues were identified during the workshops with councils and at meetings with organisations and individuals. These issues potentially pose a risk to the acceptance and operation of the preferred governance model and need to be addressed.

4.1 Issues

These issues are listed below:

- Name Change – a change of name to something like the Cradle Coast Waste Management Joint Authority, which may help address the Circular Head Council's view that their community would not support Option C
- Operation of Proposed Expanded DWM Joint Authority – would the existing owners agree to allow other councils to become members of DWM Joint Authority and how would it operate
- CCWMG Operation – some councillors were frustrated with the operation of the CCWMG because of the lack of opportunity to provide input into the Group's activities plus a lack of regular attendance at meetings by members
- Service Charges – the charge regime for services delivered
- Data Collection – ongoing issues with timely response and accuracy of data collection
- Project Delivery – simplified and quicker approval and delivery of some programs.

4.2 Response to Issues

The following proposed actions have been developed to eliminate, mitigate or manage the risks.

4.2.1 Name Change

One council suggested any new organisation could be named the Cradle Coast Waste Management Joint Authority.

This was a means of representing the entire region and addresses Circular Head councillors concerns about the organisation being based on the eastern area of the region.

A DWM Joint Authority Council Representative advised at their workshop that the rules of the DWM Joint Authority would allow for a name change if necessary.

While a name change is possible owner councils were very strong in opposing a name change. They believe that the Dulverton brand was very strong, well known and publicised and recognised by the community.

There should be no change to the name of the DWM Joint Authority, however an alternative could be to establish a new consulting and project management unit within the DWM Joint

Authority and give it a new trading name. This consulting and project management unit currently provides project and contract management services to the CCWVG. The current Dulverton branding and name would remain for the land fill and composting operations, as these are the core activities of DWM Joint Authority.

This consulting and project management unit would provide many services to local government in the Cradle Coast region and in the future to all areas of the state. There would be no change to the staff or the structure of DWM to create this unit and it would be in recognition of the skills and expertise within DWM.

While the name for a new organisation has been suggested as the Cradle Coast Waste Management Joint Authority, it may well be appropriate to drop Cradle Coast from the name. This has only been suggested because the words Cradle Coast implicitly links the organisation to the existing Cradle Coast Joint Authority, and the new organisation needs to be given every chance of working.

In deciding on a new trading name for the consulting and project management unit consideration should be given to the future possibility that it could operate throughout the state.

Creation of this consulting unit and trading name would need the approval of the owner councils and the DWM Board.

Recommendation 2

That consideration be given to establish a new consulting and project management unit within the Dulverton Waste Management Joint Authority, to provide consulting services to the Cradle Coast councils and the entire state. That the unit be given its own trading name.

4.2.2 Operation of Proposed Expanded DWM Joint Authority

Critical to the successful implementation of the preferred model is whether the existing four owner councils would allow other councils to become an owner or a member of the DWM Joint Authority.

A suggested approach to implement the preferred option of the DWM Joint Authority is to use a two staged approach.

Stage 1 – would begin immediately with the transfer of responsibility for delivery of programs and projects from the CCWVG to DWM Joint Authority. This would involve delivering the current services, programs and projects plus also providing administration and financial services, which would deliver immediate efficiencies and savings.

It could also include procurement, policy development, planning, education, market development and project management. There would be an opportunity for all councils or individual councils to transfer services to DWM. This would be by mutual agreement of all parties and would not involve any asset transfers. Such services could be the operation of transfer stations using existing staff or contract operations, managing FOGO or household waste collection services contracts.

The progression to Stage 1 of the governance model would occur as follows:

- The consulting and project management unit of the DWM Joint Authority would be created and given a trading name
- The existing DWM Board would remain
- Create a second group of representatives by taking the existing owners representatives and adding a further two members from the Burnie City Council, Waratah Wynyard Council and Circular Head Council and call this group the members representatives.

The existing owners representative group would be responsible for the oversight of the Board, the landfill and composting operations.

The members representative group would be responsible for the oversight of the consulting and project management operations.

It is envisaged that these two groups would have two representatives from each council with one representative being the General Manager. The second member can be a councillor or alderman or a council officer.

It is proposed that at a regular owners representative meeting with the Board, normal business regarding the operation of the landfill and composting would be held. When complete the owners representative members would be joined by the members representatives and the meeting would change to a members representative meeting and deal with matters relating to the consulting and project management unit.

- The rules of DWM Joint Authority would need to be ammended to cater for the member representatives and operation of the members representative group. The rules of the Copping Refuse Disposal Site Joint Authority, trading as Southern Waste Solutions, allows for new members to join the authority, and these rules could be used to assist in ammending the DWM Joint Authority rules.
- DWM would be responsible for preparing the Strategic Plan and updates, the Annual Plan and the Budget. DWM would seek input from all councils by asking them for ideas on new or existing programs and projects to be included in the Annual Plan or the Budget.
- The member representative group would be responsible for approving the Strategic Plan, the Annual Plan and the Budget.

Progression to stage 2, asset transfer could occur when regular and consistent service delivery is being delivered by DWM.

This action will require detailed and accurate valuation of any waste management assets, along with liabilities from past waste management activities. The rules of the DWM Joint Authority would need to be further amended, subject to the agreement by existing owner councils, to allow all seven councils to become equity owners of the DWM Joint Authority. Member councils would change to owner councils, have equity in the authority, have full voting rights and possibly receive dividends.

It could include household waste collection services, landfill and transfer station ownership.

This phase of the transition needs further work and modelling for consideration by all councils.

Recommendation 3

That a two stage approach be adopted where:

- Stage 1 would deliver the existing regional waste services plus administration and financial services. That the rules of the DWM Joint Authority be amended to allow Burnie City Council, Waratah Wynyard Council and Circular Head to become members and a members representative group be formed. This group would be responsible for the oversight of the consulting and project managements operations.
- Stage 2 would progress with the consent of the owner councils and if Stage 1 delivered improved services and outcomes for all councils. This stage would require an extensive asset revaluation, consultation with all stakeholders, owners and users and finally a transfer of assets to DWM.

4.2.3 CCWMG Operation

Some councillors were frustrated with the operation of the CCWMG on two fronts. The first is the lack of opportunity to provide input into the Group's activities and secondly a lack of regular attendance at meetings by members.

The second matter concerns the lack of commitment from members attending meetings. Research reveals that in general there is only enough for a quorum and in one case a meeting could not go ahead due to a lack of a quorum. A secondary issue in this matter is that under the Terms of Reference each council is required to nominate their own member, and one member cannot represent two councils. Given the current resource sharing between Latrobe and Kentish and Waratah Wynyard and Circular Head this rule does not seem logical as the most appropriately qualified and skilled representative can only represent one council, with the second council needing to send a less qualified member.

The preferred model will transfer the responsibility for delivery of programs and projects from the CCWMG to the DWM Joint Authority. This process will begin immediately and when complete there will be no role for the CCWMG.

It is proposed that when the transfer is complete then the CCWMG should be dissolved as the group will no longer have any roles or activities.

Recommendation 4

It is proposed that the CCWMG be dissolved when the transfer of responsibility for the delivery of programs and projects to the DWM Joint Authority is complete.

4.2.4 Service charges

During the Council Workshops the question was raised about the cost of providing the governance model to ensure a fair return for DWM, while at the same time avoiding any increase in costs to the participating councils.

This question was put to DWM and the following response was provided. It is important to clearly note this is indicative costing only and subject to the final detail of any revised structure. The proposal is while the levy remains stable at \$5.00 per tonne, DWM would provide the current pricing structure:

- Fixed project management charge for levy projects of \$94,245
- Would undertake administration and financial services and would absorb the costs currently undertaken by the CCA (currently \$6,300)
- Continue to contract manage the regional contracts under the existing arrangements for:
 - Kerbside recycling – no charge
 - Green waste recycling – 3% on charge
- The fixed project management fee to increase by Hobart CPI or CCI each 1 July, commencing on 1 July 2019 with CPI or CCI determined at the start of the agreement by the members representative group
- A change in the levy rate would necessitate a review of the fee structure.

The pricing assumptions are:

- CCA or a council to provide meeting rooms as required
- The greatest risk to DWM is scope creep so this would need to be managed in any agreement

This proposal will deliver all services to councils at a reduced cost.

Recommendation 5

That the proposed indicative pricing structure as listed below, be accepted.

The proposal is while the levy remains stable at \$5.00 per tonne, DWM would provide the current pricing structure:

- Fixed project management charge for levy projects of \$94,245
- Would undertake administration and financial services and absorb the costs currently undertaken by the CCA (currently \$6,300)
- Continue to contract manage the regional contracts under the existing arrangements for:
 - Kerbside recycling – no charge
 - Green waste recycling – 3% on charge
- The fixed project management fee to increase by Hobart CPI or CCI each 1 July, commencing on 1 July 2019 with CPI or CCI determined at the start of the agreement by the member representative group
- A change in the levy rate would necessitate a review of the fee structure.

4.2.5 Data Collection

There is an issue with the timely response and accuracy of data collection information for the operation of transfer stations, which is needed by DWM to provide quarterly reports to councils. This issue is a concern for DWM as the information gathering requires constant follow up with councils because of delays in the provision of the data. DWM believes they have reviewed and reworked the data template to make the data entry as easy as possible, however there are inconsistencies with the collection from within councils and across councils.

Under the recommended model issues such as the above can be relayed directly to the General Manager out of session or at meetings of the members representative group. It will then be the General Manager's responsibility, to ensure the timely, accurate and consistent delivery of the information.

Recommendation 6

It is proposed that the General Manager will be responsible to ensure the timely, accurate and consistent delivery of data on the operation of their council's transfer stations, and this data is provided to DWM.

4.2.6 Project Delivery

At the meeting with the CCGMG there was a request to simplify and improve the approval process for projects. An example was cited where a request for surveillance cameras took a matter of months to be approved and the time delay resulted in a lost opportunity to act on the matter.

This issue could be addressed if the budget included some discretionary allocation of monies for projects that fall within or meet certain criteria. Councils would be aware of these allocations and could quickly make an application to DWM for an allocation from these funds.

Providing the application meet the criteria, as assessed by the DWM CEO, the funds could be approved at his discretion and then reported at the next meeting of the members representative group.

The members representative group would need to provide appropriate delegation to the DWM CEO along with developing the criteria for these projects.

Recommendation 7

It is proposed that the budget include some discretionary allocation of monies for projects that fall within or meet agreed criteria, then approval of these projects can be authorised by the DWM CEO. Any authorisation would be reported at the next meeting of the members representative group.

5 Opportunities

This chapter examines and raises the possibilities and discussions about improving existing operations and systems, to improve performance, reduce risk and provide savings. These matters were raised at council workshops and meetings or from observation at various waste management sites.

5.1 Transfer Station

Most transfer stations provide an acceptable level of service for the users however these facilities pose a high level of risk to their owner councils.

5.1.1 Infrastructure Deficiencies

In the recent past DWM conducted an audit of the regions transfer stations and found deficiencies in the build of the facility, which meant these facilities failed to meet best practice guidelines. It could also be argued that these facilities also failed to meet workplace health and safety standards.

Councils were advised of the audit outcomes and informed that funding through the waste levy was available to assist. There was a limited response and uptake from councils.

This poses a high risk to the council in the event of an accident, because of the deficiency was identified and possibly no corrective action was taken.

It is proposed that DWM be engaged to undertake a follow up safety audit of the transfer stations and to prepare an action plan and costing for each facility. Councils are then encouraged to apply for levy funding to assist with the cost of the works.

Recommendation 8

It is proposed that DWM be engaged to undertake a follow up safety audit of the transfer stations and to prepare an action plan and costing for each facility.

5.1.2 Operational Matters

Transfer station operators encourage users of their site to separate their waste into streams to allow for resource recovery, reuse or to reduce the volume going to land fill. This issue is the uncontrolled access by members of the public at these stockpiles of materials.

At one council workshop a councillor asked who is responsible if a member of the public is injured while they are in the skip bin retrieving some treated pine posts. The simple answer is council.

At another transfer station there is a large pile of scrap metal including old home appliances such as stoves, ovens, refrigerators, washing machines and dryers. Members of the public regularly attack these items with battery operated drills and angle grinders, without wearing any safety equipment, to retrieve copper pipe, copper wire and numerous other items.

At this same location is a large and high pile of timber and timber items. Members of the public scramble over and around this pile often pulling pieces from the pile. There is a serious risk of the pile collapsing, people treading on protruding nails or spikes or getting splinters of wood in their hands.

It is proposed that a qualified risk management consultant or DWM conduct a risk assessment of the operations at all transfer stations and develop a risk management plan or upgrade the plan if one exists.

To achieve best value for councils the safety audit and risk assessment should be undertaken jointly to avoid duplication and save costs.

Recommendation 9

It is proposed that a qualified risk management consultant or DWM conduct a risk assessment of the operations at all transfer stations and develop a risk management plan or upgrade the plan if one exists.

5.1.3 Transfer Station Management

Currently throughout the region the operation of transfer station is undertaken by council staff, contractors or the station is unmanned. As can be seen from the above examples there are issues with the operation of these transfer stations, as different standards apply.

To address these issues every manned transfer station should operate using common and consistent policies, practices and work procedures. These should be supported by regular and ongoing training for all operators in applying these policies, practices and procedures.

DWM has developed the policies, practices and procedure documents, as well as the training programs for the operators.

It is proposed that all councils adopt the DWM transfer station operational policies, practices and procedure documents as soon as practicable, along with the training to support these documents.

It is also worth considering as a second step in Stage 1 of this project to have DWM operating and managing the transfer stations. Operation of the site could remain as is using council staff or contractors however, the management of day to day operations, compliance, reporting and training would be undertaken by DWM.

This would guarantee an appropriate and qualified level of management was implemented at each site, significantly reducing the risks to owner councils. The cost for this service by DWM would be negated as councils currently incur management costs and there would be saving from reduced risk management costs.

Over time and with assistance from DWM, councils could work towards the same fees structure for all transfer stations. This would address a common issue raised at several Council Workshops.

Recommendation 10

It is proposed that all councils adopt the DWM transfer station operational policies, practices and procedure documents as soon as practicable, along with the training to support these documents.

5.1.4 Collecting Entry Fees

Some councils are currently foregoing revenue from their waste transfer stations, because of the incorrect charging and application of the appropriate fees. Operators are required to estimate the volume of some loads coming to the site, and these estimates are well below the actual volume.

A similar issue occurs when a customer produces a council issued entry ticket. These tickets are for a small volume of waste, however the expectation from the customer is that one ticket will cover any load of any size. The reality is the operator generally accepts the one ticket rather than requesting additional tickets or a cash charge in addition to the ticket.

The actual extent of this issue is unknown and would require further investigation. It is proposed that a customer awareness campaign focusing on the true cost of disposal of waste at a transfer station be implemented.

In conjunction with this campaign, operator training involving assessment and application of the fees, be provided to the operators.

It is proposed that councils who issue free transfer station tickets should review this practice. While customers enjoy and expect these tickets their removal could be offset by a reduction in the waste management charge on customers rates. An awareness campaign advising the reason why the tickets will no longer be given, should occur at least six months prior to the setting of rates by council. This campaign should continue for an ongoing period after rates are due.

Removal of these tickets means one less issue for the transfer station operators to have to manage.

Recommendation 11

It is proposed that a customer awareness campaign focusing on the true cost of disposal of waste at a transfer station be implemented.

It is proposed that councils who issue free transfer station tickets review this practice to ensure the correct fees for waste disposal are being charged and collected.

6 Recommendations

Based on the information gathered at council workshops and from meetings with organisations and individuals, the following recommendations are provided for councils to consider a preferred option for a waste management governance model.

R 1 – That the preferred option to be adopted as the waste management governance model is an expanded Dulverton Waste Management Joint Authority.

R 2 – That consideration be given to establish a new consulting and project management unit within the Dulverton Waste Management Joint Authority, to provide consulting services to the Cradle Coast councils and the entire state.

R 3 – That a two stage approach be adopted where:

- Stage 1 would deliver the existing regional waste services plus administration and financial services. That the rules of the DWM Joint Authority be amended to allow Burnie City Council, Waratah Wynyard Council and Circular Head to become members and a members representative group be formed. This group would be responsible for the oversight of the consulting and project managements operations.
- Stage 2 would progress with the consent of the owner councils and if Stage 1 delivered improved services and outcomes for all councils. This stage would require an extensive asset revaluation, consultation with all stakeholders, owners and users and finally a transfer of assets to DWM.

R 4 – It is proposed that the CCWVG be dissolved when the transfer of responsibility for the delivery of programs and projects to the DWM Joint Authority is complete.

R 5 – That the proposed indicative pricing structure as listed below, be accepted.

The proposal is while the levy remains stable at \$5.00 per tonne, DWM would provide the current pricing structure:

- Fixed project management charge for levy projects of \$94,245
- Would undertake administration and financial services and would absorb the costs currently undertaken by the CCA (currently \$6,300)
- Continue to contract manage the regional contracts under the existing arrangements for:
 - Kerbside recycling – no charge
 - Green waste recycling – 3% on charge
- The fixed project management fee to increase by Hobart CPI or CCI each 1 July, commencing on 1 July 2019 with CPI or CCI determined at the start of the agreement by the members representative group
- A change in the levy rate would necessitate a review of the fee structure.

R 6 – It is proposed that the General Manager will be responsible to ensure the timely, accurate and consistent delivery of data on the operation of their council's transfer stations, is provided to DWM.

R 7 – It is proposed that the budget include some discretionary allocation of monies for projects that fall within or meet agreed criteria, then approval of these projects can be authorised by the DWM CEO. Any authorisation would be reported at the next meeting of the members representative group.

R 8 – It is proposed that DWM be engaged to undertake a follow up safety audit of the transfer stations and to prepare an action plan and costing for each facility.

R 9 – It is proposed that a qualified risk management consultant or DWM conduct a risk assessment of the operations at all transfer stations and develop a risk management plan or upgrade the plan if one exists.

R 10 – It is proposed that all councils adopt the DWM transfer station operational policies, practices and procedure documents as soon as practicable, along with the training to support these documents.

R 11 – It is proposed that a customer awareness campaign focusing on the true cost of disposal of waste at a transfer station be implemented.

It is proposed that councils who issue free transfer station tickets review this practice to ensure the correct fees for waste disposal are being charged and collected.

Attachment A – Project Plan

WASTE MANAGEMENT GOVERNANCE PROJECT Project Plan

Milestone	Timeframes	Commentary	Start	Finish
Project Coordinator appointed		Letter of appointment signed.		25 May 2018
Review all council meeting agendas and minutes	1 week	Read agenda and minutes to identify any issues	25 May 2018	1 June 2018
Prepare project plan	2 weeks	Draft Plan sent to the Chair of Sub Committee.	25 May 2018	8 June 2018
Arrange meetings to attend workshops with all seven councils, General Managers Group, Waste Management Group, Dulverton WM Authority and some council officers.	7 weeks	Attend workshops and meeting to canvas the three options, what should be included and any other matters.	25 May 2018	13 July 2018
Prepare a report on the matters, issues and concerns raised in the council workshop visits.	2 weeks	Issue report to the Waste Management Group and the General Managers Group.	6 July 2018	20 July 2018
Meet with the Waste Management Group and then the General Managers Group.	3 weeks	Meeting to discuss matters, issues and concerns raised during council workshop visits to inform future directions of the project.	27 July 2018	17 August 2018
Research joint authority models.	6 weeks	How do other authorities function and what structure is used.	6 July 2018	17 August 2018
Prepare draft report.	3 weeks	Issue report to the Waste Management Group and General Managers Group for comment and review.	17 August 2018	7 Sept 2018
Meeting with General Managers Group	2 weeks	Meeting to finalise report.	7 Sept 2018	21 Sept 2018
Prepare council agenda report.	1 week	Standard agenda report for use by all councils.	7 Sept 2018	14 Sept 2018
Final report to all councils	1 week		21 Sept 2018	28 Sept 2018
Implement chosen option.	? weeks	Separate project plan required for the chosen option, once known.	Nov 2018	

Please note that actions shown in red are hold points

Attachment B – Council Resolutions

Cradle Coast Waste Management Governance Report

The following are the motions passed by each Council at their Council meetings in September 2017:

Burnie

- . Support in principle the establishment of a Joint Authority consisting of the member Councils of the CCWMG, in regard to waste management, with a view to the Joint Authority ultimately owning and operating the member Councils waste infrastructure and facilitating service delivery;
- . Request that the CCWMG develop an operating structure, financial model and implementation plan for a stand-alone Joint Authority, which addresses the issues, matters and concerns raised in this report and the CCWMG memo to member Councils;
- . Further consider this matter when the requested further work by the CCWMG is complete;
- . Ensure the Joint Authority applies full cost recovery without commercial profit;
- . Request State Treasury to analyse the financial model; and
- . Include provision for independent review of operations after five years.

Central Coast

That the Council provides in principle support for the establishment of a self-standing joint authority subject to a more detailed report on the staging of the implementation i.e. transferring of primary programs and decision making; and

Secondly, once a joint authority is fully operational and proven to be successful in delivery of the goals of the Cradle Coast Regional Waste Management Strategy that consideration by Councils be given to the transfer of assets to that authority.”

Circular Head

Approves the Cradle Coast Waste Management Group seeking a more detailed report on staging and implementation of a proposed self-standing joint authority i.e. transferring of primary programs and decision making.”

Devonport

That the report relating to Cradle Coast Waste Management Governance be received and noted and that Council provide in principle support for the establishment of a new regional joint authority to oversee waste management Page 6 of 21 Minutes of Devonport City Council ordinary meeting held 25 September 2017 for the member councils, subject to a further report addressing outstanding issues, financial modelling and proposed implementation details.

Kentish

That the report concerning the Cradle Coast Waste Management Group Governance Review be received and Council provides in principle support for the establishment of a self-standing joint authority subject to a more detailed report on the staging of the implementation i.e. transferring of primary programs and decision making; and secondly, once a joint authority is fully operational and proven to be successful in delivery of the goals of the Cradle Coast Regional Waste Management Strategy that consideration by Councils be given to the transfer of assets to that authority.

Latrobe

Council provides in principle support for the establishment of a self-standing joint authority subject to a more detailed report on the staging of the implementation i.e. transferring of primary programs and decision making; and secondly, once a joint authority is fully operational and proven to be successful in delivery of the goals of the Cradle Coast Regional Waste Management Strategy that consideration by Councils be given to the transfer of assets to that authority.

Waratah-Wynyard

That the Council approves the Cradle Coast Waste Management Group seeking a more detailed report on staging and implementation of a proposed self-standing joint authority i.e. transferring of primary programs and decision making.

Terms of Reference

Cradle Coast Waste Management Group

1. Overview

1.1 Background

The Cradle Coast Waste Management Group (CCWMG) is a committee of the Cradle Coast Authority (CCA) Board of Directors (the Board). The CCWMG is established under the CCA Rules 2011, Section 36 and is responsible to the Board. The CCA is a joint authority created by nine (9) councils of North West Tasmania to represent and advocate the needs of the region in the areas of Regional Economic Development, Natural Resource Management and visitor economy.

The CCWMG was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste through increases in waste diversion and recovery.

The CCWMG represents seven (7) northwest Tasmanian municipal councils (the “Participating Councils”) who agreed to participate in a voluntary waste levy scheme.

The Participating Councils are:

- Burnie City Council;
- Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern Tasmanian Councils Authority in the development and delivery of waste management programs and in the sharing of resources and services.

West Coast and King Island Council’s do not currently participate, however, opportunity for participation is open, subject to contribution to the voluntary waste levy scheme. The CCWMG will aim to share information with non-participating Councils if requested.

1.2 Existing Agreements

The Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. Landfills subject to the collection of the voluntary waste levy are:

- Dulverton Regional Waste Management Authority's Landfill;
- Central Coast Council's Resource Recovery Centre and Landfill; and
- Circular Head Council's Port Latta Landfill.

An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between the CCA, Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy. The Waste Levy Agreement will continue until the landfill owner(s) choose not to participate in the voluntary collection.

A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- Cradle Coast Waste Management Group;
- Northern Tasmanian Waste Management Group; and
- Southern Tasmanian Councils Authority.

2. Term

This Terms of Reference is effective from 25th June 2018 and will be reviewed every three (3) years.

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the group members and the Board.

The Board will not unreasonably refuse any proposed amendments, variations or modifications that do not breach any legal or statutory instruments.

3. Membership

3.1 CCWMG Membership

The CCWMG will operate as a skills based working group with membership from the Participating Councils. As a committee of the CCA, members will be recommended to the Board.

The Board will not unreasonably refuse the nomination of a committee member by a Council.

Group membership comprises of the following arrangement:

3.1.1 Council Members:

The CCWMG will comprise of one (1) representative from each Participating Council and the membership shall be evenly spread so as to include, where practicable, practitioners skilled in engineering, environmental health, waste management, corporate governance and general management. Each council will nominate their representative who should not be a representative of another Council.

3.1.2 Chairperson:

The Chairperson shall be a General Manager of the Participating Councils, appointed by the General Managers of the Participating Councils. Appointment is for a term of two (2) years. If the exiting Chairperson is re-nominated, subsequent terms of appointment will be permitted.

3.1.3 Deputy Chairperson:

The Deputy Chairperson will be appointed by a vote of the Chairperson and members. Appointment is for a term of two (2) years. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment will be permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

3.1.4 Cradle Coast Authority

The CCA Chief Executive Officer (CCA CEO), or their representative, will be an ex-officio member with no voting rights, and will provide corporate governance

support and expertise with respect to the roles and responsibilities of the CCA as the entity with the legal responsibility for the management and acquittal of the waste levy funds.

3.1.5 Dulverton Waste Management

DWM will provide technical and project management expertise and assistance.

DWM will be represented by its CEO and Project & Operations Officer (P&OO) on an ex-officio basis with no voting rights.

3.1.6 Cradle Coast Authority Representatives' Representative

A representative of the CCA Representatives' group will be an ex-officio member with no voting rights.

3.2 **Voting Members**

Voting Members are the seven (7) Council Members.

4. Objectives

4.1 **Objectives of the CCWMG**

- a) To develop strategies and plans to manage waste sustainability including an:
 - 5-year CCWMG Strategic Plan; and
 - Annual Plan & Budget.
- b) To co-ordinate the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of budget;
- c) To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and
- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

5. Reporting responsibilities

5.1 Strategic Plan

- a) The CCWMG Members are responsible for developing a Strategic Plan.
- b) A Strategic Plan is to be adopted every five (5) years.
- c) Preparation of a new plan is to commence one (1) year prior to expiry of the previous one.
- d) The Strategic Plan is to be presented to the Participating Councils for endorsement.
- e) The approved Strategic Plan is to be submitted to the Board for adoption.
- f) The adopted Strategic Plan is to be forwarded to Participating Council, the Board and DWM for information.
- g) The Board will be responsible for ensuring that the CCWMG develops an Annual Plan & Budget in accordance with the Strategic Plan.

5.2 Annual Plan & Budget

- a) The CCWMG Members are responsible for developing an Annual Plan & Budget.
- b) An Annual Plan & Budget will be endorsed prior to 30th June each year.
- c) The endorsed Annual Plan & Budget will be submitted to the Board for adoption.
- d) A copy of the adopted Annual Plan & Budget will be forwarded to Participating Councils, the Board and DWM for information.
- e) The Board will be responsible for ensuring that the CCWMG delivers the projects and actions in accordance with the Annual Plan & Budget.

5.3 Annual Report

- a) The CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 31st October each year, and is to include reporting against the Annual Plan & Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils, the Board and DWM for information.

5.4 Other

- a) The CCA is to prepare monthly financial reports to be forwarded to the CCWMG Chair and DWM by the 25th of the following month (e.g. February financials to be reported by the 25th of March). The most current financial reports are to be included in the CCWMG meeting agenda.

- b) Participating Councils are to update the Data Collections Portal monthly with council waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.
- c) DWM is to maintain a Report & Resources List annually.

6. Conflict of interest

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members, and will enable public confidence to be maintained.

When members believe they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, they will declare a conflict of interest to the Chairperson and withdraw themselves from the discussion and/or activity.

7. Meetings

7.1 Frequency of meetings

Meetings will be held no less than four (4) times per year, at a location determined by the CCWMG.

Meeting dates are to be set a minimum of eight (8) weeks in advance by the group.

7.2 Agendas and Minutes

Protocols for the preparation and distribution of agendas and minutes are detailed under attachment 3.

7.3 Quorum

A meeting quorum will be four (4) voting members of the CCWMG.

If a quorum is not present prior to the scheduled meeting start time, then the meeting is to be abandoned.

Members may nominate a substitute to attend the meeting on their behalf.

7.4 Urgent Matters

A meeting may be called by the Chairperson to discuss specific matters for urgent attention that can't wait until the next regular meeting. Any notice of the meeting is satisfactory so long as the meeting is accepted by and attended by an absolute majority of Voting Members.

7.5 Circular Resolution

A circular resolution may be instigated by the Chairperson if a decision is required between meetings. Circular resolutions should be used sparingly and should be limited to use for procedural matters, non-controversial matters or for matters that have had prior discussions in meetings, do not require further discussion and which cannot be deferred to the next meeting. Circular resolutions should not be used for dealing with urgent or controversial matters that arise of which the Members are previously unaware.

A circular resolution is a documented resolution which is signed by Members with wording to signify they are in favour of the resolution. Acceptable forms of signed documentation can include: printed copy with original signature, scanned signed copy received by electronic mail (email), or consent received by email.

The circular resolution is determined by a majority of Members in favour of the resolution.

8. Publicity / Media

Only the Chairperson or their delegate may make or issue public statements in relation to the decisions of the CCWMG.

As a committee of the CCA, the CCA reserves the right to make public comments but will do so only in exceptional circumstances and not before attempting to discuss the matter with the Chairperson. In circumstances where the matter relates to the conduct of the CCWMG, the CCA will discuss the matter with the CCA Chief Representative before making any public comment.

9. Dispute Resolution

If a difference or dispute arises between any of the Members in connection with this Term of Reference, any party may give the other party a written notice setting out full details of the Dispute ("Notice of Dispute").

A Member, or Council, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The Members must attempt to resolve any dispute promptly by negotiating in good faith. If the Members are unable to resolve the dispute within ten (10) days after a Notice of Dispute is served, each Member must refer the Dispute to a higher level of representative (of at least General Manager level or equivalent) with authority to settle the dispute, and such representative must confer (by meeting or telephone conference) at least once in an effort to resolve the dispute or agree on methods for doing so.

If the dispute is not resolved, or the Members have not agreed on any alternative method to resolve the dispute, within twenty (20) days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a Member from seeking injunctive or urgent declaratory relief at any time.

Each Member must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.

10. Administrative arrangements

Attachment 1 details the roles and responsibilities of the members.

Attachment 3 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWMG's financial management protocols.

11. Procurement

As a committee of the CCA, the CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

Examples of procurement expectations are outlined in Attachment 2 – Procurement.

12. Dissolution of the CCWMG

The CCWMG can only be dissolved by the Board upon receiving written advice from the Chairperson that a majority of the Participating Councils have approved the dissolution.

In the event the CCWMG is dissolved, the balance of funds (or debts) will be split among the Participating Councils in proportion to prior financial year's contribution of waste levy funds (Council contribution, not landfill contribution).

13. Confidentiality

This Terms of Reference is a contract for confidentiality among the Members of the group to maintain security and confidentiality of the CCWMG's communication and information.

Attachment 1 - Roles and responsibilities

1.1 Chairperson

1.1.1 General:

- Provide leadership;
- Set meeting Agenda's;
- Oversee the CCWMG's activities;
- Act as the CCWMG's spokesperson; and
- To be a representative on the Local Government Association of Tasmania Waste Reference Group.

1.1.2 Meetings:

- The Chairperson is the chair for every meeting;
- Undertake any necessary preparation prior to the meeting;
- Ensure a quorum is present;
- Start the meeting on time;
- Control the meeting and keep to the Agenda;
- Allow fair and open discussion on matters so that decisions can be made;
- Re-focus discussion that has wandered off topic;
- Conclude one point and lead into the next;
- Clarify any misunderstanding; and
- Pace the meeting ensuring it runs on time.

1.2 Members

1.2.1 General:

- Promote and support the CCWMG activities;
- Ensure timely response of information provided by their council; and
- Be the waste spokesperson between their council and the CCWMG.

1.2.2 Meetings:

- Undertake any necessary preparation prior to the meeting;

- Arrive on time;
- Participate but do not interrupt each other;
- All remarks are addressed through the Chairperson;
- Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region;
- A vote is taken if consensus is not reached. The majority wins the vote, and all Members are to accept the majority decision;
- Note down any action agreed upon; and
- After the meeting, undertake any agreed action and brief others as appropriate;

1.3 Cradle Coast Authority

- To provide executive, administrative, financial and communication support to the group;
- To collect and distribute the waste management levy; and
- To host the CCWMG as a committee of the CCA providing the legal and governance structure required.

1.4 Dulverton Waste Management (DWM)

- To project manage actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes;
- To provide technical support to the CCWMG;
- To attend CCWMG meetings and provide project status reports, including up to date costings; and
- When procuring goods and services in relation to agreed projects, to do so in with compliance with all legal and regulatory requirements, work health and safety and environmental legislation and statutory requirements.

Attachment 2 - Procurement

2.1.1 Services/Purchases greater than \$25,000 - Request for Quote

Services and/or purchases totalling more than \$25,000 and less than \$100,000 require at least two (2) quotes. The works and assessment criteria will be clearly specified. The extent of criteria will depend on the criticality and value of works. Written quotes will be assessed by not less than two (2) people and the procurement decision will be documented.

2.1.2 Services/Purchases greater than \$100,000 - Request for Tender

Services and/or purchases totalling more than \$100,000 shall follow open tender process. The following process must be followed:

- The Scope or Specification, Price, and Schedule for delivery must be defined in writing;
- Tender assessment criteria are to be developed and published in the tender scope or specification;
- Tenders are to be assessed against the assessment criteria by not less than two (2) people;
- Consultants, Providers or Contractors must provide evidence of Public Liability Insurance of not less than \$20M, and Professional Indemnity Insurance of not less than \$2M;
- Any other Minuted criteria as required by the group.

Attachment 3 – Agenda & Minute Protocol

3.1 Agenda's / Notice of Meetings

- a) DWM is responsible for coordinating meeting Agenda's;
- b) DWM is to request Agenda Items from CCWMG Members no less than seven (7) business days prior to the Agenda due date
- c) Members, including CCA, are to provide DWM with Agenda Items (including attachments) no less than five (5) business days prior to the Agenda due date
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two (2) business days prior to the Agenda due date;
- e) The Chairperson is to review the Agenda within one (1) business days and advise the DWM of any changes; and
- f) The DWM is to issue all CCWMG Members with the Agenda no less than one (1) week prior to the meeting date.

3.2 Minutes

- a) At each meeting, the DWM is to takes notes for the purpose of drafting Minutes;
- b) Within ten (10) business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review;
- c) Within fifteen (15) business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes;
- d) Within twenty (20) business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each CCWMG Participating Council for inclusion as an open Agenda Item at Council Meetings;
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation; and
- f) Within two (2) business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.

Attachment 4 – Financial Management Protocols

4.1 Cradle Coast Authority

- a) Within 14 days of request, distribute invoices for the waste management tonnage landfill levies to DWM, Central Coast Council (CCC) and Circular Head Council (CHC).
- b) Within 7 days of receipt, forward invoices for CCWMG expenses to DWM for approval and project allocation.
- c) Maintain a ledger system which allows discreet CCWMG project costs to be easily monitored and reported.
- d) Handle and process accounts payable in relation to project expenses.
- e) Within 14 days of request, on-charge recoverable project expenses to CCWMG, the Northern Tasmanian Waste Management Group (NTWMG) and/or any other parties as requested by DWM and/or the CCWMG.
- f) Share appropriate records with DWM in relation to project expenses and costs on-charged as requested.
- g) Verify and promptly advise any discrepancies identified on shared financial records on an agreed monthly basis.
- h) Provide financial reports at each CCWMG meeting.
- i) Provide annual financial statements to the CCWMG meeting following the end of financial year.

4.2 Dulverton Waste Management

- a) Provide appropriate information to the CCA to facilitate the provision of accurate administrative and financial management support.
- b) Provide waste levy tonnages and charges from DWM, CCC and CHC, to the CCA for invoicing.
- c) Within 7 days of receipt, provide authorisation and project allocation for accounts payable invoices for processing and on-charging, relating to the CCWMG.
- d) Provide on-charging instructions of accounts payable invoices for processing.
- e) Handle and process project related invoices, invoiced directly to DWM.
- f) Periodically on charge project related expenses to the CCA, providing project allocation details.
- g) Verify and promptly advise any discrepancies identified on shared financial records on an agreed monthly basis.

Attachment D – Extract of Rules, Copping Landfill Site Joint Authority

Authority, or from the Authority to a Council;

- (l). to exercise any power specified in the Act or any other act or in these Rules consistent with its Principal Objectives and Goals and functions;
- (m). to make by-laws under Part 11 of the Act as if it were a Council;
- (n). to do all things necessary or convenient to be done in connection with, or incidental to, the performance and exercise of its functions and powers;
- (o). to perform its powers outside the boundaries of the municipal area of the Members which are consistent with these Rules and which are to be exercised in accordance with national competition principles; and
- (p). to require the Board to carry out specified powers of the Authority.

Powers of the Board

- 13. The Board may exercise all powers and functions delegated to it by the Authority in writing.

Delegations

- 14. Except for the power under Rule 12(a) and as provided in Rule 213(b), the Authority may delegate to the Board, with or without conditions, any of the functions and powers that are within the power of the Authority (including any specified power of on-delegation of those functions and powers) and are not by these Rules or by legislation directed or required to be exercised or done by the Authority in General Meeting.
- 15. The Board may delegate to the Chief Executive Officer, with or without conditions:
 - (a). any of the functions and powers delegated to it by the Authority in writing (including any specified power of on-delegation of those functions and powers); and
 - (b). any of the functions and powers conferred upon it under these Rules.

PART 3 - COMPOSITION OF THE AUTHORITY AND OF THE BOARD

Members

- 16. Each Member may use the Site as its sole or principal landfill refuse disposal site for its Municipal Waste subject to the Member entering into a written agreement with the Authority.
- 17. Intentionally Omitted.
- 18. Other Councils may be admitted to the Authority as Members:
 - (a). if approved by a Simple Majority of the then current Members;
 - (b). subject to the applicant Council meeting any requirements that are specified by

the then current Members; and

(c). in accordance with the provisions of these Rules.

19. Any new Member shall be permitted to purchase the share/interest in equity in the Authority only up to its Independently Verified Annual Share of Municipal Waste at the date of its admission to the Authority.
20. The Authority must as soon as possible after determining the permitted share/interest in equity under Rule 19 for a new Member give notice ("the Purchase Notice") to all other Members inviting each of them to state in writing within 60 days from the date of the Purchase Notice whether they are willing to sell part of the share/interest in equity referred to in the Purchase Notice.
21. At the expiration of 60 days from the date of the Purchase Notice the Authority must allocate the share/interest in equity referred to in the Purchase Notice to or amongst the other Members who have expressed a willingness to sell and (if more than one) so far as possible pro rata according to the Member's equity interest in the Authority provided that no Member is obliged to dispose more than the share/interest in equity they have indicated a willingness to sell.
22. If the whole of the new Member's share/interest in equity referred to in the Purchase Notice is not satisfied by sales under Rule 21 the new Member's share/interest in equity is to be reduced by the amount not sold.
23. All changes to the share/interest in equity of the Members shall be recorded in the Equity Interest Register.
24. Any additional operational and/or capital costs that arise as a result of an increase in the volume of Municipal Waste deposited at the Site arising from the admission of a new Member shall, subject to the provisions of Rule 210 be met by way of a Proportionate Payment from all Members, including the newly admitted Council.
25. An applicant Council's decision to purchase a share/interest in equity in the Authority less than its Independently Verified Annual Share of Municipal Waste shall not affect or reduce that Council's liability to make any Proportionate Payment required to be made by Members with respect to the operational and/or capital costs and expenses of the Authority, with all Proportionate Payments to be based on a Member's Independently Verified Annual Share of Municipal Waste.
26. The Authority shall ensure that by 30 September in each year it obtains and submits for the information of each Member a report from the Board in accordance with the provisions of Rule 10(k).
27. The Independently Verified Annual Share of Municipal Waste shall form the basis of any Proportionate Payments charged to each Member at the relevant time.
28. The Act in so far as it applies to a joint authority established under the Act applies to Members of the Authority and to the responsibilities of Members and Representatives of Members unless otherwise provided for in these Rules.

another Council as a result of any change or amalgamation of Municipal Areas, including but not limited to a transfer under Part 12A of the Act, the Authority must note in the Equity Interest Register the share/interest in equity so transferred.

58. Where the transferee under Rule 57 is not a Member at the time immediately before the transfer date the transfer is subject to the admission of the transferee as a Member under Rule 18.
59. Intentionally Omitted.
60. If any of an Owner Council's interest in the Land is transferred to another Council as a result of any change or amalgamation of Municipal Areas, including but not limited to a transfer under Part 12A of the Act, the Authority must note in the Ownership Percentage Register the interest so transferred.

Membership of the Authority - Representatives

61. Subject to Rules 63 to 70, each Member will appoint, which may be a reappointment, within 60 days of ordinary Council elections or being admitted as a Member:
 - (a). a Representative, who may be either an elected Councillor or a Council employee; and
 - (b). a Proxy who may be either an elected Councillor or a Council employee, to act in place of the Representative during any absence of the Representative.
62. References to a Representative in these Rules include a Proxy appointed to act in the Representative's place in accordance with the Rules during the period of their absence.
63. Each Member is entitled to exercise the number of votes determined in accordance with the following table:

Member's share/interest as recorded in the Equity Interest Register	Votes	
Greater than 0 – 15%	1	
Greater than 15% – 25%	2	
Greater than 25% - 40%	3	
Greater than 40% - less than 50%	4	
50% and over	Where there are 3 or more Members	Number of Votes equal to the sum of votes of all other Members minus 1
	Where there are 2 Members	Number of votes equal to that of the other Member and where both have 50% 4 votes each
	Where there is 1 Member	9

64. Intentionally Omitted
65. No Representative or Proxy may be a Director or hold any remunerated position with the Authority.
66. Intentionally omitted.
67. A Member may, subject to the provisions of Rule 61, apart from the obligation to make the appointment within 60 days of ordinary Council elections or being admitted as a Member, remove a Representative or Proxy and appoint a replacement Representative or Proxy at any time for the remainder of the term of the original appointment.
68. Written notice shall be given by each Member to the Authority and to each other Member at the time of the appointment, removal or replacement of any Representative or Proxy by the notifying Member.
69. Representatives and Proxies are not entitled to any remuneration from the Authority.
70. Any Proxy not acting in the place of an appointed Representative who is absent, at the relevant time, may attend any meeting of the Authority, but shall not be entitled to

vote at any meeting of the Authority.

Membership of the Board

71. The Board of Directors shall consist of:
 - (a). the Board Chair; and
 - (b). at least two and no more than four other Directors.
72. The Board Chair and the other Directors shall be appointed by the Authority at a General Meeting.
73. The Authority shall, in the appointment of the Board Chair and other Directors, take into account the powers, functions and responsibilities of the Board and shall appoint persons who collectively have the skills and expertise to carry out those powers, functions and responsibilities, drawn from persons with expertise and/or experience in one or more of the following relevant fields:
 - (a). financial management, business management and administration;
 - (b). civil or mechanical engineering or related disciplines;
 - (c). waste management;
 - (d). transport; and/or
 - (e). environmental management.
74. A Director shall be appointed for a term of office not exceeding three years.
75. The Authority shall ensure that in appointment of Directors, terms of office shall be set so as to ensure that the term of office of at least one Director concludes in each calendar year.
76. A Director whose term is due to expire may be reappointed provided that no Director shall be appointed for more than nine consecutive years.
77. The Authority may by special resolution at a general meeting remove a Director from office and may appoint another person in place of the Director so removed, and that person shall be appointed for the residual term of office of the removed Director.
78. Intentionally Omitted.
79. The office of a Director is vacated if the Director:
 - (a). is convicted on indictment of an offence that concerns the making, or participation in making, of decisions that affect the whole or a substantial part of the business of the Authority, or concerns an act that has the capacity to affect significantly the Authority's financial standing;
 - (b). is convicted of an offence that is punishable by imprisonment for a period greater than 12 months or involves dishonesty and is punishable by imprisonment for at least 3 months;
 - (c). is an undischarged bankrupt under the law of Australia, its external territories or

- another country;
 - (d). has executed a personal insolvency agreement under Part X of the *Bankruptcy Act 1966* (Cth) or a similar law of an external Territory or a foreign country, and the terms of the agreement have not been fully complied with;
 - (e). is removed from office under Rule 77;
 - (f). is absent from meetings of the Board for three consecutive meetings without leave of absence from the Board;
 - (g). resigns office by notice in writing to the Secretary of the Authority;
 - (h). is prohibited from being a director of a company under the *Corporations Act 2001* (Cth); or
 - (i). is elected as a Councillor of a Member or is appointed as the Chief Executive Officer, the Secretary, or an employee of the Authority or of a Member or provides remunerated services to the Authority (other than the performance of the duties and responsibilities of Director).
80. The Board Chair and the Directors shall be paid such remuneration as the Authority in General Meeting from time to time determines.
81. In making such determination, the Chair and any Representative may consult with the Board Chair and such other persons as it considers appropriate.
82. Each Director is entitled to be reimbursed from Authority funds for all reasonable travel, accommodation and other expenses incurred by the Director while engaged on the business of the Authority.

PART 4 - DUTIES OF MEMBERS, REPRESENTATIVES, PROXIES AND DIRECTORS

Duties of Members, Representatives, Proxies and Directors

83. A Member, Representative, Proxy or Director shall, in the exercise of the functions and powers of a Member, Representative, Proxy or Director as applicable:
- (a). act honestly;
 - (b). exercise a degree of care and diligence that a reasonable person in a like position would exercise in the circumstances;
 - (c). not make improper use, in Tasmania or elsewhere, of information acquired because of his or her office on the Authority to gain directly or indirectly, an advantage for himself or herself or another person, or to cause damage to the Authority or any other person, or to avoid, directly or indirectly, a disadvantage; and
 - (d). avoid conflict of interest.

M1(d) of Attachment 1 to the permit issued by Sorell Council on 7 September 1999 in relation to the Land as modified by the Resource Management and Planning and Appeal Tribunal on 10 December 1999, not including the records described in condition M1(c), at the time that they are submitted to the EPA Director; and

- (ii). a copy of the annual volumetric surveys of the Landfill referred to in condition G7 of Attachment 1 to the permit issued by Sorell Council on 7 September 1999 in relation to the Land as modified by the Resource Management and Planning and Appeal Tribunal on 10 December 1999 at the time that they are submitted to the EPA Director; and
- (iii). a copy of all other information required to be provided to the Adjoining Land-Owner under any Environmental Approval or other relevant permit, licence or notice or for the purpose of complying with an Environmental Approval or any other relevant permit, licence or notice.

Committees of the Authority or of the Board

- 114. The Authority may establish such committees as they consider appropriate and determine the requirements for the membership of those committees.
- 115. The Board may establish such committees as it considers appropriate.
- 116. A committee may consist of any persons the Authority or the Board considers appropriate.
- 117. A committee shall conform to any requirements imposed by the Authority or the Board including any reporting or other functions that are required by the Authority or the Board.
- 118. The meetings and proceedings of committees shall be governed by these Rules as far as applicable and not superseded by any requirements imposed by the Authority or the Board under these Rules.

Convening of Meetings

- 119. Meetings of the Authority are to be held at the times and places determined by the Authority subject to Rules 139 and 150.
- 120. Meetings of the Board are to be held at the times and places determined by the Board.

Attendance

- 121. (a). The Board Chair shall attend meetings of the Authority and shall provide information as required.
- (b). The auditor and the Comptroller are entitled to attend General Meetings of the Authority and be heard on any part of the business of the meeting which relates to their responsibilities.
- 122. Any Councillor or General Manager of a Member who is not a Representative or Proxy and any employee of a Member and any Director is entitled to attend the Annual

SCHEDULE 1: PROPORTIONATE PAYMENTS AND SHARES

Proportionate Payments

- 1 Each Member will on the Authority's request pay their applicable Proportionate Payments calculated in accordance with their Independently Verified Annual Share of Municipal Waste disposed at the Site.

Interests

At 1 July 2017 the relevant interest of Members are as follows:

Equity Interest Register

Member	Share/Interest
Clarence City Council	48%
Sorell Council	24%
Tasman Council	8%
Kingborough Council	20%

Ownership Percentage Register

Owner Council	Percentage/Share
Clarence City Council	60%
Sorell Council	30%
Tasman Council	10%

Annual Share of Municipal Waste Register

Member	Share/Interest
Clarence City Council	50%
Sorell Council	16%
Tasman Council	5%
Kingborough Council	29%

Voting Rights Register

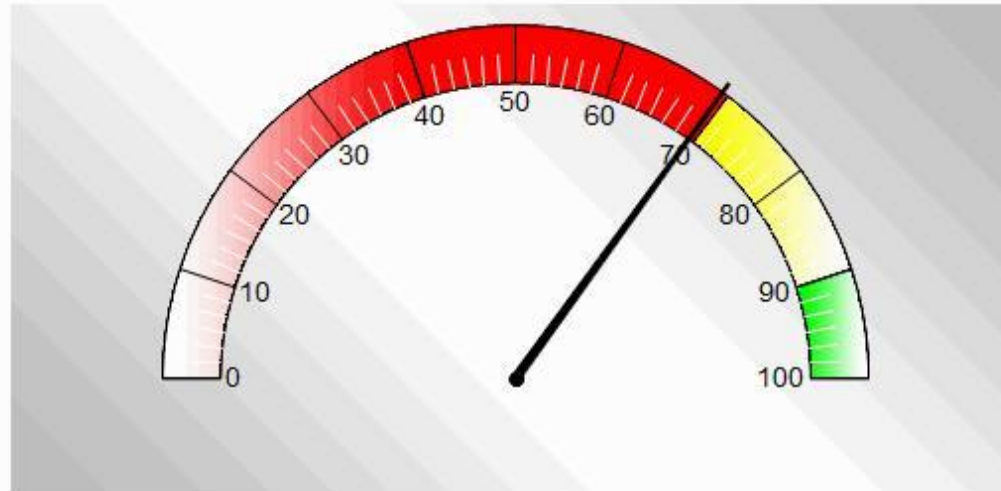
Member	Votes
Clarence City Council	4
Sorell Council	2
Tasman Council	1
Kingborough Council	2



Quarterly Performance Report to Council

July to December 2018

Quarterly Progress against Corporate Folder Actions



Description

- 63 Corporate Folder Actions reported on
- 34 Corporate Folder Actions at least 90% of monthly target
- 7 Corporate Folder Actions between 70 and 90% of monthly target
- 22 Corporate Folder Actions less than 70% of monthly target
- 0 Ongoing Actions
- 0 Deferred Actions
- 0 Corporate Folder Actions with no target set
- 0 Incomplete Actions

Indicator

Quarterly Progress against Future Directions



FUTURE DIRECTION	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
1 The Shape of the Place	4	3	1	0	0	0	0	0
2 A Connected Central Coast	11	9	2	0	0	0	0	0
3 Community Capacity and Creativity	7	6	0	1	0	0	0	0
5 Council Sustainability and Governance	3	2	0	1	0	0	0	0



At least 90% of monthly Action target achieved












Between 70 and 90% of monthly Action target achieved






Less than 70% of monthly Action target achieved

Corporate Folder Actions

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Future Direction: 1 The Shape of the Place						
Strategy: 1.1.4 Investigate opportunities for the development of a suite of adventure outdoor visitor/leisure experiences in Central Coast and adjacent hinterland						
1.1.4.1 Undertake a feasibility assessment for an annual Adventure Festival for the Central Coast.	A number of adventure event organisers and a local sport management group have been consulted to learn more about the various impacts on adventure races to assist in determining the most viable product for an Adventure Festival in the Central Coast.	Community Services	31/12/2018	100	90	
Future Direction: 2 A Connected Central Coast						
Strategy: 2.1.1 Develop a range of promotional activities to encourage greater use of walking routes						
2.1.1.1 Develop a marketing plan for Central Coast walking trails.	The marketing plan has been developed and forwarded to SLT for comment and recommendations. The marketing plan is extensive and covers options for various audiences and markets.	Community Services	31/08/2018	100	100	
2.1.1.2 Develop a walking trail brochure around the Centenary of World War 1.	This project was completed in 2018.	Community Services	31/08/2018	100	100	
2.1.1.3 Pursue improved signage for the Dial Range trails.	Options for improvement has commenced.	Community Services	31/05/2019	0	0	
Strategy: 2.3.2 Engage with the community to achieve meaningful positive local ageing outcomes						
2.3.2.1 Create lifelong learning campaign.	Commenced work on project outline working brief for campaign development. Meeting with University of Tasmania to discuss their	Community Services	30/11/2018	100	100	


ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
	research findings about adult learning in Central Coast and the NW. Met with University of Tasmania to discuss profiles of lifelong learners, particularly why people are disengaged from adult learning. The campaign outline has been developed and submitted for feedback to SLT.					
2.3.2.2 Support opportunities for adult learning.	Investigating existing opportunities for adult learning and what channels are available to promote adult learning.	Community Services	30/04/2019	30	30	
Strategy:	2.3.3 Engage with the community to achieve meaningful local youth outcomes					
2.3.3.2 Undertake assessment of the viability of a Research Youth First Employment program within Central Coast.	Investigations into available opportunities and youth employment programs ongoing.	Community Services	31/05/2019	28	25	
2.3.3.3 Pursue youth mental health options.	Discussions with Youth engaged members about opportunities they would consider a worth while resource. Mental Health First Aid Training has been offered to and completed by students. 'Sausage and Sing' event held in October 2018 as part Of Mental Health Week - exploring the benefits of singing and being connected through various types of interests and hobbies.	Community Services	30/04/2019	42	50	
Strategy:	2.3.5 Review Council's role in the direct provision of community related events and programs					
2.3.5.1 Create a 'guidelines' document around Council working with community to produce events.	Discussions have been had around aligning the guidelines document with the Public Event Policy which is currently under review. Research done from other Councils.	Community Services	31/12/2018	100	80	

ACTION Strategy:	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
2.3.7 Engage with the community to achieve meaningful local arts and cultural outcomes						
2.3.7.2 Support opportunities for young people to work with contemporary artists.	Currently scoping feedback from young people on opportunities and projects which would be of interest to them, with the aim of developing a strong funding application for the 2019 Youth arts funding through Arts Tasmanian. Preliminary discussions with Arts Tasmania have been had around suitability of different types of projects. Preliminary work has been done in identifying spaces where work created by young people will be able to be viewed in the public domain. Identifying sites	Community Services	31/03/2019	56	54	
2.3.7.3 Further enhance opportunities in working with LINC.	Project proposal developed. Discussions with the library have begun. Meeting scheduled to discuss what's on offer at the library currently, future plans and common goal areas where there may be a role for Council. Developing budgets for recommended activities which could be undertaken with library and community. Little local libraries Project underway - Currently working to consult with communities and identify local champions who will have a role to play in working with community to decorate their community library, identify an appropriate location and monitor it going forward. Current communities identified for inclusion in the first stage of the project are: Ulverstone (various sites in support of the recent make over activity including APEX park), Fairway park over Christmas for parents and children over the Christmas period, Ulverstone Sport and Leisure Centre, Turners Beach, Sulphur Creek, Heybridge, Gunns Plains.	Community Services	28/02/2019	84	100	


ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
2.3.7.5 Continue working towards the completion of the 'Pablo Penguin' project with the Penguin community.	<p>These communities will be the first wave locations. Although kits can be purchased for creating a library, in the first instance it is hoped that communities will recycle and upcycle to create their libraries and make them reflective of their communities.</p> <p>Reading tents - the reading tents will be given a revamp, working with young people to draw illustrations which will then be transferred to the tents.</p> <p>Currently in discussions with the library about how we may utilise Christmas holiday library craft events to facilitate this.</p>	Community Services	31/10/2018	100	90	
	<p>The proposed Pablo the penguin has been added to the resource bank for the & day makeover to take place in Penguin as agreed with Councillor Howard July 2018.</p>					
	<p>The 7-day makeover team have been provided with the preliminary outline done for Pablo 2, and the back ground to his inclusion in the asset bank for the 7-day makeover.</p> <p>Makeover team to meet early October</p> <p>At the 7-day makeover a new large Penguin was not seen as a high priority, or required for the area the group decided to review. A group of local interested parties will now be put together to review the idea of another Big Penguin, regarding placement, needs, landscaping, and as a piece of place making, and to gauge community support for the idea, and to guide the future direction.</p>					







Future Direction: 3 Community Capacity and Creativity





Strategy: 3.1.1 Support actions that improve education attainment, retention and engagement




ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
3.1.1.1 Work with the Youth Engaged Steering Committee to identify actions to help achieve outcomes.	<p>Workshop/forum 'All about the Arts' held on the 24th August.</p> <p>5 Youth engaged Committee Student reps attended the National Leadership Camp in Sydney in July. The students upon their return presented a report to the meeting, and then later recorded a short video explaining their personal experience and the impact it has had on their leadership development.</p> <p>Youth Engaged Steering Committee Business Breakfast - Guest presenter Clare Madden will present an education specific workshop, a community presentation and a business breakfast on the 7/8th November. Claire provides an research-based presentations that are designed to equip business leaders, managers and educators to effectively build teams, engage generations and respond to change. This project is about community engagement and networking, build business capacity, community understanding and economic engagement.</p>	Community Services	30/04/2019	60	90	

Strategy: 3.3.1 Review Council venue management plans to improve promotion of venues for major community, sporting and corporate events

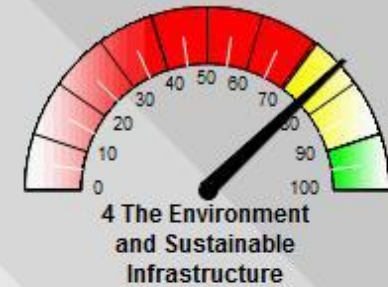
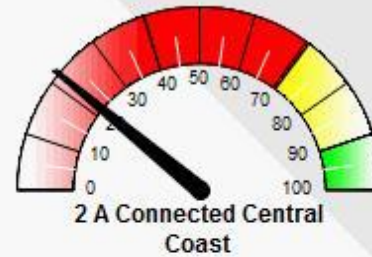
3.3.1.1 Update venue management plans and promote on the Council's website and relevant events literature	The priority venues have been identified based on usage and the extent that the Council manages the facility. The Wharf Precinct Venue Management Plan has been completed and work commenced on Civic Centre Venue Management plan.	Community Services	30/04/2019	34	34	
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ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Strategy:	3.3.3 Conduct a review of the Ulverstone Civic Centre to optimise usage and improve community outcomes					
3.3.3.3 Explore placement of lights, bunting at entrances of Ulverstone Civic Centre.	Ongoing project. Exploring options for placement of lights, bunting etc. which are cost effective, quality and design which is applicable to Tasmanian weather. Obtaining costings on Bunting and lights. Exploring lit signage, in response to stakeholder Feedback during Civic Centre review.	Community Services	31/03/2019	51	76	
3.3.3.4 Celebrate the 35th birthday of the Ulverstone Civic Centre.	Meet with relevant officers to determine the scope of the project. Development of a project proposal, considering a 'themed' event's around the 80's.	Community Services	31/05/2019	0	50	
3.3.3.5 Improve visibility of main entrance of Ulverstone Civic Centre.	Currently reviewing entrance and approaches to the Ulverstone Civic Centre, to understand lines of site, visibility and impact of approaches on main entrance visibility. Exploring public art, bollards, plantings and lighting as possible elements in a solution to make entrance more visible, create a sense of arrival as well increasing visibility and appreciation of inside activities.	Community Services	31/03/2019	60	77	
Strategy:	3.3.4 Progress the implementation of the Ulverstone History Museum Strategic Plan					
3.3.4.2 Undertake design work for the Cultural Precinct if funding application is successful.	Design tender assessment ongoing, with a report to go to the January Council meeting on preferred design consultant. Development application lodged for fuel tank removal. Communications consultant engaged, first newsletter to be circulated during January.	Community Services	30/06/2019	48	48	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Strategy:	3.3.6 Implement the Central Coast Events Strategy					
3.3.6.2 Develop a week long theme of events for the Central Coast.	A project plan is under development for this action.	Community Services	28/02/2019	60	5	
Future Direction: 5 Council Sustainability and Governance						
Strategy:	5.2.1 Continue program of business unit service and process reviews					
5.2.1.7 Explore the feasibility of relocating the Penguin Visitor Centre to achieve better overall visitor services.	Draft report into the pros and cons has been completed. Presentation provided to SLT for discussion at October 30 meeting. Currently pursuing a range of minor works in the existing building.	Community Services	30/11/2018	100	90	
5.2.1.8 Investigate the options for converting some of the Aged Person Home Units from one bedroom to two bedroom units.	Work has commenced on the drafting of concept plans and related costing to convert units 5 to 13 at Carroo Court, Penguin, from one bedroom to two bedroom units. Plans have been prepared and have been costed prior to going to a council workshop. Presentation provided to SLT for discussion at 30 October 2018 meeting. pursuing further information on demand and questions as to Council involvement in this area.	Community Services	30/11/2018	100	90	
Future Direction: 1 The Shape of the Place						
Strategy:	1.3.1 Identify and promote appropriate land for industrial and commercial use					
1.3.1.1 Identify further commercial/industrial land for future growth	The rezoning of land on South Road, Penguin, and Maskells Road, Ulverstone, has been proposed as part of the Council's Local Provision Schedule submission to the Statewide Planning Scheme. Further consideration of additional areas will be given once the Planning Commission has considered the Council's LPS Submission. Meeting with State Planning Commission in November to finalise council's LPS Submission.	Community Services	28/02/2019	78	80	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Strategy:	1.3.3 Investigate affordable housing opportunities					
1.3.3.1 Develop a Strata Plan Policy.	Draft Strata Plan, Staged Strata Plan and Community Development Scheme Policy has been completed and presented to the Council. Policy was adopted by Council at the September 2018 meeting.	Community Services	30/09/2018	100	100	
1.3.3.2 Review the Public Open Space Contributions Policy.	A reference group was formed to review the current Policy. A survey of other NW council's and Meander Valley Council was undertaken to inform how a public open space contribution may be applied to the subdivision of residential land. A workshop has been held with elected members.	Community Services	31/10/2018	100	75	
Future Direction: 5 Council Sustainability and Governance						
Strategy:	5.3.1 Review existing asset investment and performance					
5.3.1.2 Review and update a Local Settlement Plan.	The current Strategy is to be reviewed prior to going to SLT.	Community Services	31/03/2019	60	30	

Quarterly Progress against Future Directions



FUTURE DIRECTION	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
1 The Shape of the Place	2	0	0	2	0	0	0	0
2 A Connected Central Coast	3	0	0	3	0	0	0	0
4 The Environment and Sustainable Infrastructure	10	2	1	7	0	0	0	0
5 Council Sustainability and Governance	2	0	0	2	0	0	0	0



At least 90% of monthly Action target achieved












Between 70 and 90% of monthly Action target achieved









Less than 70% of monthly Action target achieved

Corporate Folder Actions

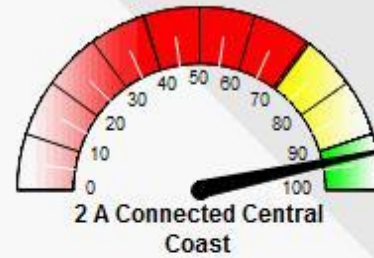
ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Future Direction: 1 The Shape of the Place						
Strategy: 1.1.7 Implement the Central Coast Cycling Strategy						
1.1.7.1 Construction of the Turners Beach to Leith shared pathway including the old railway bridge	The design of this project between Blackburn Drive and Allport Street is near completion. TasRail negotiations on level crossing/underpass at end of Blackburn Drive and licence arrangement for Forth River Bridge are delaying progress of this project. The section between Allport Street and Bass Highway has also been delayed until the route and design is determined for the Bass Highway overpass into Leith.	Infrastructure Services	30/06/2019	40	5	
Strategy: 1.2.2 Continue to develop the Central Coast shared pathways network						
1.2.2.3 Complete the Penguin Road Safe road-use project along Penguin Road (between Robertsons Road and Seaside Crescent)	The progress of this project is dependent on timing of the Coastal Pathway Project being undertaken by CCA on behalf of Councils. Once the extent of the larger project is known this project will be designed and implemented.	Infrastructure Services	31/03/2019	65	0	
Future Direction: 2 A Connected Central Coast						
Strategy: 2.1.3 Develop a 'sense of place' within our central business districts						
2.1.3.2 Review pathways plan to ensure Connectivity	Delayed by loss of staff and staff illness. To be progressed on appointment of role.	Infrastructure Services	31/12/2018	99	0	
Strategy: 2.3.4 Continue to plan for/mitigate potential community risks and maintain business continuity capacity associated with natural disasters and emergencies						
2.3.4.1 Complete investigation into rural flood catchments	Awaiting approval of Councils Stormwater Management Plan to allow completion	Infrastructure Services	31/01/2019	90	55	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
2.3.4.2 Review and update Central Coast Emergency Management processes and procedures and ensure compliance with the Tasmanian Emergency Management Plan and State Emergency Systems	Temporary employee engaged to undertake the review and updates 28 September 2018 Project should be completed in January 2019 although casual staff member may continue on with other Mersey-Leven EMC projects.	Infrastructure Services	31/12/2018	100	5	
Future Direction: 4 The Environment and Sustainable Infrastructure						
Strategy: 4.3.1 Conduct a review of all Council community/operational assets						
4.3.1.5 Undertake footpath survey (visual) of our Footpaths and review footpath forward plan	An interim report will be prepared for a Councillor Workshop on 11 February 2019 to inform the five year plan.	Infrastructure Services	31/03/2019	64	5	
Strategy: 4.3.3 Improve recreational amenities and play equipment in the Council's key foreshore parks						
4.3.3.3 Staged implementation of the Johnsons Beach Masterplan	The beach access has arrived. The need to replace the Victoria Street beach access has impacted on this funding. The coastal pathway from Penguin to Sulphur Creek impacts on the proposed works at Johnsons Beach	Infrastructure Services	31/12/2018	100	40	
4.3.3.4 Assist in the development of the Pump & Jump Park/Learn to Ride infrastructure at Fairway Park.	The Development Application has been submitted for this project, lodged on 24 September 2018.	Infrastructure Services	31/05/2019	36	20	
Strategy: 4.3.5 Continue to invest in the Council's stormwater infrastructure						
4.3.5.1 Preparation of stormwater management plans in accordance with the Urban Drainage Act 2013	Draft Stormwater System Management Plan has been prepared and presented at Councillor Workshop 24 September 2018. Subsequently the report and Plan was discussed at a SLT meeting in October with regard to funding of the requirements of the document.	Infrastructure Services	30/09/2018	100	80	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Strategy:	4.4.1 Investigate and plan for the effects of climate change on our local areas					
4.4.1.1 Continue implementation of energy efficiencies within our buildings	The installation of the solar panels on the showgrounds stadium has been completed and the Administration Centre will be completed by the end of November. The Council have received a consultant's report of energy usage in the 5 main buildings. This will form part of the project to look at the energy efficiency of the buildings.	Infrastructure Services	30/06/2019	48	80	
4.4.1.2 Review the Council's Climate Change Action Plan and commence implementation in conjunction with the Tasmanian Governments Climate Change Action Plans and policies	Consultant has undertaken the data gathering stage and will be undertaking community consultation in early February.	Infrastructure Services	30/06/2019	48	25	
4.4.1.3 Consider the possibilities of partnering with other service providers in providing a fast charge station for electric vehicles	Discussions held with AEVA representative and they have set up a company to provide grants to Councils for financially border line systems in Councils areas. Further discussions planned. State Government has delayed implementation of its program until after the slow charger program which the Council has been one of the recipients of a grant to install.	Infrastructure Services	30/06/2019	48	25	
Strategy:	4.4.2 Increase diversion of waste from landfill and increase waste stream recycling capacity					
4.4.2.1 Continue the investigation into a Food Organic and Garden Organics (FOGO) collection and disposal system in consultation with the community	Discussion with Veolia re operational scenarios for incorporation of a FOGO collection within the existing waste contractual arrangement. Veolia undertaking costing of scenarios.	Infrastructure Services	31/12/2018	100	18	
4.4.2.2 Complete and implement a revised Rural Waste Management system	Discussions with the community being arranged. Further investigations as to cost savings being undertaken as a result of Council Workshop.	Infrastructure Services	31/12/2018	100	10	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
4.4.2.3 Upgrade leachate collection and treatment facilities at the Lobster Creek Resource Recovery Centre	Project has been completed.	Infrastructure Services	31/05/2019	36	100	
Future Direction: 5 Council Sustainability and Governance						
Strategy: 5.2.1 Continue program of business unit service and process reviews						
5.2.1.1 Implement Integrated Project Management system across the organisation	Due to competing priorities and resource limitations no further progress in 2018-2019. This Action has been reassigned to Corporate Services. No further reporting required of Engineering Group Leader.	Infrastructure Services	31/12/2018	90	0	
5.2.1.3 Implement the recommendations of the Fleet Review	Fleet Review nearing completion and implementation will commence on the review's completion. Some actions have been completed.	Infrastructure Services	28/02/2019	70	25	

Quarterly Progress against Future Directions



FUTURE DIRECTION	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
1 The Shape of the Place	4	3	0	1	0	0	0	0
2 A Connected Central Coast	3	2	1	0	0	0	0	0
3 Community Capacity and Creativity	1	0	0	1	0	0	0	0
5 Council Sustainability and Governance	5	4	0	1	0	0	0	0



At least 90% of monthly Action target achieved






Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Corporate Folder Actions

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Future Direction: 1 The Shape of the Place						
Strategy: 1.1.1 Staged implementation of the Dial Sports Complex Master Plan						
1.1.1.1 Complete the commissioning of Dial Park including monitoring of traffic and parking decisions.	Dial Park has been in operation for six months. There have not been any issues reported in relation to the traffic and parking at the site. The grounds to the south of the Athletics Track can be used as overflow parking, if required. There have been some minor management issues that are being sorted by Community Services.	Office of General Manager	31/03/2019	60	80	
Strategy: 1.1.3 Progress the consolidation of equestrian activities to Batten Park						
1.1.3.1 Completion of business plan and estimates to ascertain feasibility of consolidation of equestrian activities to Batten Park	Business plan close to completion. Financial analysis being undertaken on the proposed options contained in the plan.	Office of General Manager	31/03/2019	60	80	
Strategy: 1.1.5 Review the Dial Range Recreation Management Plan in conjunction with land managers						
1.1.5.1 Joint development of a revised Dial Range Recreation Management Plan by land managers (Parks & Wildlife Services, Central Coast Council and Sustainable Timbers Tasmania).	Discussions have been held again with the Dept of Parks and Wildlife to progress this action. It is hoped that work will commence in February 2019.	Office of General Manager	31/12/2018	100	2	
Strategy: 1.1.6 Investigate feasibility of further development of the Leven Canyon Floor Walk as a major adventure tourism experience						
1.1.6.1 Investigate funding options for the Preston Falls and/or Pinnacle Lookout	Tasmania Community Fund – Round 38 Large Infrastructure, was investigated as a potential funding (or part funding) option for the Upper Preston Falls access track and lookout development. While the project is unsuitable for the January 2019.	Office of General Manager	31/03/2019	60	88	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
	<p>Round, application in future rounds could be considered.</p> <p>Parks and Wildlife/State Government "Next Iconic Multi-Day Walk" investigated for the Penguin to Leven Canyon section of the Penguin to Cradle Trail. Funding under the Destination Action Plan – Visitor Engagement Strategy by the Department of State Growth investigated. Possible grant funding opportunity strategically linked to the Leven Canyon Master Plan 2018 referred by Cradle Coast Authority.</p>					
Future Direction: 2 A Connected Central Coast						
Strategy: 2.1.3 Develop a 'sense of place' within our central business districts						
2.1.3.3 Review and update the Wharf Precinct Plan, including trial of pop-up food shops	<p>Relocation of the Reibey Street, 7 Day Makeover parklet to the Wharf Precinct was considered on 1 October. It was decided to continue the trial in the current position over the summer period.</p> <p>Wharf Precinct Review – Popup Activation Project Proposal was submitted to the General Manager on 15 October.</p> <p>Popup Activation Project approved to trail mobile food vending at the southern apron end of the Wharf Precinct. Expressions of Interest brief drafted and finalised, pending DA approval.</p>	Office of General Manager	31/12/2018	100	80	
2.1.3.4 Place-making plan for Public Spaces within the Ulverstone and Penguin CBDs	<p>Place Making Plans for Ulverstone and Penguin CBDs are under development.</p> <p>Penguin's 7 Day Makeover was held between 20 and 26 October.</p>	Office of General Manager	31/12/2018	100	100	
Strategy: 2.3.2 Engage with the community to achieve meaningful positive local ageing outcomes						
2.3.2.4 Implementation of Memory Café concept in Central Coast for dementia clients and carers	<p>A pilot ten-week program of the Connect Café was launched 26 June. Project well received and supported by dementia clients, family members and the community including volunteers.</p> <p>The Connect Café project was extended for an additional 10-week program for 4 Sept to 6 Nov.</p>	Office of General Manager	31/08/2018	100	100	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
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Future Direction: 3 Community Capacity and Creativity

Strategy: 3.1.6 Investigate feasibility of developing/supporting intermediate labour market programs


3.1.6.1 Develop and implement a traineeship program for local youth	Has not commenced.	Office of General Manager	31/12/2018	100	0	
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Future Direction: 5 Council Sustainability and Governance

Strategy: 5.1.1 Complete and implement the Strategic Human Resource Plan

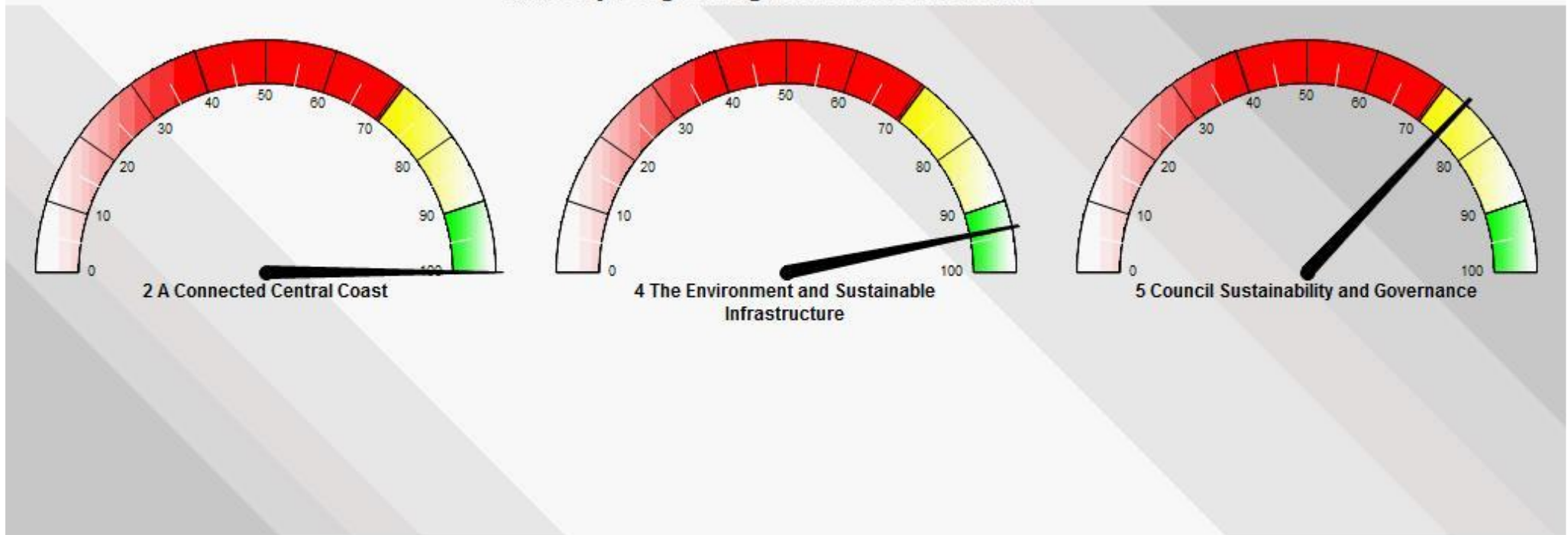
5.1.1.2 Develop and implement a Workforce Culture Plan.	<p>Stage 1 including desktop review, observations, leadership conversations and employee survey is complete.</p> <p>Stage 2 Engagement Forum was conducted on 28 August. Reports have been received with the Advance Health Profile going to all employees. Culture champions group has been formed and are currently working towards the development of the Council's Workforce Culture Plan.</p> <p>The Workforce Culture Plan has been developed and communicated to all employees through information sessions during November. An Action Plan will be developed ensure implementation of the key transition strategies.</p>	Office of General Manager	30/06/2019	48	60	
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Strategy: 5.2.3 Develop improvement plans in areas identified as requiring attention from the Community Survey

5.2.3.1 Undertake triennial Community Survey	<p>Steps have been taken to consider facilitators of the survey. LGAT have advised of a boutique mainland company who have been engaged to undertake their state-wide survey (Dec 2018) followed by the option to facilitate Council specific Community Satisfaction Survey's in the new year. Highlighted benefits of this option include:</p> <ol style="list-style-type: none"> 1. Benchmarking local performance against State and regional performance 2. Customisation of local surveys to meet local needs 	Office of General Manager	28/02/2019	60	0	
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ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
	3. LGAT to be central coordinating point, which sees greater capacity to leverage economies of scale with the research company resulting in better pricing. Insync were contacted and will be providing options to Council mid to late January 2019. Options to be considered by GM and SLT then progressed.					
Strategy:	5.4.3 Develop a Social Media and Digital Marketing Plan					
5.4.3.1 Implement a digital engagement platform/tool and train key staff	A Discussion Paper is being planned. The paper will identify various types of engagement tools and consider the cost/value for use by the Council. The Digital Engagement Tools/Platforms Discussion Paper was drafted and sent to the General Manager on 14 December 2018.	Office of General Manager	30/06/2019	48	70	
5.4.3.2 Create a "5 Best Things" digital tourism campaign targeting locals and visitors	The campaign concept and digital shell is under development. Campaign to be presented to SLT and at a Councillor Workshop. Five "Things to Do in Central Coast" brochures were developed and adopted by SLT on 16 October 2018. Campaign will be launched on Council's social media and include links to websites and tourism initiatives that align with Cradle Coast Authority and Tourism Tasmania.	Office of General Manager	31/10/2018	100	100	
Strategy:	5.5.1 Investigate strategic alliance opportunities to improve economies of scale and scope in service delivery and the further development of Central Coast					
5.5.1.3 Participate in the Regional/Sub-Regional Shared Services process and develop an implementation plan to deliver improved economies of scale to the community	Working with the GM's on two shared services processes at this stage - Regulatory Services and Waste Management Governance. Waste Management Governance project ready to proceed to all Councils t participating for endorsement to the next step.	Office of General Manager	30/06/2019	48	50	

Quarterly Progress against Future Directions



FUTURE DIRECTION	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
2 A Connected Central Coast	1	1	0	0	0	0	0	0
4 The Environment and Sustainable Infrastructure	1	1	0	0	0	0	0	0
5 Council Sustainability and Governance	6	1	2	3	0	0	0	0



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Corporate Folder Actions

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Future Direction: 5 Council Sustainability and Governance Strategy:						
5.1.3 Undertake a Compliance Audit						
5.1.3.6 Develop an Internal Work Program and audit tools.	Currently in discussion with an internal audit provider regarding the initial internal audit. First audit will be conducted early in 2019 with the subject being cash handling. This will look at all sites who deal with cash.	Organisational Services	30/09/2018	100	78	
5.1.3.7 Update the Council's Strategic Risk Register and implement actions identified for the year.	With the formation of the new Risk Committee this will be updated and reported via this forum. This was reviewed at the January Risk Meeting. A reporting mechanism has been set up to provide updates on actions for the Risk Committee and the Audit Panel	Organisational Services	31/12/2018	90	79	
5.1.3.8 Review Code for Tenders and Contracts.	Review of the Code of Tenders and Contracts has commenced.	Organisational Services	31/12/2018	99	35	
5.1.3.9 Review Purchasing and Procurement Policy.	Review of the Purchasing and Procurement policy has commenced.	Organisational Services	31/12/2018	99	35	
Strategy: 5.2.1 Continue program of business unit service and process reviews						
5.2.1.9 Implement the outcomes of the IT Review and Action Plan.	The ICT Governance Committee has been formed and this will be the process of monitoring the IT review plan. This will be an ongoing program.	Organisational Services	30/06/2019	48	100	
5.2.1.10 Develop a Business Continuity Policy and associated plans.	Not Commenced.	Organisational Services	30/06/2019	48	0	

ACTION	PROGRESS	DEPARTMENT	COMP. DAT	TARGET	ACTUAL	PROGRESS
Future Direction: 4 The Environment and Sustainable Infrastructure						
Strategy:	4.3.4 Proactively seek/optimise grant funding opportunities to invest in assets					
4.3.4.1 Review grant opportunities as they arise in relation to the Council's Strategic Plan 2014-2024 and forward programs.	Reviewed on a monthly basis at OLT meetings.	Organisational Services	30/06/2019	48	45	
Future Direction: 2 A Connected Central Coast						
Strategy:	2.2.1 Improve access for the disabled and disengaged in our community to key social and community support services					
2.2.1.1 Develop a Disability Access Strategy	Not commenced.	Organisational Services	31/03/2019	0	0	

Gifts and Donations Policy

December 2018

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PURPOSE

The purpose of this Policy is to:

- . Outline obligations and responsibilities relating to Council officials accepting and reporting gifts and donations, in line with the *Local Government Act 1993* and *Local Government (General) Regulations 2015*; and
- . To protect Council officials from being compromised and assist them in making appropriate judgements in relation to gifts and donations and furthermore, avoid a public perception of bias, which may impact the integrity of their role and the Council.

SCOPE

This Policy applies to all gifts and donations offered to or received by Central Coast Council officials and is to be applied in conjunction with provisions contained within the Code of Conduct for Councillors, Employees Code of Conduct Policy and any other relevant Council policies and procedures.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

This Policy was developed in accordance with:

RELEVANT LEGISLATION

- . *Local Government Act 1993*
- . *Local Government (General) Regulations 2015 ; and*
- . Any other relevant legislation.

RELATED POLICIES/DOCUMENTS

- . Code of Conduct of Councillors – 2016
- . Councillor Induction Booklet – 2018
- . Employees Code of Conduct Policy – 2015

RELATED FORMS/TOOLS

- . Gifts and Donations Declaration Form – Councillors
- . Gifts and Donations Declaration Form – Employees
- . Gifts and Donations Register

DEFINITIONS

Benefit – a non-tangible item which is believed to be of value to the receiver i.e. preferential treatment such as queue jumping, access to confidential information and hospitality.

Bribe – a gift or donation given specifically for the purpose of winning favours or to influence the decision or behaviour of a Council official to benefit someone or something.

Cash – money or vouchers which are readily convertible.

Conflict of interest – any situation in which an individual or corporation (either private or government) is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit.

Council officials – Mayor, Councillors, Council staff (including those staff engaged through an employment agency), Council committee members and volunteers.

Cumulative gift – a series of gifts of nominal value from the same person or organisation over a six-month period which may have an aggregate value that is modest, e.g. A \$10 lunch is bought for the Council official each week over a period of time.

Direct report – a Council official whose position at the Council is directly below that of another person, and who is managed by that person.

Family member – includes parents, spouses, children and siblings.

Gift – is usually a tangible item provided at no charge. Gifts may include, but are not limited to items such as cash, property (real or otherwise), goods and services made available at heavily discounted prices, alcohol, clothes, products, invitations to social functions and tickets to sporting, theatrical or music events.

Gift of gratitude – a gift offered to an individual or department in appreciation of performing specific tasks or for exemplary performance of duties. Gifts to staff who speak at official functions may be considered an example of gifts of gratitude.

Gift of influence – a gift that is intended to generally ingratiate the giver with the recipient for favourable treatment in the future.

Gifts and Donations Declaration Form – a form to be completed (example template at Attachment 1 and 2) when an individual receives a gift or donation of a non-token nature above the nominal limit or receives a series of token gifts or donations over a six-month period that may have significant aggregate value (Cumulative gift).

Gifts and Donations Register – a register maintained by Council of all declared gifts and donations (Attachment 3).

Hospitality – the provision of accommodation, meals, refreshments or other forms of entertainment.

Interested source – a person or organisation (excluding public sector bodies) which:

- . seeks official action by Council or an official;

- . seeks business with Council;
- . conducts activities regulated by Council; or
- . has an interest which may be substantially affected by the performance or non-performance of the official's duties.

Modest value – is the monetary limit of the value of gifts or donations that may be accepted, i.e. total value of gift or donation received. A gift or donation is of modest value, if it has a value of over \$50 and below \$500.

Nominal value – is the monetary limit of the value of gifts or donations that may be accepted, i.e. total value of gift or donation received. A gift or donation is of nominal value, if it has a value of up to \$50.

Non-token – items that are of a more individual nature, with a value above the nominal donation limit. Items may include: free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.

Public perception – the perception of a fair-minded person in possession of the facts.

Significant value – is the monetary limit of the value of gifts or donations that has a value above the nominal and modest value limit of \$500 and above.

Specified period – refers to a period of time (six months) during each financial year, e.g. 1 July – 30 June annually.

Token – often mass produced i.e. pens, calendars, ties or items with a company logo on them, offered in business situations to individuals. Usually have a value under the nominal donation limit.

POLICY STATEMENT

Council officials at all times and in all circumstances must be seen to be fair, impartial and unbiased.

Council officials should actively discourage offers of gifts and donations and must not solicit gifts or donations.

Council officials must not take advantage of their official position to secure an unreasonable personal profit or advantage.

People doing business with the Council should be encouraged to understand that they do not need to give gifts or donations to Council officials to get high quality service.

From time to time Council officials may be offered gifts or donations. In some limited circumstances gifts and donations may be accepted. Token gifts of nominal value may generally be received. Non-token gifts of significant value should not be accepted.

Council officials should at all times be aware of the wider situation in which an offer of a gift or donation is being made. For example, Council officials should consider whether the donor is in or may be seeking to enter into a business relationship with the Council or may be applying to Council in relation to the exercise of Councils functions.

Council officials must avoid situations that suggest that a person or body, through the provision of gifts or donations is attempting to secure favourable treatment from the Council.

When deciding whether to accept or decline a gift or donation, consideration should be given to both the value of the gift or donation and also the intent of the gift or donation being offered.

If educational programs are identified that are relevant to this Policy, Council officials will be provided the opportunity to attend.

ACCEPTABLE GIFTS AND DONATIONS

Gifts or donations of a token nature at or below nominal value may generally be accepted by Council officials without disclosing details to a Direct Report and without recording the details of the gift or donation on the Gifts and Donations Declaration Form or Register (Attachment 2 and 3).

That said, Council officials who receive token gifts greater than the nominal value from the same person or organisation during a specified period must, disclose that fact in the gifts and donations register.

If a Council official has any doubt if a gift or donation is token or of nominal value they should discuss it with their Direct Report.

Token gifts or donations:

Gifts or donations of a token nature do not create the appearance of a conflict of interest and include:

- . Items with a company logo on them, ties, scarves, coasters, diaries, chocolates, flowers.
- . Books given to individuals at functions, public occasions or in recognition of exceptional work done.
- . Gifts of single bottles of reasonably priced alcohol given to individuals at functions, public occasions or in recognition of exceptional work done.

- . Free or subsidised meals of a modest nature and/or beverages provided infrequently (and/or reciprocally) that have been arranged for or in connection with the discussion of official business.
- . Free meals of a modest nature and/or beverages provided to Council officials who formally represent Council at work related events such as training, education sessions and workshops.
- . Invitations to approved social functions organised by groups such as Council Committees and community organisations.

Nominal value

For the purpose of this Policy the current nominal value limit is identified in the Definitions section.

NON-ACCEPTABLE GIFTS AND DONATIONS

Accepting gifts of money is prohibited.

Council officials should generally not accept gifts or donations that appear to be non-token in nature or more than of a nominal value.

If a gift or donation of a non-token nature or above nominal value is offered and cannot reasonably be refused (as this action may cause embarrassment), the offer and receipt of the gift or donation must be declared via completion of a Gifts and Donations Declaration Form (Attachment 1) and the details must be recorded on the Council Gifts and Donations Register (Attachment 2).

If a Council official refuses a gift or donation because they believe that the gift was a deliberate attempt to receive “special treatment”, then such instances are to be reported to the General Manager or Mayor (if appropriate).

Non-token gifts and donations

Gifts or donations of a non-token nature include:

- . Free or discounted travel
- . Use of holiday homes
- . Tickets to major sporting events
- . Corporate hospitality at a corporate facility or sporting venue
- . Free training excursions
- . Access to confidential information
- . Discounted products for personal use
- . Goods and services provided via a determination in a Will.

At times a gift of a non-token nature may be given from one authority to another. Such gifts are often provided to a host authority. These gifts may be given as an expression of gratitude without obligation on the receiver to respond. The gratitude usually extends to the work of several people in the authority and therefore the gift is considered to be for the authority, not a particular individual.

Prizes won by Council officials attending seminars, conferences etc. in an official capacity are subject to the Policy and it must be demonstrated that the prize was won through an open process.

Significant value

For the purpose of this Policy a gift or donation with significant value has a value above the specified modest value limit and is identified in the Definitions section.

General Manager's overriding authority

Notwithstanding anything else in this procedure, the General Manager may approve in writing the receipt of a gift or donation from an interested source where this is deemed to be in the Council's interest.

BRIBES

Council officials must not offer or seek a bribe. A person offered a bribe should refuse it and report the incident as soon as possible to the General Manager. Council will take steps to report the matter to Police immediately.

Receiving a bribe is an offence under both the common law and Tasmanian legislation.

FAMILY MEMBERS

Council officials must take all reasonable steps to ensure that immediate family members do not receive gifts or donations of a non-token nature or gifts or Donations above the nominal value.

RECORDS – GIFTS AND DONATIONS REGISTER

Council officials who receive token gifts greater than the nominal value limit from the same person or organisation (cumulative gift) must disclose that fact on the Gifts and Donations Declaration Form and Register (Attachment 2 and 3) within 14 days of receipt of the gift or donation.

If a Council official receives a non-token gift or donation in circumstances where it cannot reasonably be refused or returned, the receipt of the gift or donation should be disclosed, and the details recorded on a Gifts and Donations Declaration Form (at Attachment 2) and in the Gifts and Donations Register (at Attachment 3) within 14 days of receipt of the gift or donation.

If the gift or donation is received while the Council official is outside of Australia, notice is to be provided within 14 days of returning to Australia.

The Register will be available on the Council's website for public inspection.

The content of the Register will be monitored by the General Manager on a quarterly basis.

DISPOSAL OF GIFTS

A Direct Report will determine whether a gift or donation of a non-token nature should be disposed.

There are options for the disposal of gifts that have been accepted because they could not reasonably be refused but should not be retained by an individual. Examples of such circumstances where gifts or donations may be received include:

- . Gifts accepted for protocol or other reasons, where returning it would be inappropriate
- . Anonymous gifts (received through the mail or left without a return address)
- . A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment
- . A gift or donation of significant value provided to a Council official through a Will, where the relationship between the giver and recipient was essentially a Council-related business relationship.

Options for disposal include:

- . Surrendering the gift to Council for retention.
- . Distributing the gift or donation amongst a selection of Council's officials – where a reasonable person would agree that the allocation was appropriate (public perception).
- . Donating the gift to an appropriate charity.

BREACHES OF POLICY

All Council officials are obliged to comply with this Policy and sanctions may be applied if the Policy is breached.

Any person may report an alleged breach of this Policy by an official of the Council to the General Manager or Mayor (as appropriate) who shall investigate any report received and take such action as is considered necessary.

If this Policy has been breached, such action may include counselling, censure motions, disciplinary action (including termination of employment), the laying of charges and the taking of civil action.

Examples:

Situation 1

Receipt of a significant gift or donation (e.g. air travel and accommodation to an overseas conference) provided by an organisation which has a business proposal, regulatory application, or tender with Council for consideration.

Outcome: Prohibited unless the General Manager approves.

Situation 2

Receipt of a significant gift or donation e.g. flights, accommodation and conference fees provided by a professional organisation in order for the official to speak at the conference which has no business arrangements with Council.

Outcome: Acceptable but must be reported and seek approval of the General Manager.

Situation 3

Acceptance of a significant gift or donation e.g. travel/accommodation to an overseas conference provided by an existing contractor to Council.

Outcome: Prohibited unless the General Manager approves.

Situation 4

Acceptance of a modest gift or donation e.g. Corporate box tickets worth under \$500, while Council is assessing a regulatory application, tender or proposal from the interested source where the official may influence the decision.

Outcome: Prohibited unless the General Manager approves.

Situation 5

Acceptance of a modest gift or donation from a disinterested source.

Outcome: Acceptable but must be reported.

Situation 6

Acceptance of a nominal gift or donation e.g. bottle of whiskey (or comparable) from a developer, contractor or client, provided major decisions in relation to the interested source are not pending.

Outcome: Acceptable.

REVIEW

This Policy should be reviewed at least every four years following the conduct of Local Government elections, unless organisational and legislative changes require an earlier review.

This Policy, including the amounts and frequencies specified, may be varied by resolution of the Council. When varied, the amounts and frequencies that apply to the policy must be updated, included in the Definitions section and notification of an update Policy provided to all Council officials.

RESPONSIBILITIES

General Manager:

- approves in writing the receipt of a donation from an interested source where it is deemed to be in Council's interest to accept (overriding authority), forwards details to Human Resources for record keeping;
- reports bribes to Police;
- reviews Gifts and Donations Register on a quarterly basis; and
- provides advice to Council officials in line with this Policy.

Direct Reports:

- ensure implementation of this Policy on an operational level;
- assume the role of Responsible Officer and approves/declines Declaration Forms accordingly;
- forward a copy of any Declaration Forms to Human Resources; and
- report suspected Gifts of influence to the General Manager.

Council Officials:

- report gifts or donations of non-token nature to Direct Report using the Gift and Donations Declaration Form; and
- diarise any token gifts or donations received and advises their Direct Report.

Human Resources:

- maintains the Gifts and Donations Register and corresponding details;
- forwards Gifts and Donations Register to the General Manager on a quarterly basis; and
- updates Policy accordingly.

ATTACHMENTS

- . Appendix 1 – Gifts and Donations Declaration Form – Councillors
- . Appendix 2 – Gifts and Donations Declaration Form – Employees
- . Appendix 3 – Gifts and Donations Register – example.

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

Approved by:

.....

Sandra Ayton
GENERAL MANAGER

APPENDIX 1 – GIFTS AND DONATIONS DECLARATION FORM – COUNCILLORS



GIFTS AND DONATIONS DECLARATION FORM – COUNCILLORS

RECIPIENT DETAILS

Name: Position:

Relationship to Donor:

DETAILS OF THE GIFT OR DONATION

Name of Donor:

Suburb or locality where donor resides (if known):

Date received:

Value (provide estimate if unknown) \$

Description of gift/donation:

.....

Circumstances of gift/donation (reasons/s for granting):

.....

Was gift/donation **received** or **declined**? (please circle)

Reasons for determination (why received or declined)?

.....

.....

If gift/donation accepted, was gift/donation retained by the **Councillor** or the **organisation**?
(please circle)

Name and position who authorised acceptance of gift/donation:

.....

Signature: (Recipient of gift/donation)

Date:

Signature: (Person authorising receipt of gift/donation)

Date:

Please forward completed form to Human Resource Officer or
Human Resource Systems Officer, within 14 days of receipt of gift or donation.

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
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APPENDIX 2 – GIFTS AND DONATIONS DECLARATION FORM – EMPLOYEES



GIFTS AND DONATIONS DECLARATION FORM – STAFF

RECIPIENT DETAILS

Name: Position:

Department:

Relationship to Donor:

DETAILS OF THE GIFT OR DONATION

Name of Donor:

Suburb or locality where donor resides (if known):

Date received: Date notified Direct Report:

Value (provide estimate if unknown) \$

Description of gift/donation:

.....

Circumstances of gift/donation (reasons/s for granting):

.....

Was gift/donation **received** or **declined**? (please circle)

Reasons for determination (why received or declined)?

.....

.....

If gift/donation accepted, was gift/donation retained by the **employee** or the **organisation**?
(please circle)

Name and position who authorised acceptance of gift/donation:

.....

Signature: (Recipient of gift/donation)

Date:

Signature: (Person authorising receipt of gift/donation)

Date:

Please forward completed form to Human Resource Officer or
Human Resource Systems Officer, within 14 days of receipt of gift or donation.

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APPENDIX 3 – GIFTS AND DONATIONS REGISTER

[illegible]

Central Coast Council
List of Development Applications Determined
Period from: 1 December to 31 December 2018

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined
DA2018068	330 Preservation Drive SULPHUR CREEK,TAS,7316	Discretionary	Residential (subdivision to create two lots and construction of an outbuilding)	5/09/2018	18/12/2018	25
DA2018082	17 Hobbs Parade WEST ULVERSTONE,TAS,7315	Discretionary	Service industry (laundromat)	17/09/2018	10/12/2018	33
DA2018089	CT32094/4 Hardys Road PENGUIN,TAS,7316	Discretionary	Residential (dwelling)	25/09/2018	14/12/2018	28
DA2018125	66A Main Street ULVERSTONE,TAS,7315	Discretionary	Residential (demolition of existing dwellings x two and outbuildings and construction of multiple dwellings x three)	23/10/2018	20/12/2018	16
DA2018131	3 Wharf Road ULVERSTONE,TAS,7315	Discretionary	Food Services – Mobile food outlets	30/10/2018	17/12/2018	47
DA2018134	41 Fieldings Way ULVERSTONE,TAS,7315	Permitted	Storage (truck shed)	23/10/2018	12/12/2018	16
DA2018135	10B Whitegum Way TURNERS BEACH,TAS,7315	Discretionary	Residential (dwelling)	29/10/2018	17/12/2018	38
DA2018137	47 Boyes Street TURNERS BEACH,TAS,7315	Discretionary	Residential (dwelling and shed)	30/10/2018	4/12/2018	27
DA2018145	95 Beach Road LEITH,TAS,7315	Discretionary	Residential (dwelling)	7/11/2018	18/12/2018	25
DA2018146	(CT175126/2) Pine Road PENGUIN,TAS,7316	Discretionary	Residential (dwelling and outbuildings – carport and shipping container)	7/11/2018	18/12/2018	20
DA2018148 – 1	2B Davis Street Leith,TAS,7315	Discretionary	Amendment – Residential – dwelling and shed	31/10/2018	3/12/2018	3

Central Coast Council
List of Development Applications Determined
Period from: 1 December to 31 December 2018

DA2018156	111 Queen Street WEST ULVERSTONE,TAS,7315	Discretionary	Residential (shed)	23/11/2018	18/12/2018	22
DA2018157	207 Riggs Road KINDRED,TAS,7310	Permitted	Resource development (agricultural shed)	23/11/2018	11/12/2018	6
DA2018159	8 Shorehaven Drive TURNERS BEACH,TAS,7315	Discretionary	Residential (subdivision – two lots)	23/11/2018	20/12/2018	20
DA2018162	468 West Pine Road WEST PINE,TAS,7316	Discretionary	Visitor accommodation (as constructed roofed patio)	27/11/2018	18/12/2018	21
DA2018168	4 Berkshire Parade PENGUIN,TAS,7316	Permitted	Residential (awning)	29/11/2018	11/12/2018	6
DA2018176	5 Turners Beach Road TURNERS BEACH,TAS,7315	Discretionary	Residential (dwelling additions – patio roof, deck and replacement of driveway)	7/12/2018	14/12/2018	3
DA2018179	61 Leatherwood Drive PENGUIN,TAS,7316	Permitted	Residential (shed)	11/12/2018	19/12/2018	2

**SCHEDULE OF STATUTORY DETERMINATIONS
MADE UNDER DELEGATION**

Period: 1 December 2018 to 30 December 2018

Building Permits – 4

• New dwellings	2	\$585,000
• Outbuildings	1	\$44,200
• Additions/Alterations	1	\$10,000
• Other	1	\$752,320
• Units	0	\$0

Permit of Substantial Compliance – Building – 0

Notifiable Work – Building – 14

• New dwellings	9	\$1,970,000
• Outbuildings	1	\$19,000
• Additions/Alterations	4	\$118,880
• Other	0	\$0

Building Low Risk Work – 0

Plumbing Permits – 2

Certificate of Likely Compliance – Plumbing – 18

Notifiable Work – Plumbing – 0

Plumbing Low Risk Work – 0

Food Business registrations (renewals) – 10

Food Business registrations – 1

Temporary Food Business registrations – 2

Temporary 12 month Statewide Food Business Registrations – 5

Public Health Risk Activity Premises Registration – 1

Public Health Risk Activity Operator Licences – 3

Temporary Place of Assembly licences – 0



Cor Vander Vlist
DIRECTOR COMMUNITY SERVICES



CENTRAL COAST COUNCIL

**SCHEDULE OF CORPORATE & COMMUNITY SERVICES DETERMINATIONS
MADE UNDER DELEGATION**

Period: December 2018

Abatement notices issued

ADDRESS	PROPERTY ID
116 South Road, West Ulverstone	101560.2010
10 Oceanside Boulevard, Sulphur creek	403448.0180
4 View Street, Ulverstone	101740.0140
10 Crawford Road, Penguin	504420.0040
165 Dial Road, Penguin	504490.0100
1 Lugana Crescent, West Ulverstone	101060.0020
2 Lugana Crescent, West Ulverstone	101060.0200
3 Lugana Crescent, West Ulverstone	101060.0040
4 Lugana Crescent, West Ulverstone	101060.0220
5 Lugana Crescent, West Ulverstone	101060.0060
6 Lugana Crescent, West Ulverstone	101060.0240
4 Undara Crescent, West Ulverstone	101700.0280
6 Undara Crescent, West Ulverstone	101700.0300
8 Barker Street, Ulverstone	100100.0360
12 Barker Street, Ulverstone	100100.0400
1 Southwood Avenue, Penguin	403580.0002
12 Trevor Street, Ulverstone	101670.0660
16 River Avenue East, Heybridge	403522.0160
77 Mission Hill Road, Penguin	403430.0680
45 Westland Drive, West Ulverstone	101850.0440
102 Main Street, Ulverstone	101080.2740

Permits issued under Animal By-law 1 – 2018

Adelong Place, Ulverstone	1 Horse
14 Ironcliffe Road, Penguin	8 Chickens, 1 Rooster
113 Main Street, Ulverstone	10 Chickens
163 Main Street, Ulverstone	2 Horses
161 Main Street, Ulverstone	11 Chickens, 2 Ducks
11 Stubbs Road, Turners Beach	3 Horses

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Community Events

Policy

January 2019

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PURPOSE

The purpose of the Community Events Policy is to outline the Council's responsibility for community events held in the Central Coast.

CONTEXT

The Council recognises that events and festivals can play a key role in building strong communities through:

- . Providing opportunities for cultural enrichment, leisure, arts and sport;
- . Enhancing the Central Coast's sense of place through enriching community identity;
- . Promoting economic benefits for host communities and building the profile of the area;
- . Fostering partnerships, collaboration and communication within the community;
- . Promoting social and cultural experiences;
- . Creating volunteer participation and skill development opportunities; and
- . Enhancing civic participation and pride.

DEFINITIONS

Council – the Central Coast Council

Event – a gathering of people, which is free or ticketed, at a predetermined location, for a specific purpose, for a specified time, which occurs in either a public space or within a building. Examples include: festivals, shows, markets, carnivals, live outdoor entertainment, business conferences and exhibitions.

Council event – an event organised by the Central Coast Council for the Central Coast community.

Community Event – an event delivered by a community organisation or professional event organiser for the Central Coast community.

Regional Event – an event held within the Central Coast area that attracts a high level of outside (non-resident) visitors. These are generally large-scale events.

Impact on Community – examples include, but are not limited to: pyrotechnics and fireworks, traffic and car park congestion, road events, temporary structures, amplified noise, restricted use of public spaces, large gatherings of people and lengthy event set up and pack down.

SCOPE

This Policy applies to community groups and professional event organisers who stage events within the Central Coast area for the enjoyment of the Central Coast community. Council events are to be delivered in accordance with this Policy.

The Council recognises the need for safe and successful events and seeks to work collaboratively with organisations to develop and provide a range of events for the Central Coast community.

The Council will not become involved in events held on private or Crown land, unless it is a Council event, or there is an impact on the community.

EXEMPTIONS

Activities of a small scale that do not interrupt the daily operations of the Council and usually only require a booking for the use of a Council building or public space are not covered by the Community Events Policy. These activities instead fall under the scope of the Council's Sporting Facilities Tenancy Agreements or Casual Hire Agreements.

Weddings and funerals are not covered by this policy unless there is an impact on the community.

OBJECTIVES

The future planning, development of and support for community events will be guided by the following objectives:

COMMUNITY BENEFIT AND CULTURAL EXPERIENCE

- . Use events to encourage the community to engage and connect with each other through participating in enjoyable experiences that increase their sense of belonging;
- . Encourage events that build the capacity of the community, fosters local talent and recognise artistic and cultural strengths;
- . Maintain and build on the mix of art, cultural, sporting and entertainment events that celebrate our local community.

COMMUNITY SAFETY AND CAPACITY BUILDING

- . Raise community awareness of, and compliance with, all Council and other authorities' legislative requirements for delivering community events;

- . Build the capacity and skill set of event organisers to deliver successful community events.

VISITATION AND ECONOMIC IMPACT

- . Use events to showcase and promote the Central Coast as a visitor destination and provide economic growth opportunities;
- . Ensure events activate our public spaces and seek to support and grow local businesses and industries;
- . Seek to partner with organisations that can deliver social, economic or environmental benefits to the community.

COUNCILS ROLE

The Council is committed to ensuring that events in the Central Coast are conducted safely, meet all compliance requirements, whilst minimising negative impacts upon the community.

The Council's role in community events is defined in three ways and outlines the support and delivery in each.

APPROVAL AND SUPPORT OF COMMUNITY RUN EVENTS

The Council will provide support, advice and information to community event organisers within the Central Coast.

The delivery of well-managed, safe, accessible, creative and innovative events that are responsive to community needs is important, and the Council will support the community to achieve this through provision of advice, event planning resources and the facilitation of training and development opportunities.

The Council will administer an event approval process and work collaboratively to confirm events meet the legislative requirements of Council and other authorities.

Marketing support may be provided, where applicable, to community groups to assist them in the promotion of their events to the broader community. This may include (but not be limited to) Council's website, community newsletters, digital event sign and social media channels.

EVENT ATTRACTION

The Council will work collaboratively with key partners to proactively and strategically plan to attract events that have significant social, cultural or economic benefits for the community. Once secured the Council will work with event organisers to assist with the approval and compliance, co-ordination and facilitation of these events to ensure they meet the legislative requirements of Council and other authorities.

The Council may also seek to develop its own regional events where there is the potential to create substantial economic, social and cultural benefits for the Central Coast.

PARTNERSHIPS AND OPPORTUNITIES

The Council may select to support, plan and/or host events in partnership with the community or commercial event organisers. Prior to the Council committing resources, the event would be assessed against the policy objectives to guarantee there is the potential to create substantial economic, social and cultural benefits. Clear contractual arrangements detailing responsibilities and liabilities will be established prior to Council being involved.

RELEVANT LEGISLATION

Local Government Act 1993
Public Health Act 1997

REVIEW

The Policy will be reviewed on a bi-annual basis to ensure its continuing suitability, adequacy, effectiveness and relevance.

Public Open Space Contributions

Policy

January 2019

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DEFINITIONS

Improvement is defined by the *Local Government (Building and Miscellaneous Provisions) Act 1993* as ‘...landscaping, fencing and the provision of playground equipment, walking paths, car parking areas and toilet facilities’.

New works are those works which create a new asset that did not previously exist or works which upgrade or improve an existing asset beyond its existing capacity.

Public open space is defined by the *Local Government (Building and Miscellaneous Provisions) Act 1993* as ‘space for public recreation or public gardens or for similar purposes’.

LEGISLATION AND COUNCIL PLANS

This Policy was developed with reference to the following legislation and Council or other public documents:

- . *Local Government (Building and Miscellaneous Provisions) Act 1993* (LGBMP);
- . Central Coast Council Strategic Plan 2014–2024;
- . Central Coast Open Space and Recreation Plan 2012–2022;
- . Central Coast Open Space and Parks (including Playgrounds) Asset Management Plan 2015;
- . *Central Coast Interim Planning Scheme 2013* (Planning Scheme); and
- . Cradle Coast Authority – North West Tasmania Coastal Pathway Plan 2010.

This Policy was also developed with consideration to the contemporary legislative requirements to do with the approval of subdivisions under LGBMP and for the approval of permits for development, including subdivision, under the Planning Scheme. These considerations have included Tasmania Supreme Court rulings about the basis for Open Space requirements for subdivision and planning permits, such as *Clarence City Council v Resource Management and Planning Appeal Tribunal* [2018] TASSC 41 (7 September 2018).

There is a clear statutory basis for a Council to require Open Space to be created in the course of approving a subdivision where a Council has formed a view that Open Space is desirable for the purposes of the subdivision. Similarly, a Council can, where it has formed the view that the mandatory provision of Open Space is not warranted, instead call for the subdivider to make a mandatory cash contribution to the Council in lieu of the provision of Open Space. One reason for this alternate might be that increased density of lots for dwellings is such that there will be greater demand for public areas and thus these areas will need improvements over time that can be part funded by cash in lieu.

Section 85 of LGBMP is relevant to this Policy as S.85 gives the Council an unfettered discretion about open space.

It provides for a number of circumstances in which *"(a) Council may refuse to approve a plan of subdivision"*. Section 85(d)(iii) provides that: *"The council may refuse to approve a plan of subdivision if it is of the opinion...(d) that the layout should be altered to include or omit...(iii) public open space..."*

LGBMP Section 117 provides that instead of requiring the provision of public open space, a Council can require the payment of a cash sum. It is specially provided that this amount is to be held by the Council, S.117(5) states *"...for the acquisition or improvement of land for public open space for the benefit of the inhabitants of the municipal area"*.

Section 116 provides for the requirement that the Council must purchase public open space in excess of an area of 5% of the land, where that requirement has been made to a subdivider.

LGBMP S.85A(1) provides that a Planning Scheme may specify performance criteria in relation to subdivisions that relate to a matter referred to in S.85, and may enable a discretionary permit to be issued if such performance criteria are complied with in relation to a plan of subdivision. Where a Planning Scheme has provisions that relate to a subdivision, the permit application is to be assessed by the Council by reference solely to the provisions of the Planning Scheme.

The Planning Scheme in force at the time of this Policy does not contain open space performance criteria provisions for subdivisions. Consequently, this Policy is to provide the Council with guidance and consistency in its decision making about Open Space as it exercises its discretion under S.85 and also as to the application of funds received as cash in lieu of Open Space.

PURPOSE OF THE PUBLIC OPEN SPACE CONTRIBUTIONS POLICY

The ongoing investment in financial and human resources made by Central Coast Council in the provision and improvement of public open space and recreation assets is significant.

The purpose of this Policy is to provide direction for the Council in the implementation of its powers and obligations in respect to public open space under the provisions of the *Local Government (Building and Miscellaneous Provisions) Act 1993* (the Act) and provide that public open space or cash-in-lieu that is taken as part of subdivision complies with the Central Coast Open Space and Recreation Plan 2012–2022 and the Central Coast Open Space and Parks (including Playgrounds) Asset Management Plan 2015.

The Policy will:

- 1 assist in achieving key objectives of the Council's Asset Management Policy 2017 objectives:
 - Ensure that the Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.

- Safeguard the Council's assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
 - Ensure compliance with legislative requirements for asset management.
 - Ensure resources and operational capabilities are identified and responsibility for asset management is allocated.
 - Demonstrate transparent and responsible asset management processes that align with demonstrated best practice.
 - Continuous improvement and to seek innovative ways of meeting service delivery requirements.
- 2 provide a set of guidelines as to when the Council will request the provision of public open space contribution, whether through the mandatory provision of land or cash-in-lieu contributions;
 - 3 provide a methodology of the calculation of a cash-in-lieu contribution; and
 - 4 provide a set of guidelines for the use of funds held in trust for the acquisition or improvement of land for public open space.

BACKGROUND

Each of Central Coast's towns, villages and rural areas have different characteristics, including varying open space and recreational requirements. In the planning of residential areas, both the Council and developers are to ensure there is an appropriate consideration, provision, location and design of public open space areas and recreation facilities across the municipal area.

Open space is categorised into three levels – Local, District and Regional– as follows;

Local open space

This form of open space primarily provides for neighbourhood playgrounds that service the residents of a particular suburb or locality. The Central Coast Open Space and Recreation Plan 2012–2022 identifies those areas that need local open space provision.

District open space

This form of open space is characterised as larger areas of open space that service the whole of the Central Coast community. Examples include the walkway/cycleway from Turners Beach to Ulverstone, Hiscott Park, Fairway Park and Anzac Park.

Regional open space

This form of open space is characterised as expansive areas of open space that attract users from other municipal areas. Regional open space includes areas of natural bush augmented with recreational and leisure facilities. Examples are Leven Canyon, Dial Range, Bass Strait foreshores and increasingly, there is a 'cross-over' between District and Regional areas of open space. Examples of 'cross-over' space include North West coastal walkways and cycleways, Dial Park playground and Fairway Park that all offer a range of recreational pursuits that attract the local community and users from beyond the municipal area.

The *LGBMP* Act, together with the Central Coast Open Space and Recreation Plan 2012–2022 and the Central Coast Open Space and Parks (including Playgrounds) Asset Management Plan 2015 enables the Council to: –

- . Require a subdivider of land to provide to the Council up to 5% of the land being subdivided at no cost to the Council;
- . Require public open space in excess of the 5% contribution as part of any subdivision proposal, subject to appropriate compensation to the subdivider;
- . Require the subdivider to make a contribution of cash-in-lieu of the provision of land where a land contribution is not desired.
- . Refuse a plan of subdivision where it considers that it should be altered to include public open space and where it requires consideration of littoral and riparian reserves; and
- . Hold in trust monies collected as cash-in-lieu contributions for public open space acquisition and improvement.

ELEMENTS OF THE POLICY

1 PRINCIPLES

The principles that guide the implementation of this Policy include:

- . irrespective of zoning, any subdivision of residential land will, or is likely to, increase the demand for provision of public open space due to an increase in population density;
- . the subdivision of residential land will be assessed under this Policy in respect to the demand for an area of public open space and/or a cash-in-lieu contribution;
- . in considering the provision of land or a cash-in-lieu contribution for public open space, any requirement to make such contribution should only occur where the subdivision will result in an increase in residential density (i.e. additional lots);

- . the community's public open space needs may be realised through a number of means and may be based on the recreational use categories adopted in the Central Coast Open Space and Recreation Plan 2012–2022.
- . the provision of public open space needs to be considered in the context of local, district and regional recreational needs;
- . the provision of public open space needs to consider the communities changing awareness, expectation and aspiration with regard to the location and use of public open space areas;
- . where a land contribution is preferred by the Council, developers must ensure that applications reflect the Council's needs and minimum criteria as set out in the Central Coast Open Space and Recreation Plan 2012–2022; and
- . where sufficient or maximum public open space already exists in an area, a cash-in-lieu contribution is likely to be required to provide for the provision or improvement of public open space of local, district or regional value.

2 APPLICATION OF THE POLICY

1 General

For the subdivision of land in Central Coast:

- (a) The Council may take a public open space contribution for all residential subdivision where additional lots are created.
- (b) The taking of cash-in-lieu is likely to be the Council's preferred option for public open space provision, unless the site's locality is identified in the Central Coast Open Space and Recreation Plan 2012–2022 as being a locality that is inadequately serviced in the provision of public open space.
- (c) Public open space provision will only be taken in land where:
 - (i) the Council identifies that there is a deficiency of public open space in the locality of the land being subdivided;
 - (ii) part of the land is suitable for public open space in terms of useable shape and area, topography, accessibility and safety for the public;
 - (iii) there is a need to provide access to an area of public open space that is effectively 'land-locked';
 - (iv) there is a need to provide linkages with other open spaces and/or contribute to recreational trails; or
 - (v) it is required to preserve significant remnant natural habitat.

- (d) The Council will not require a contribution where a boundary adjustment or a realignment of boundaries is involved, resulting in no additional lots being created.
- (e) For subdivision of less than five (5) lots, the Land Use Planning Group is to undertake an assessment of the existing provision of public open space in the vicinity of the subdivision, in accordance with the Central Coast Open Space and Recreation Plan 2012–2022.
- (f) For all residential subdivisions greater than five (5) lots, the Assets and Facilities Group Leader must be consulted for advice in respect to the public open space assessment.

2 Land Contribution

- (a) Where it is determined that a land contribution is required, the Council will require the developer to provide with no coast to Council; and area of suitable land area equivalent to 5% of the value of the land being subdivided.
- (b) The Council may take less than the permitted 5% if a lesser area of land complies with the Central Coast Open Space and Recreation Plan 2012–2022.
- (c) The Council may require a greater contribution of land than the 5%. In such cases, the additional land will be subject to purchase by the Council. The value of the land to be determined by an independent valuer.
- (d) Following the public open space assessment, the Land Use Planning Group Leader may determine that the layout of the subdivision plan should be altered to either include or omit an area of public open space. If the applicant declines to accept such provision of Open Space, the permit application may be recommended to the Council in its determination on the permit for refusal under Section 85 of the Act.

3 Cash-in-lieu Contribution and Methodology

- (a) If the Land Use Planning Group Leader assessment determines that there is sufficient public open space provided in the locality of the development and land is not required to:
 - (i) provide linkages with other open spaces and/or contribute to recreational trails;
 - (ii) preserve significant remnant local habitat; or
 - (iii) contribute to an identified district or regional open space need,

then a **cash-in-lieu contribution** may be recommended to the Council in its determination – to be made by the developer.

The value of the contribution will be determined in accordance with the methodology stated under 3(b) below, as follows:

- (iv) in the General Residential, Low Density Residential, Village zones – 5% of the unimproved value of all additional lots created; and
 - (v) in the Rural Living and Landscape Conservation zones – 3% of the value of all additional lots created.
- (b) The **methodology** to be employed in determining a Public Open Space contribution will be:
- (i) a cash-in-lieu contribution for subdivision of 5 lots or less be based on the current land valuation as determined by the Valuer General;
 - (ii) a cash-in-lieu contribution for subdivision great than 5 lots to be determined by a register land valuer.
 - (iii) a maximum contribution of \$3,000 per lot be applied to any additional lots.

UTILISATION OF PUBLIC OPEN SPACE CONTRUBUTION FUNDS

- 1 The Council's Director Organisational Services must ensure that monies collected by the Council as public open space contributions are accounted for separately to general Council rate revenue and in a Public Open Space Reserve (the POS Reserve).
- 2 POS Reserve funds are to be expended every three years or less for new or improvement works relating to public open space, as opposed to ongoing maintenance of open space or the funding of non-open-space infrastructure.
- 3 When making a recommendation to the Council concerning the expenditure of POS Reserve funds, the Council's Director Infrastructure Services is to follow these guidelines:
 - (a) expenditure must meet the community's future recreational and open space needs;
 - (b) the distribution of public open space facilities must occur on an equitable basis across the broader community irrespective of where funds are collected;

- (c) any new public open space areas or facilities which are established must:
 - (i) reflect the community's aspirations and expectations;
 - (ii) have the capacity to support a diversity of passive and active recreational activities;
 - (iii) allow for the safety and security for users and adjoining residents; and
 - (iv) be appropriately suited (size, shape, gradient and location) for the intended use.
- 4 The Council's Service and Asset Management Plan identifies the estimated capital renewal expenditure required to provide an agreed level of service to the community over a twenty (20) year period. This Plan must be taken into account when making public open space fund expenditure decisions.

RESPONSIBILITIES

The Land Use Planning Group Leader or Land Use Planning Officers are responsible for undertaking assessments of development applications for the subdivision of land and report to the Council on same as part of any application for a permit. Where a subdivision proposal involves more than five (5) lots, the Assets and Facilities Group Leader is to provide advice on the public open space assessment of an application.

The Director Organisational Services is responsible for administration of the accumulated POS Reserve.

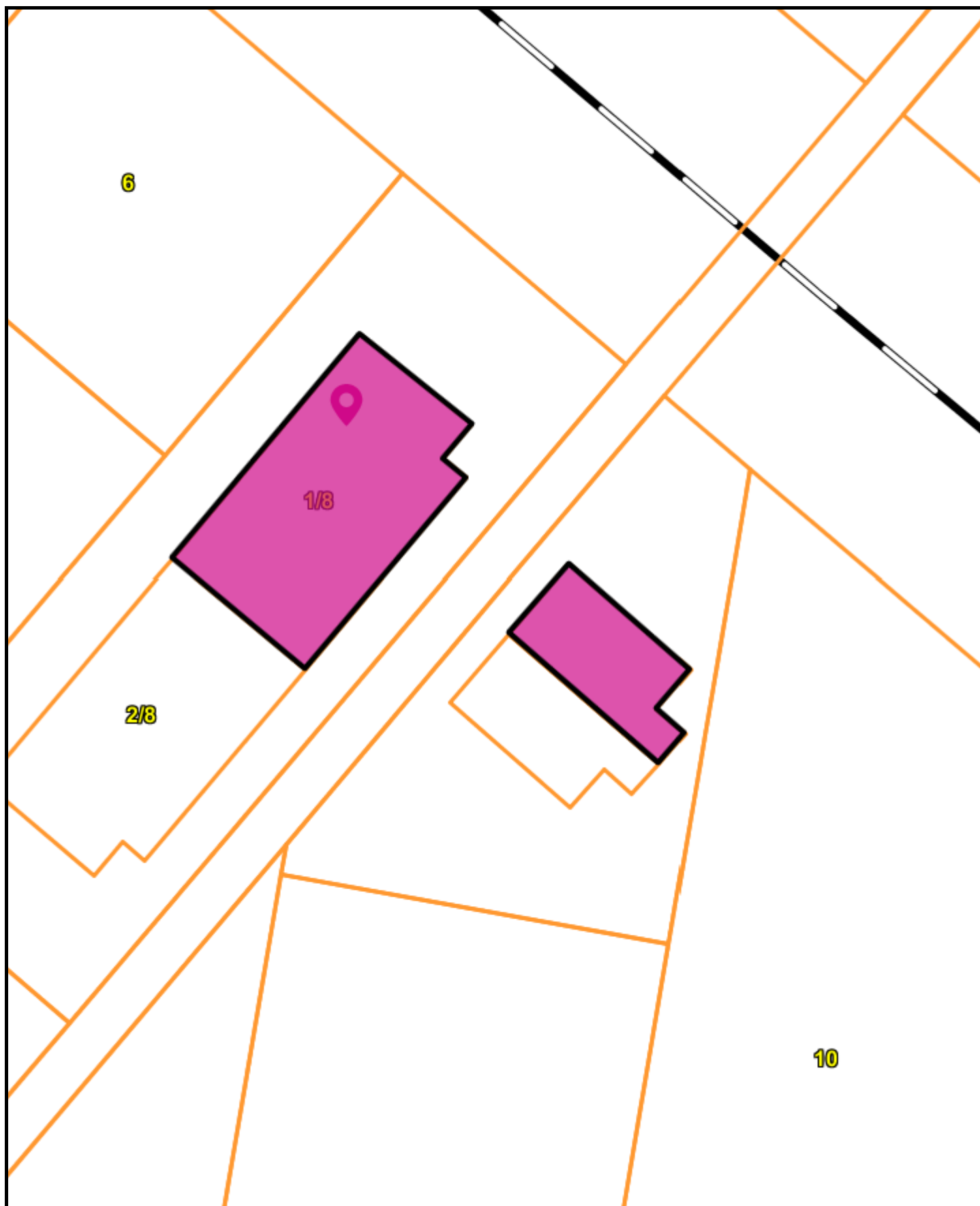
The Director Infrastructure Services is responsible for making recommendations to the Council concerning the use of accumulated POS Reserve.

REVIEW

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

Sandra Ayton
GENERAL MANAGER
29 January 2019

Annexure 1



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**CENTRAL COAST
COUNCIL**

Central Coast Council
19 King Edward St
Ulverstone
TAS 7315
Telephone: 03 6429 8900
Facsimile: 03 6425 1224
admin@centralcoast.tas.gov.au

**Scale = 1 :
211.680**



5-Dec-2018

Important

This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/64). Heights are referenced to the Australia Height Datum (AHD). For most practical purposes GDA94 coordinates, and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84), are the same.

Disclaimer

This map is not a precise survey document

Disclaimer

This map is not a precise survey document

All care is taken in the preparation of this plan; however, Central Coast Council accepts no responsibility for any misprints, errors, omissions or inaccuracies. The information contained within this plan is for pictorial representation only. Do not scale. Accurate measurement should be undertaken by survey.

© The List 2017.
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**1/8 JOHN STREET,
ULVERSTONE
DA2018155**

Annexure 2

CENTRAL COAST COUNCIL

PO Box 220

19 King Edward Street

ULVERSTONE TASMANIA 7315

Ph: (03) 6429 8900

Email: planning@centralcoast.tas.gov.au

www: centralcoast.tas.gov.au



CENTRAL COAST COUNCIL

Land Use Planning and Approvals Act 1993

Central Coast Interim Planning Scheme 2013

PLANNING PERMIT APPLICATION

DEVELOPMENT & REGULATORY SERVICES

Office Use Only

Application No DA2018155

Date Received 22.11.2018

Zone General Res

Fee \$ _____

Received: **22 NOV 2018**

Application No: DA2018155

Doc. Id _____

Permitted ☐

Discretionary ☒

NPR ☐

Use or Development Site:

Site Address

1/8 JOHN STREET

Certificate of
Title Reference

58161

1

Land Area

Heritage Listed Property

YES

☐

NO

☐

Applicant/s

First Name

JAMES

Middle
Name

FREDERICK.

Surname or
Company name

BASSETT

Mobile

Postal Address:

1/8 JOHN ST.

Phone No:

64254829

ULVERSTONE

7315

Email address:

☐ Please tick box to receive correspondence and any relevant information regarding your application via email.

Owner (Note – if more than one owner, all names must be indicated)

First
Name

Middle
Name

Surname

Phone No

Postal Address:

PERMIT APPLICATION INFORMATION

(If insufficient space, please attach separate documents)

"USE" is the purpose or manner for which land is utilised.

Proposed Use

RESIDENTIAL.

Use Class

Office use only

*"Development" is the works required to facilitate the proposed use of the land, including the construction or alteration or demolition of buildings and structures, signs, any change in ground level and the clearing of vegetation.***Proposed Development** (please submit all documentation in PDF format to planning@centralcoast.tas.gov.au separating A4 documents & forms from A3 documents).

NEW CARPORT

ENCLOSE EXISTING CARPORT

Value of the development – (to include all works on site such as outbuildings, sealed driveways and fencing)

\$ 2000-00 Estimate/ Actual

Total floor area of the development 60 m²**Notification of Landowner****If land is NOT in the applicant's ownership**

I, JAMES FREDERICK BASSETT, declare that the owner/each of the owners of the land has been notified of the intention to make this permit application.

Signature of Applicant

J. F. Bassett

Date

22/11/18

If the application involves land owned or administered by the CENTRAL COAST COUNCIL

Central Coast Council consents to the making of this permit application.

General Managers Signature

Date

If the permit application involves land owned or administered by the CROWN

I, _____ the Minister

responsible for the land, consent to the making of this permit application.

Minister (Signature)

Date

Applicants Declaration

I/ we JAMES FREDERICK BASSETT

declare that the information I have given in this permit application to be true and correct to the best of my knowledge.

Signature of Applicant/s

J. F. Bassett

Date

22/11/18

NB: If the site includes land owned or administered by the Central Coast Council or by a State government agency, the consent in writing (a letter) from the Council or the Minister responsible for Crown land must be provided at the time of making the application - and this application form must be signed by the Council or the Minister responsible.

Office Use Only	
Planning Permit Fee	\$
Public Notice Fee	\$
Permit Amendment / Extension Fee	\$
No Permit Required Assessment Fee	\$
TOTAL	\$
Validity Date	

Google Maps 9 John St



Image capture: Feb 2010 © 2018 Google

Ulverstone, Tasmania

Google, Inc.

Street View - Feb 2010





CENTRAL COAST COUNCIL

30 November 2018

I, Sandra Ayton, General Manager of Central Coast Council, under Section 52 of the *Land Use Planning and Approvals Act 1993*, hereby give my written permission for the lodgement of a planning application for Residential (as constructed carport and garage) at 1/8 John Street, Ulverstone.

.....

Sandra Ayton

GENERAL MANAGER

COPY

CERTIFICATE OF TITLE

LAND TITLES ACT 1980



TASMANIA

TORRENS TITLE

VOLUME		FOLIO
58161		1
EDITION	DATE OF ISSUE	
5	26-Oct-2018	
Page 1		of 1

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

Alice Kawa

Recorder of Titles.



DESCRIPTION OF LAND

Town of ULVERSTONE

Lot 1 on Strata Plan 58161 (formerly being STR1822) and a general unit entitlement operating for all purposes of the Strata Scheme being a 1 undivided 1/2 interest

Derived from Strata Plan 58161

Derivation : Part of Lot 9 (Section C.c.) Gtd. to G. Ellis & Anor.

Prior CT 4185/52

SCHEDULE 1

M714354 TRANSFER to JAMES FREDERICK BASSETT and GORGONIA CORREOS BASSETT Registered 26-Oct-2018 at noon.

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
The registered proprietor holds the lot and unit entitlement
subject to any interest noted on common property
Folio of the Register volume 58161 folio 0



Conveyancing and Law of Property Act 1884

STRATUM PLAN

REGISTERED NUMBER

No. 1022

Sheet 1 of 3 Sheets

City or Town ULVERSTONE

58161

Locality

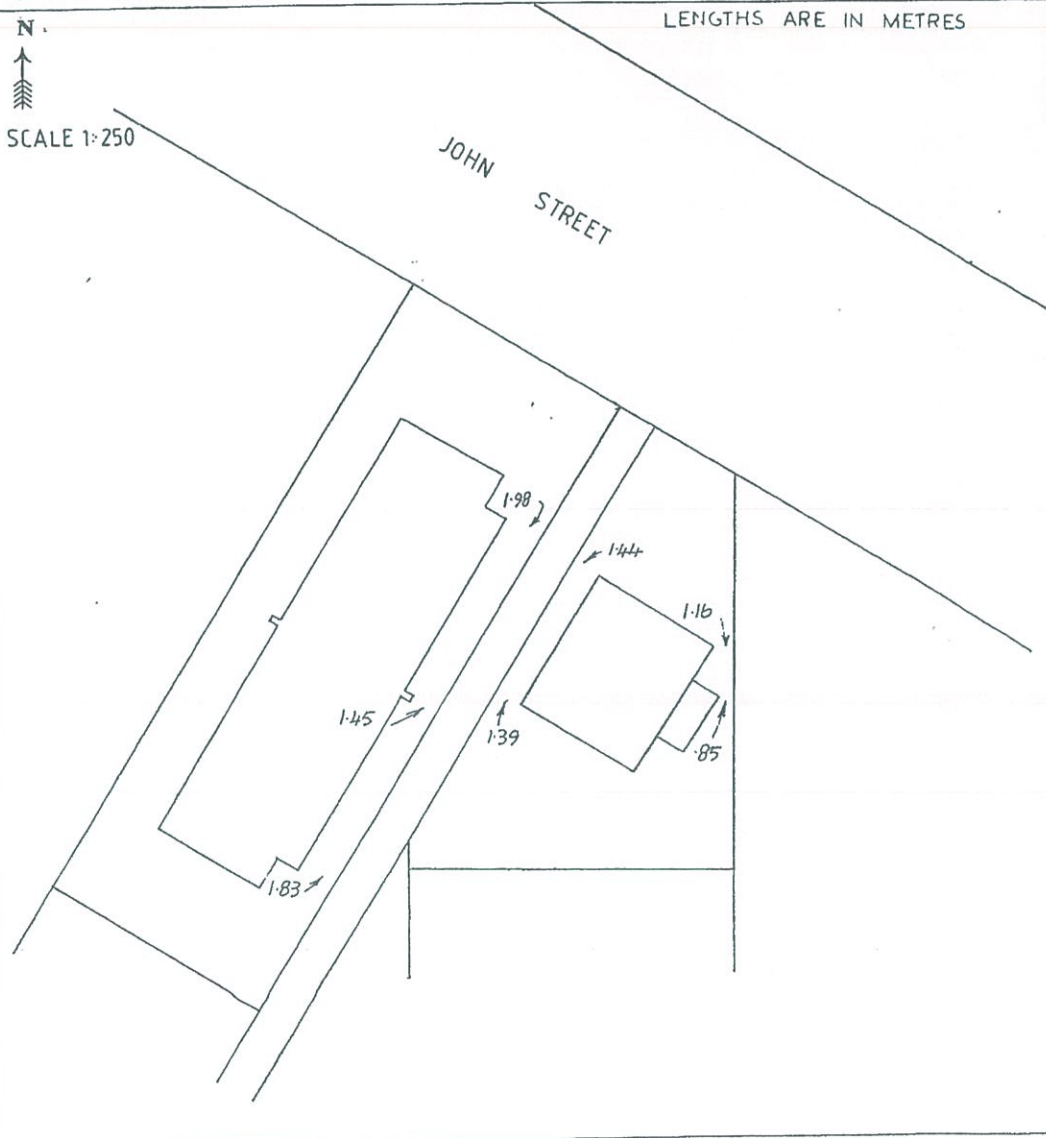
Reference to Title C.T. 2077-95

Site comprises the whole of Lots 3 & 4 and Lot 1 on Plan No. 87/23 NS & 84/14 NS in the Diagram

Lands Titles Office

The name of the building is No. 8 JOHN STREET ULVERSTONE

External
surface
boundaries of
the site and
the location of
the building
in relation
thereto to
be delineated
in this space



REGISTERED this 26th day of Jul 1985, No. 1822

R. R. Thompson
Recorder of Titles

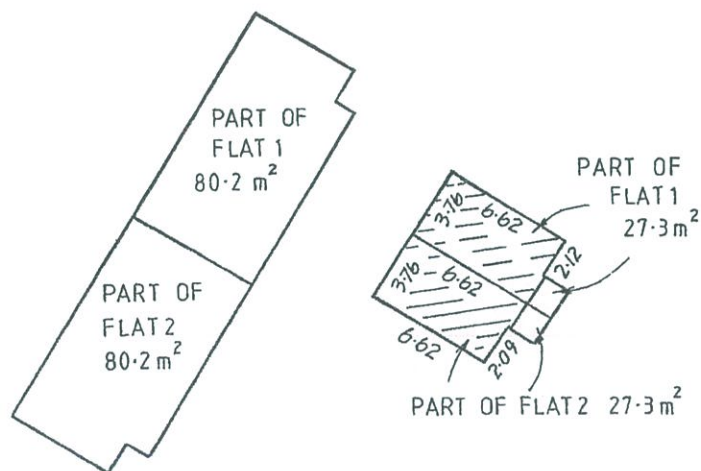
This plan is lodged for registration by ARCHER JACKSON & JONES

Sheet 2 of 3 Sheets

GROUND FLOOR
SCALE 1 : 250



Town Clerk/Council Clerk



All horizontal flat boundaries are shown by heavy unbroken lines.
All horizontal boundaries are the centres of walls and extend vertically from ground level to the centres of ceilings above unless otherwise stated.
The hatched portions of Flats 1 and 2 are car ports.
The boundaries described by measurement are open.

FOR OFFICE USE ONLY

N.S. 87/23

Transfers
J.W. Turner
to
M. M. Emery
for

DIAGRAM FROM ACTUAL SURVEY

P/I

TOWN of ULVERSTONE

No. OF APPLICATION 9007 R.R.
W.H. Kendall 23-24 ct

C.T. 165/10

Scale 50 links to an inch.

REFERENCE TO CORNERS

COR.	BEARING	DISTANCE IN LINKS	FROM

REGISTERED NUMBER

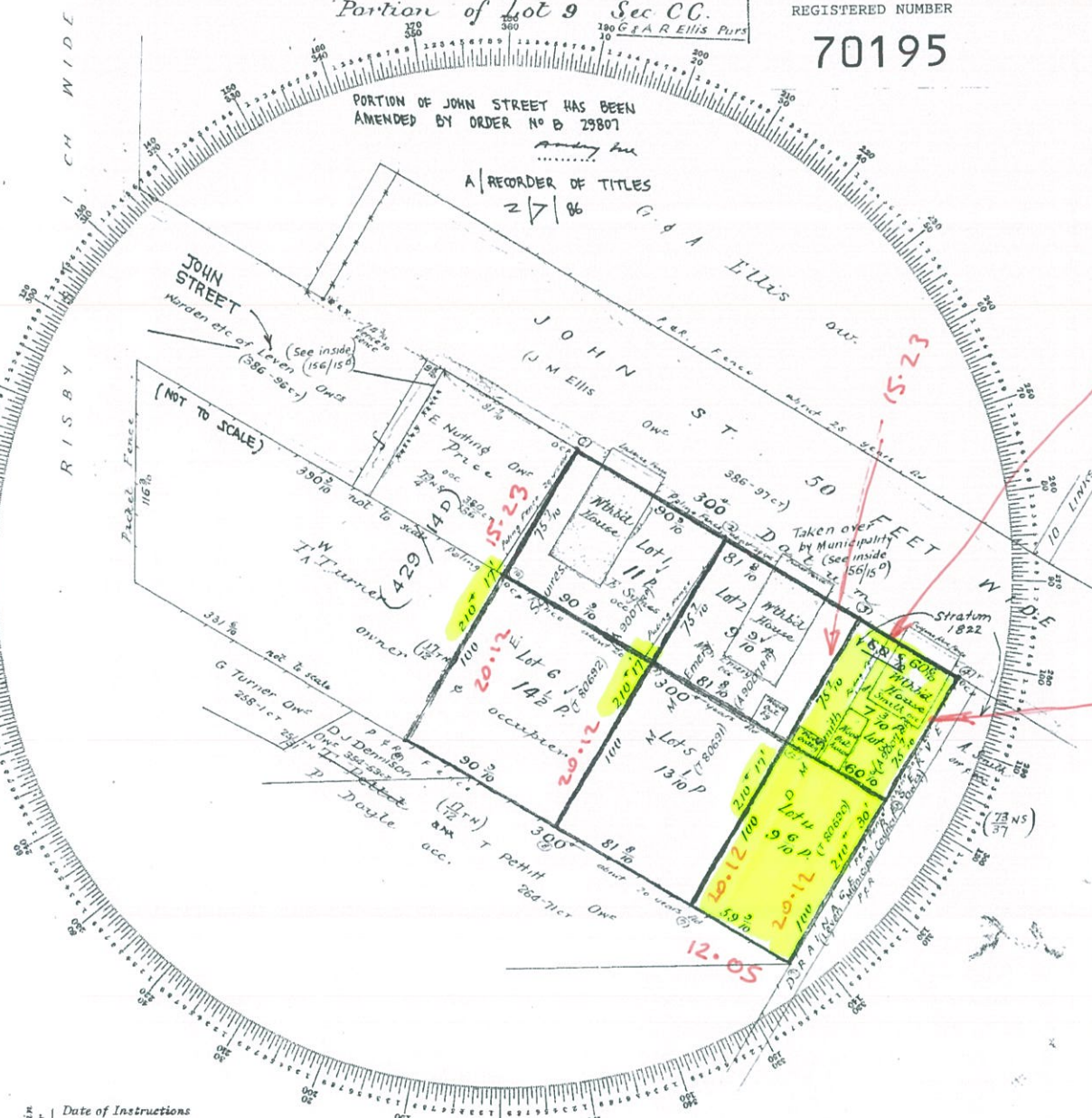
70195

COPY

Portion of Lot 9 Sec CC.

PORTION OF JOHN STREET HAS BEEN AMENDED BY ORDER NO B 29807

A/RECORDED OF TITLES
27/86



To be filed in
by Surveyor
Date of Instructions
Survey commenced } Feb. 1934
Survey finished }
Error of close I in -
Plotted by J.H.
Examined as to boundaries J.H.
Mathematically checked J.H.
Entered on card by J.H.

I Harry Herbert Lennox of Ulverstone
Authorised Surveyor, of Tasmania, do solemnly and sincerely declare that
this plan has been made from surveys executed by me or under my own
personal supervision, inspection, and field check, and that both plan and
survey are correct, and have been made in accordance with the by-laws of
the Surveyor's Board, dated 1st May, 1913.

And I make this solemn declaration by virtue of Section 132 of "The
Evidence Act, 1910."

Declared at
before me,

Dated this 16th day of February 1934,

Justice of the Peace

H.H. Lennox
Authorised Surveyor.

16 L Clarke
372-56

N.S. 84/14

DIAGRAM FROM ACTUAL SURVEY

COPY

TOWN OF ULVERSTONE

No. OF APPLICATION

PARISH OF

Scale $\frac{1}{2}$ Chain to an inch.

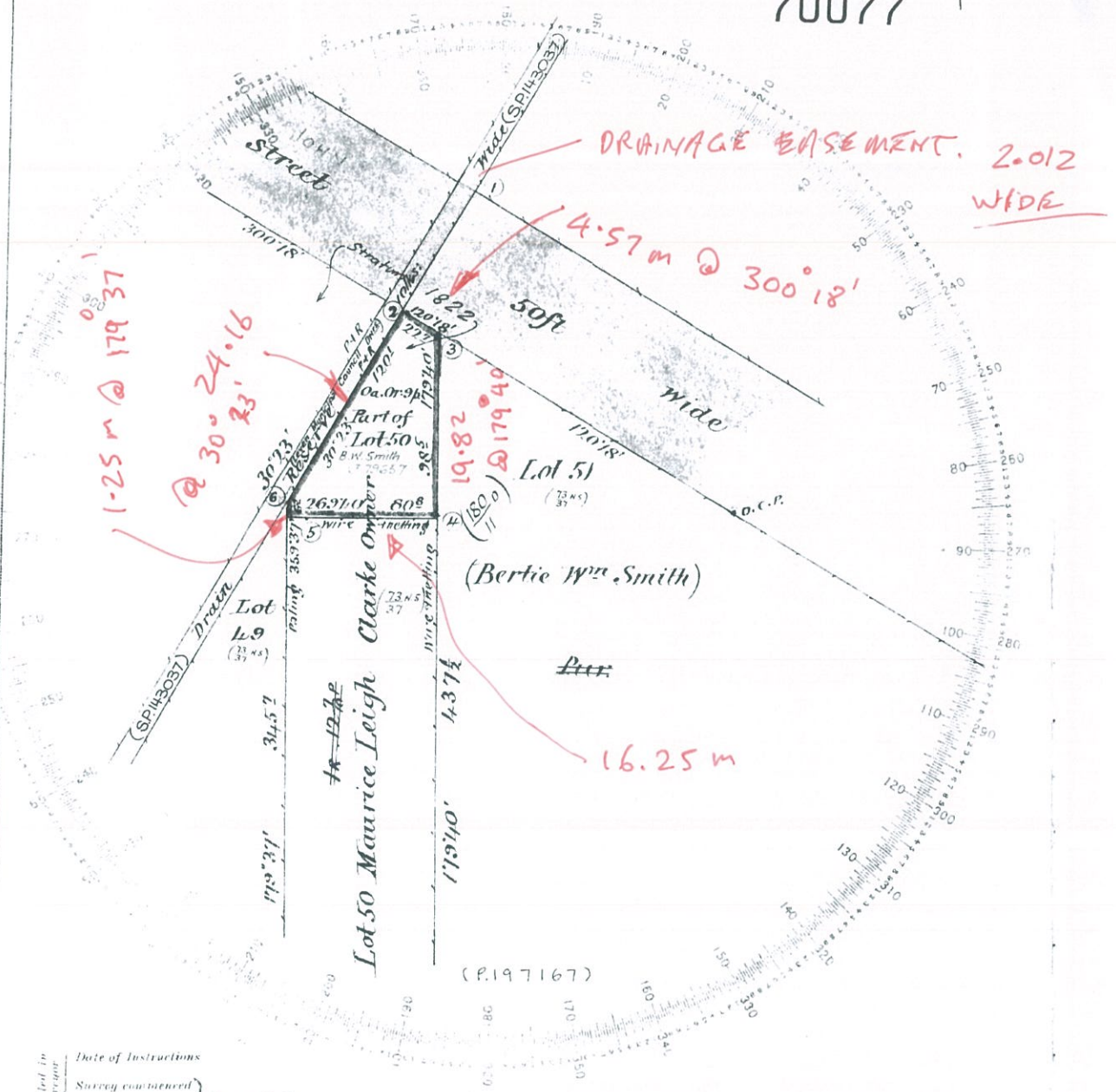
Part of Lot 9 Sec. Cc. G & A R Ellis Purs

REFERENCE TO CORNERS.

CORNER	BEARING	DISTANCE IN LINKS	FROM
--------	---------	-------------------	------

REGISTERED NUMBER

70077



Date of Instructions
Survey commenced } 12.7.33
Survey finished }
Error of close 1 in 3000
Plotted by
Examined as to boundaries
Mathematically checked
Entered on card by

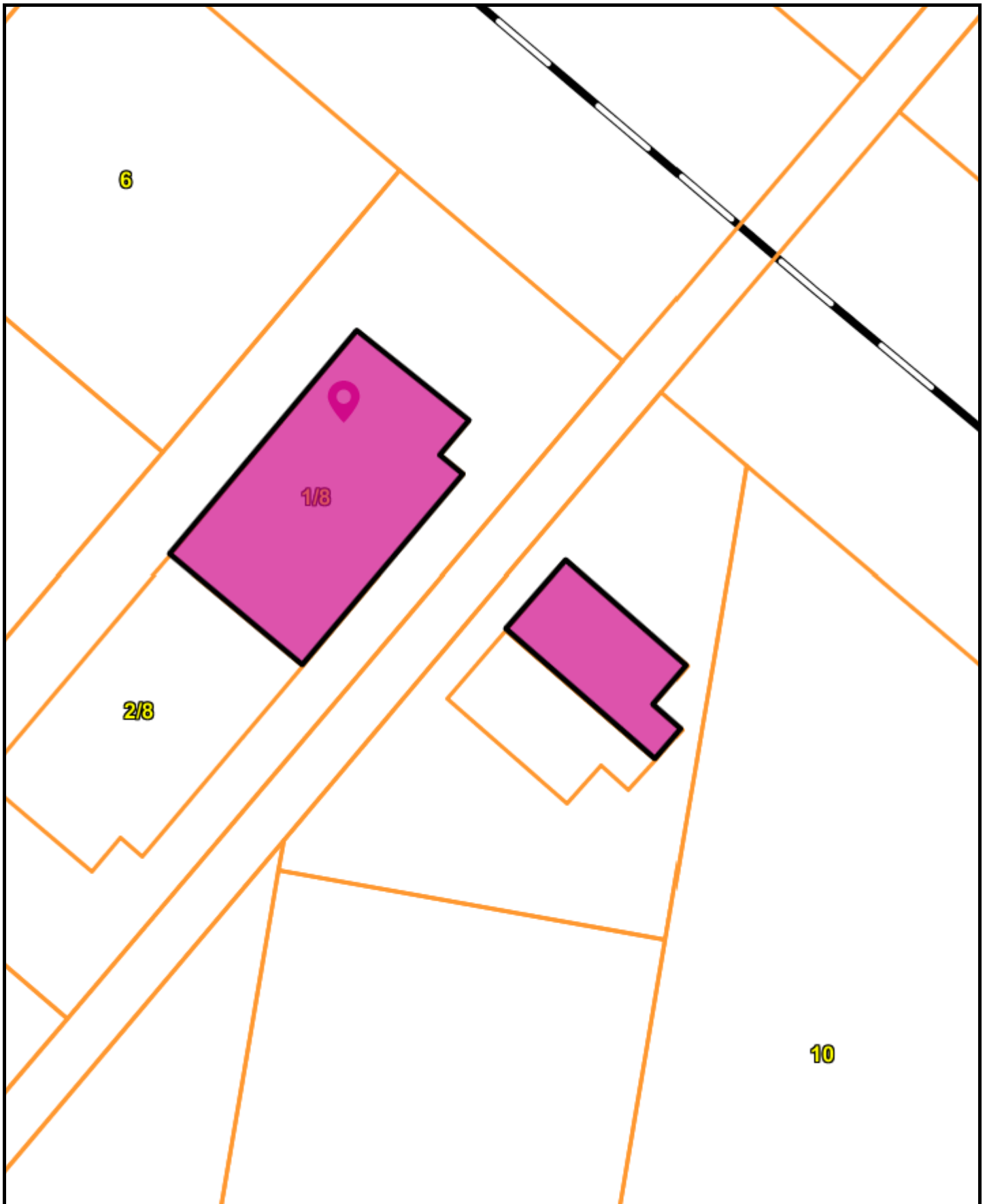
I, Clifford McRae Archer of Elizabethtown, Authorised Surveyor, of Tasmania, do solemnly and sincerely declare that this plan has been made from surveys executed by me or under my own personal supervision, inspection, and field check, and that both plan and survey are correct, and have been made in accordance with the by-laws of the Surveyor's Board, dated 1st May, 1913.

And I make this solemn declaration by virtue of Section 182 of "The Evidence Act, 1910."

Declared at
Before me,
Dated this 15th day of July, 1933,

Clifford McRae Archer
Authorised Surveyor.

Justice of the Peace.



5 m



**CENTRAL COAST
COUNCIL**

Central Coast Council
19 King Edward St
Ulverstone
TAS 7315
Telephone: 03 6429 8900
Facsimile: 03 6425 1224
admin@centralcoast.tas.gov.au

**Scale = 1 :
211.680**



5-Dec-2018

Important

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© Central Coast Council 2017.

**1/8 JOHN STREET,
ULVERSTONE
DA2018155**

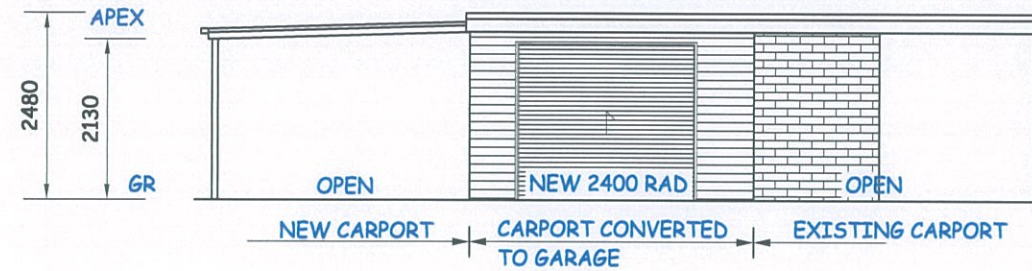
NEW CARPORT
AREA: 15.70 m²

EXISTING CARPORTS / STORES
AREA - 48 m²

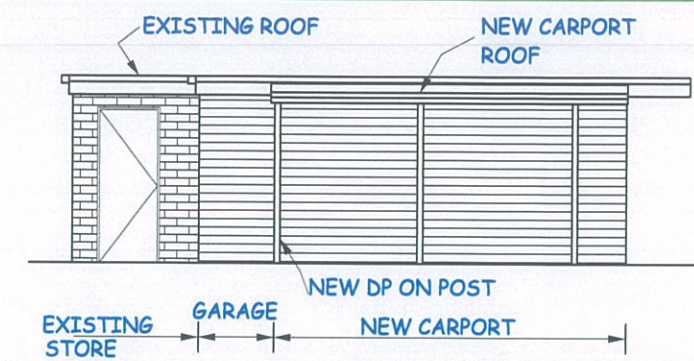
EXISTING UNITS
AREA - 171.33 m²



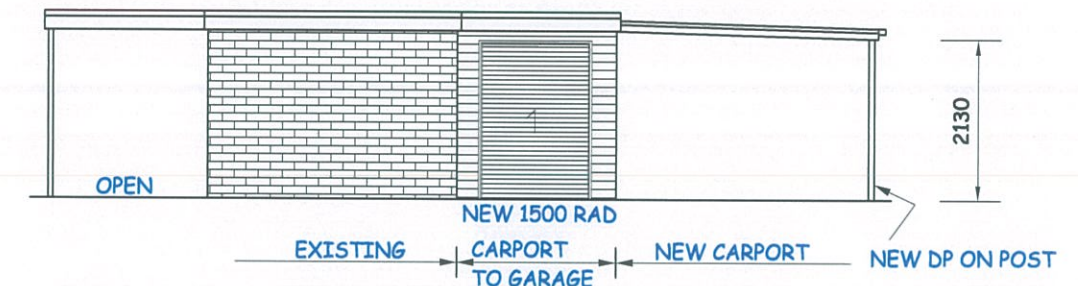
TRUE NORTH



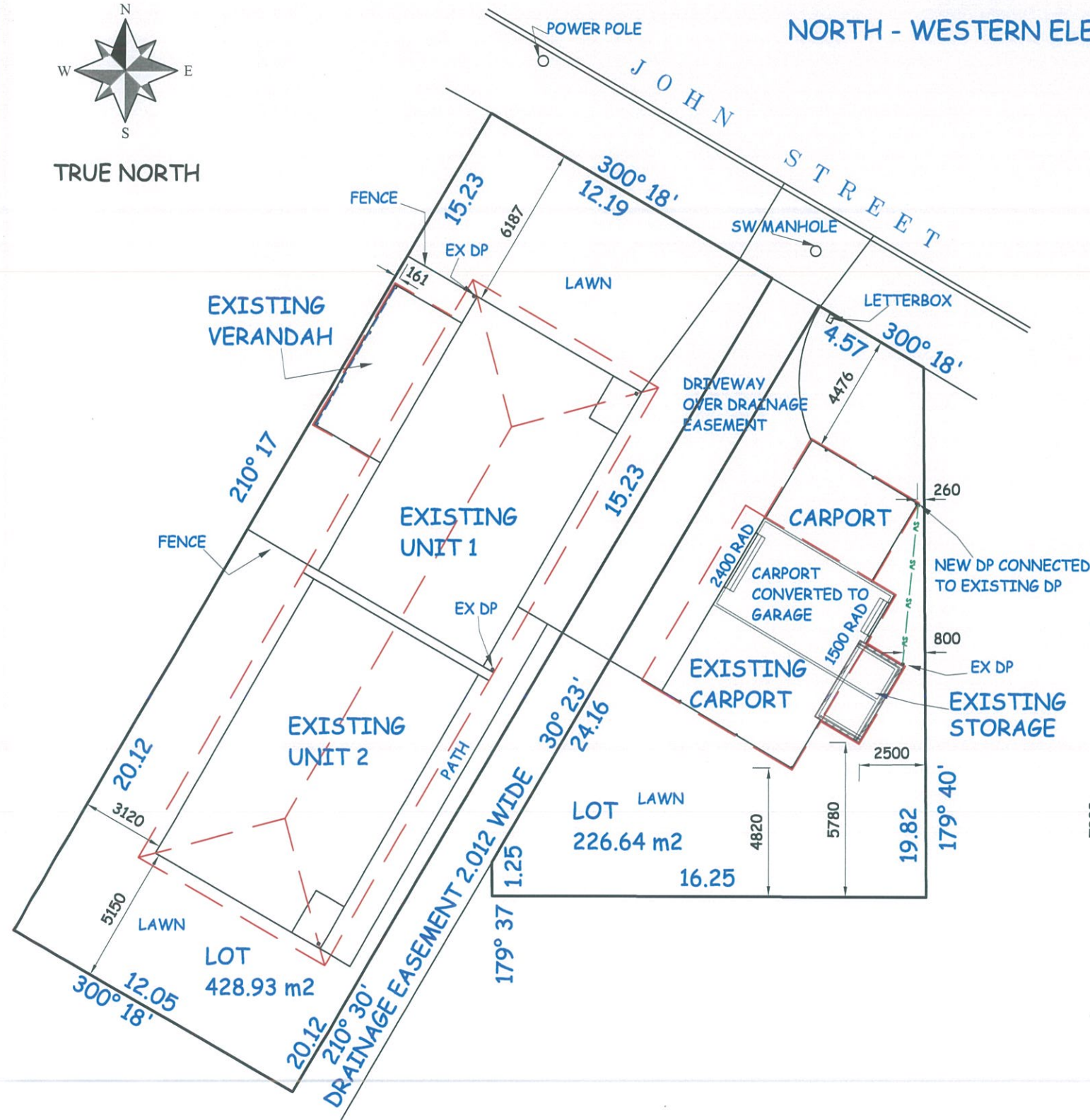
NORTH - WESTERN ELEVATION



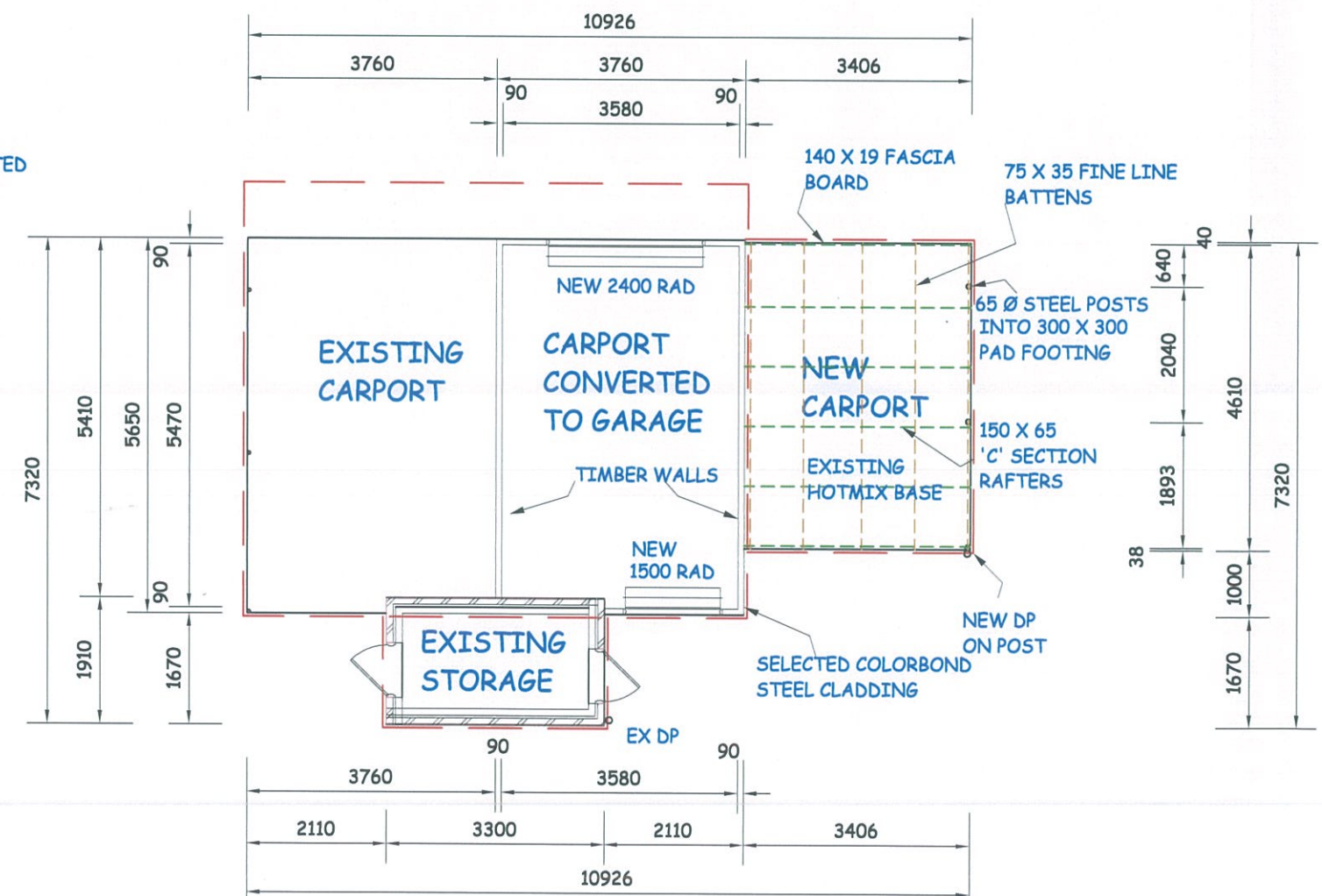
NORTH - EASTERN ELEVATION



SOUTH - EASTERN ELEVATION



SITE LOCATION PLAN 1:200



FLOOR PLAN 1:100

SITE PLAN OF AS CONSTRUCTED CARPORT AT 8 JOHN STREET, ULVERSTONE
JAMES F. & GORGONIA C. BASSETT

DATE:	SCALE:	CHECKED BY	DRAWN BY	DWG No.
20/11/2018	AS SHOWN	J WEEDA	J VAN SCHIE	15118 - 1 OF 1

WEEDA Drafting

& Building Consultants Pty Ltd

51 Leighlands Avenue, Ulverstone TAS 7315.
Phone: (03) 6425 2862
Mobile: Adam 0427 333 129 Jake 0438 252 861
Email: jweeda@bigpond.com

WORKPLACE STANDARDS TASMANIA BUILDING
PRACTITIONER ACCREDITATION NUMBERS
JAKE: CC 670 C Cat B.M.R. B.D & C.M.M.R.
AND ADAM: CC 5317 P Cat B.D.

From: **Jrweeda** jrweeda@bigpond.com
Subject:
Date: 15 November 2018 at 9:28 pm
To: Jake Weeda jrweeda@bigpond.com

JW

Sent from my Sony Xperia™ XZ Premium on the Telstra™ Mobile network





Local Government

WARATAH WYNYARD COUNCIL

AUSTRALIA DAY AWARDS

Council advises that nominations from organisations or individuals will be received until 5:00 pm on Friday 14 December 2018 for the following awards:

- **Citizen of the Year** - Persons over the age of 30 years on Australia Day, 2019.
- **Junior Citizen of the Year** - Persons aged 16 to 30 years on Australia Day, 2019.
- **Community Event of the Year**

Nomination Forms are available from the Council Offices, on Council's website www.warwyn.tas.gov.au or by telephoning 6443 8320. Nominations should be sent to the General Manager, PO Box 168, Wynyard. A Committee appointed by Council will assess the nominations and announcement of the winners will take place as part of Australia Day celebrations on 26 January 2019.

APPLICATIONS FOR PLANNING PERMITS

Notice is given that applications have been made for the following discretionary permits:-

No: DA 113/2018
Location: 1A Lowe Street Wynyard
Applicant: Wynyard BMX Club
Zoning: Recreation
Use Class: Sports & Recreation
Proposal: BMX track redeveloped, shed & outbuilding

Discretionary Matter: Location and configuration of development 18.4.2 (P3) & Development in proximity to a water body, watercourse or wetland E10.6.1 (P1)

No: DA 121/2018
Location: 312 Table Cape Road Table Cape
Applicant: Burnie Broadcasting Service Pty Ltd
Zoning: Rural Resource
Use Class: Utilities
Proposal: Transmission Radio tower replacement

Discretionary Matter: Requirement for discretionary non-residential use to locate on rural resource land 26.3.1 (P1), Suitability of a site or lot on a plan of subdivision for use or development 26.4.1 (P2, P3, P4), Location and configuration of development 26.4.2 (P2, P3) Protection of operational airspace E2.6.2 (P1)

No: DA 125/2018
Location: 56 Deep Creek Road Wynyard
Applicant: P Allen (PLA Designs Pty Ltd)
Zoning: Rural Living
Use Class: Residential
Proposal: Pergola

Discretionary Matter: Location and configuration of development 13.4.3 (P3)

No: DA 127/2018
Location: 37 Walker Street Wynyard
Applicant: I Ray (Abel Drafting Services)
Zoning: General Residential
Use Class: Residential
Proposal: Outbuilding

Discretionary Matter: Setbacks and building envelope for all dwellings 10.4.2 (P3)

No: SD 2064
Location: 1013 Murchison Highway Elliott
Applicant: D Robert & M Franks
Zoning: Rural Resource
Use Class: Residential
Proposal: Subdivision (boundary reconfiguration 2 into 2 lots)
Discretionary Matter: Residential use 26.3.3 (P1), Location of development for sensitive uses 26.4.3 (P1), Subdivision 26.4.4 (P1), Development in proximity to a water body, watercourse or wetlands E10.6.1 (P1)

The applications and associated plans and documents will be available for inspection during normal office hours for the exhibition period at the Council Office, Saunders Street, Wynyard or viewed on Council website www.warwyn.tas.gov.au. Any person who wishes to make representations in accordance with the *Land Use Planning and Approvals Act 1993*, must do so during the exhibition period. Representations in writing will be received by the General Manager, P.O. Box 168, Wynyard, 7325, email council@warwyn.tas.gov.au by Wednesday 2nd January 2019.

Dated at Wynyard this 8th day of December 2018.
Shane Crawford, General Manager
PO Box 168, WYNYARD 7325
Email: council@warwyn.tas.gov.au

www.warwyn.tas.gov.au

Local Government

LATROBE COUNCIL

APPLICATION FOR PLANNING PERMIT

The following applications have been received under Section 57 of the *Land Use Planning & Approvals Act 1993*:

Application No.: DA 188/2018

Site: 35 Skelbrook Lane, Sassafra
Proposal: Proposed dwelling extension with reliance on Performance Criteria under the Rural Resource zone provisions (reduction in setback & cladding materials)

Application No.: DA 189/2018
Site: 286 Coal Hill Road, Latrobe
Proposal: Proposed dwelling extension with reliance on Performance Criteria under the Rural Resource zone provisions (location of sensitive use)

Application No.: DA 190/2018
Site: 8 Scully Street, Latrobe
Proposal: Proposed dwelling and shed with reliance on Performance Criteria under the General Residential zone provisions (reduction in setback & increase in floor area)

The applications and associated materials will be available for inspection at the Council office during normal office hours or at www.latrobe.tas.gov.au for a period of 14 days from the date of publication of this notice. During this time any person may make representation in relation to the proposals by letter addressed to the General Manager or email addressed to council@latrobe.tas.gov.au by 21st December 2018.

Dated at Latrobe this 8th day of December 2018.
Gerald Monson
GENERAL MANAGER



CENTRAL COAST COUNCIL

19 King Edward Street
Ulverstone Tasmania 7315

Tel: 03 6425 8900
Fax: 03 6425 1224
www.centralcoast.tas.gov.au

APPLICATIONS FOR PLANNING PERMITS

5.57 Land Use Planning and Approvals Act 1993.

The following applications have been received:

Location: 33 Overall Street, Sulphur Creek
Proposal: Residential (dwelling) - variation to front boundary setback and building envelope standards

Application No.: DA2018147
Location: 1/8 John Street, Ulverstone
Proposal: Residential (as constructed carport and garage) - variation to front setback standard

Application No.: DA2018155
Location: 18 Water Street, Ulverstone
Proposal: Residential (dwelling extension) - variation to side boundary setback standard and proximity to a utility

Application No.: DA2018160
Location: 3 Tamworth Street, Sulphur Creek
Proposal: Residential (dwelling) - proximity to Bass Highway and location of habitable rooms

Application No.: DA2018161

The applications may be inspected at the Administration Centre, 19 King Edward Street, Ulverstone during office hours (Monday to Friday 8.00am to 4.30pm) and on the Council's website. Any person may make representation in relation to the applications (in accordance with s.57(5) of the Act) by writing to the General Manager, Central Coast Council, PO Box 220, Ulverstone 7315 or by email to admin@centralcoast.tas.gov.au and quoting the Application No. Any representations received by the Council are classed as public documents and will be made available to the public where applicable under the *Local Government (Meeting Procedures) Regulations 2015*. Representations must be made on or before 2 January 2019.

Date of notification: 8 December 2018.

SANDRA AYTON
General Manager

KENTISH COUNCIL

SHEFFIELD CHRISTMAS PARADE
TEMPORARY CLOSURE OF
MAIN STREET, SHEFFIELD

To allow community celebrations for the Sheffield Christmas Parade, I have approved the following temporary street closure:

Main Street, Sheffield between Henry Street and Hope Lane, affecting side streets will be closed to traffic from 5.45pm to 7.15pm on Friday 14th December, 2018. Refer to Council's website for more detail.

The Council regrets any inconvenience to the general public.

Dated at Sheffield this 8th day of December, 2018.

Gerald Monson
GENERAL MANAGER



Local Government

BURNIE CITY COUNCIL

NOTICE OF APPLICATION FOR LAND USE PERMIT
(Section 57(3) Land Use Planning and Approvals Act 1993)

Applications for use and development of land have been received:-

Application No: DA 2018/127
Site: 303 Bass Highway OCEAN VISTA CT 133506/2
Proposal: Outbuilding

Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 10.4.2 (P1), (P2) & (P3) and Clause 10.4.9 (P2).

Application No: DA 2018/137
Site: 9 Arlington Place HEYBRIDGE CT 160925/68
Proposal: Dwelling and associated Outbuildings

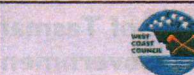
Discretionary Matter: Reliant on performance criteria for grant of permit - Clause 14.4.1 (P1) and Clause 14.4.3 (P2) & (P4)

The applications may be viewed at the Burnie City Council Offices, 80 Wilson Street, Burnie between 8.30am - 5.00pm Monday to Friday inclusive or on Council's website at www.burnie.net

Any person may make representation relating to an application in writing addressed to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or burnie@burnie.net by no later than 5.00pm on 2 January 2019.

Dated: 8 December 2018
Andrew Wardlaw
GENERAL MANAGER

www.burnie.net



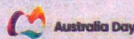
Do you know an individual or organisation who has made an outstanding contribution to the West Coast community?

Nominations are now open for the 2019 Australia Day West Coast Spirit Awards.

Nomination forms are available at www.westcoast.tas.gov.au, from the Council Office, by telephoning 6471 4700 or email ceo@westcoast.tas.gov.au.

Nominations on official forms must be received by Monday 7th January 2019

Eleanor Strang
Acting General Manager
West Coast Council
11 Sticht Street (PO Box 63)
Queenstown TAS 7467



Burnie

ALL YOU CAN EAT!
At Beijing Restaurant,
Somerset

Start November 30th
Fri & Sat nights 3 weeks ONLY!
Bookings phone: 6435 1879
Bookings for Christmas Day Lunch are now open

Central Coast

The Penguin Undercover Market

Every Sunday 9.00 to 3.00

Food court open all day - Live music
Rain, Hail or Snow We've Got You Covered
Fresh Vegetables Now Available
Plenty of \$20 stalls available.
Enquiries call John 0400 903 031

SAVE TIME, SUBMIT ONLINE
Place your classified ad anytime 24/7

advertisers.com.au



Devonport

CHRISTMAS GIFT SHOPPING

Specialist Tasmanian artisan timberwares, candles, ceramics, glass, luxury lavender, handmade jewellery and beautiful boxes, bath salts, soaps, hand creams, lotions, wide range of creative homewares.

Open 7 days
Sundays from Midday

Tasmania - The Gift Shop

6 Stewart Street, Devonport

Latrobe

LATROBE VILLAGE MARKET

Gilbert Street, opp Latrobe Council Chambers

Open every Sunday from 7am

Fruit and vegies, plants, books, bric-a-brac records/CDs, home cooking, BBQ, new toys and giftware, Great Christmas gifts
New stallholders welcome.
Phone 0429 779 990.

Public Notices

Public Notices

A A A A A

TSIC ELECTION

Of 5 Directors to the Board. Nominations now open - see the December issue of Tasmanian Seafood Industry News. For further information contact TSIC 6224 2332 or the Tasmanian Electoral Commission - Call 1800 801 701

Ideal Gift!

Have your old family videos and Super 8 movie films converted to DVD. Ph. 6424 5702.

MERSEY VALLEY CYCLING CLUB will conduct a cycling race in Devonport on Sat. December 15, 2018. Road closures will be in place from 9am until 4.30pm. The following streets will be closed James St between Gunn and North Fenton St.

Gunn St between James and George St
George St between Gunn and North Fenton St.

North Fenton St between George and James St
Wayne Boudary, 0496 048 890.

Public Notices

BURNIE CITY COUNCIL

TEMPORARY ROAD CLOSURE

Under the provisions of the Local Government (Highways) Act 1982 the following roads within Burnie will be closed for the **Burnie Christmas Parade on Friday, 14 December 2018**:

Marine Terrace, Wilson Street, Mount Street, Spring Street, Gattley Street, Wilmet Street and North Terrace. The Christmas Parade starts at 7pm. Closures commence from 5pm and conclude at 9pm. Exit from the multi storey car park will be delayed between 7pm and 8.30pm.

Dated: 8 December 2018
Andrew Wardlaw
GENERAL MANAGER

www.burnie.net

2018 University of
Tasmania Council
elections results

Following recent elections, these staff have been elected to take office as academic and professional staff members of the University of Tasmania Council:

Academic Staff member

Professor Jamie Kirkpatrick

Professional Staff member

Mr Corey Peterson

The period of appointment is from 1 January 2019 to 31 December 2020.

Alastair McDougall

Executive Director University Governance
Returning Officer

Annexure 3

Attn: General Manager
Application DA2018155
Central Coast Council
PO Box 220
19 King Edward Street
Ulverstone Tasmania 7315

Dear Sir / Madam.

I am writing to express my concerns re the above-mentioned application.

I am the owner of 2/8 John Street.

After a routine inspection of our unit last year, I was advised by our agent that the new owner of Unit 1 had commenced an extension and enclosure of the carport area. Since then, I have been in contact with John Delaney re this matter.

It appears that the extension and building works have been done without planning approval and now, an application of development has been lodged with the Council.

After viewing the work first hand last week, I am raising concerns re this matter.

- The units are a group of 2. One owner must consult the other before commencing any exterior work.
- As advised by the Central Coast Council, the work has taken place on 'common ground'.
- The extension of the carport breaks the current ruling of a 5.5 metre setback from the front boundary.
- The enclosure and extension have taken away from the consistent and uniform appearance of the units.
- Specific construction concerns are as follows:
 - Second hand materials have been used. This is not in line with the current quality and appearance of the complex.
 - Foam filler has been used at the base of the colourbond rather than the sheets be cut to follow the contour of the ground.
 - Gaps between the colourbond and roofing.
 - Overlapping and 'not to length' flashings.
 - The poles on the extension are not straight.
 - The roofing is colourbond but rusty and corroded.
 - The front fascia board moves.
 - The timbers used under the colourbond roof are thin and flimsy.
 - The guttering is not attached properly.

Please see the photos attached for more detail.

My expectation would be that the current work be removed.

If an enclosure is still requested by the owner of unit 1, that it be planned and built professionally. If an enclosure is still requested by the owner of unit 1, I request that BOTH carports are enclosed to maintain the uniform and consistent appearance of the property.

We understand that the owner of Unit 1 had commenced the work with good intention in order to safeguard his equipment and to provide cover for his vehicle.

It is with reluctance that we object at this stage but look forward to achieving a suitable outcome for all.

Kind regards,
Simon Varga.

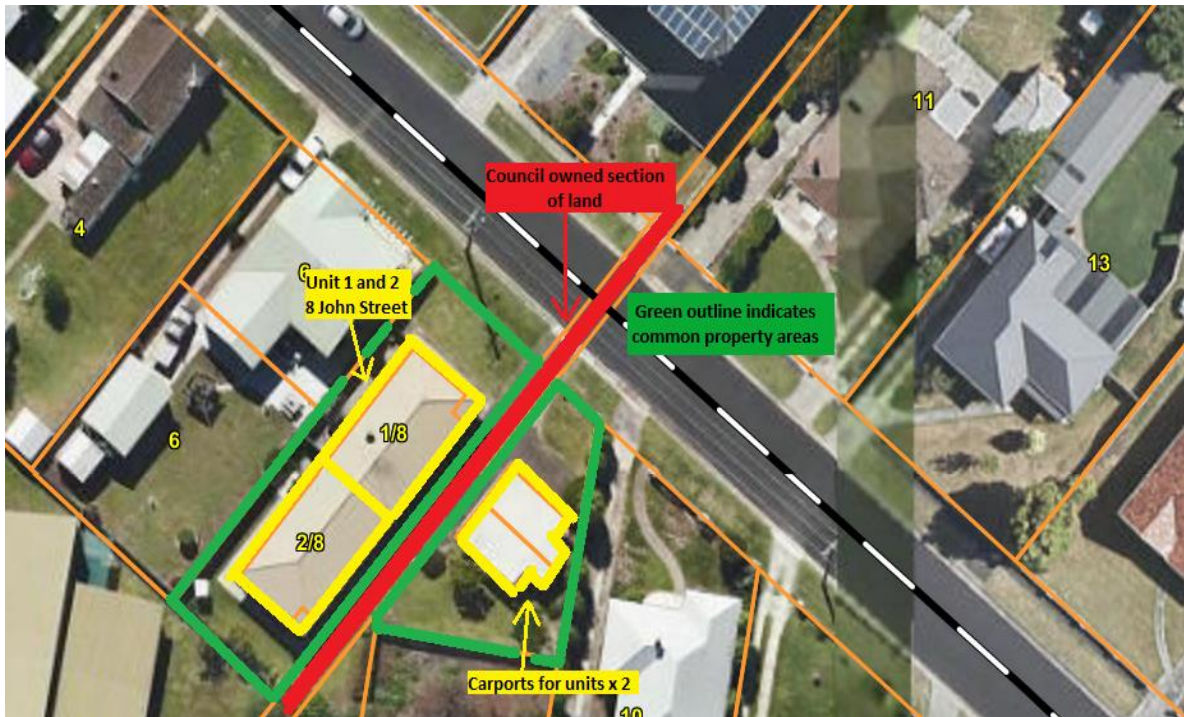








Annexure 4



Aerial photo showing the subject site – 1 / 8 John Street, Ulverstone.



Photo taken looking south-east standing next to Unit 1 on the subject site. The 'as constructed' carport is positioned slightly closer to John Street than the unit.



Photo taken looking west standing next to the 'as constructed' carport. Location of adjoining property's dwelling is positioned closer to John Street (frontage).



Photo taken looking at the 'as constructed' carport and garage. Materials used for the 'as constructed' carport and garage have been similarly matched to existing.



Photo taken looking at the subject site from John Street.

SCHEDULE OF INFRASTRUCTURE SERVICES DETERMINATIONS

Period: 1 December 2018 to 30 December 2018

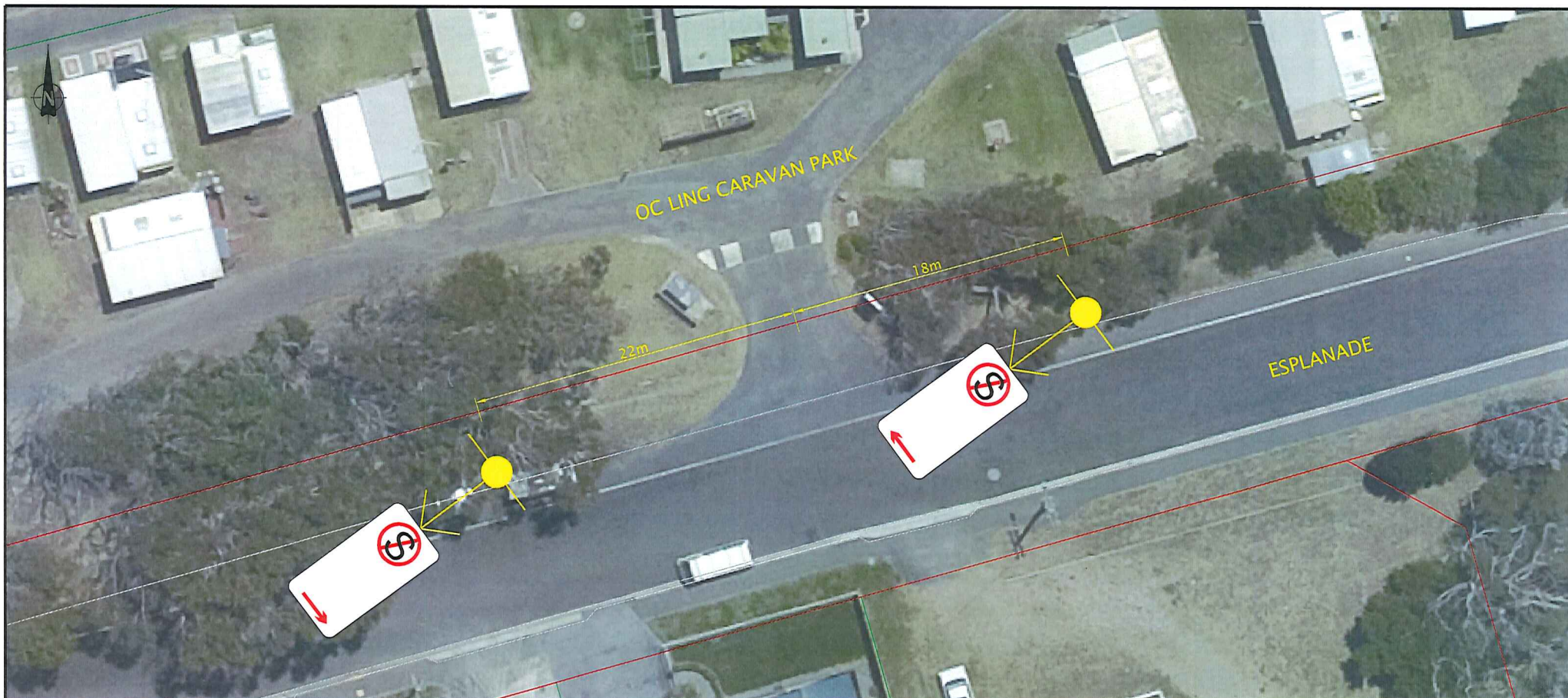
Approval of Roadworks and Services

Developer: Jana Pty Ltd
Location: 160 Trevor Street, Ulverstone
Development: 8 Residential Lots
Engineer: Mark Walters
(6ty Pty Ltd)



John Kersnovski

DIRECTOR INFRASTRUCTURE SERVICES



Note

Services shown are diagrammatic only. The exact location of all services shall be determined by an authorised officer prior to commencement of works.

Traffic Management to be carried out in accordance with Safe Work Method Statement No 13-1, Traffic Control at Work

The following Tasmanian Standard Drawings apply to these works



TSD-R23 Signs

TSD-R24 Line Marking Parking Control and Signage

PLAN

Not to Scale

Register of Signs




SIGN NAME		SIGN CODE	QUANTITY
No Stopping (Right arrow)		R5 - 35 (R)	1
No Stopping (Left arrow)		R5 - 35 (L)	1

Revision Table			
C1	Issued for Construction	10/01/2019	
Number	Description	Date	



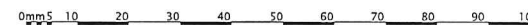
INFRASTRUCTURE SERVICES



Role	Name	Checked
Designer	S Jinadasa	
Drafter	S Jinadasa	
Approved	 John Kersnovski Director Infrastructure Services	

Project Name	TRAFFIC MANAGEMENT
Project Address / Description	Esplanade, Turners Beach Parking Restrictions

Sheet Name	Plan
Project No.	ENG 895
Sheet No.	146
Sheet Size	A3
Drawing Issue	CONSTRUCTION



PLAN OF SUBDIVISION



PDA Surveyors

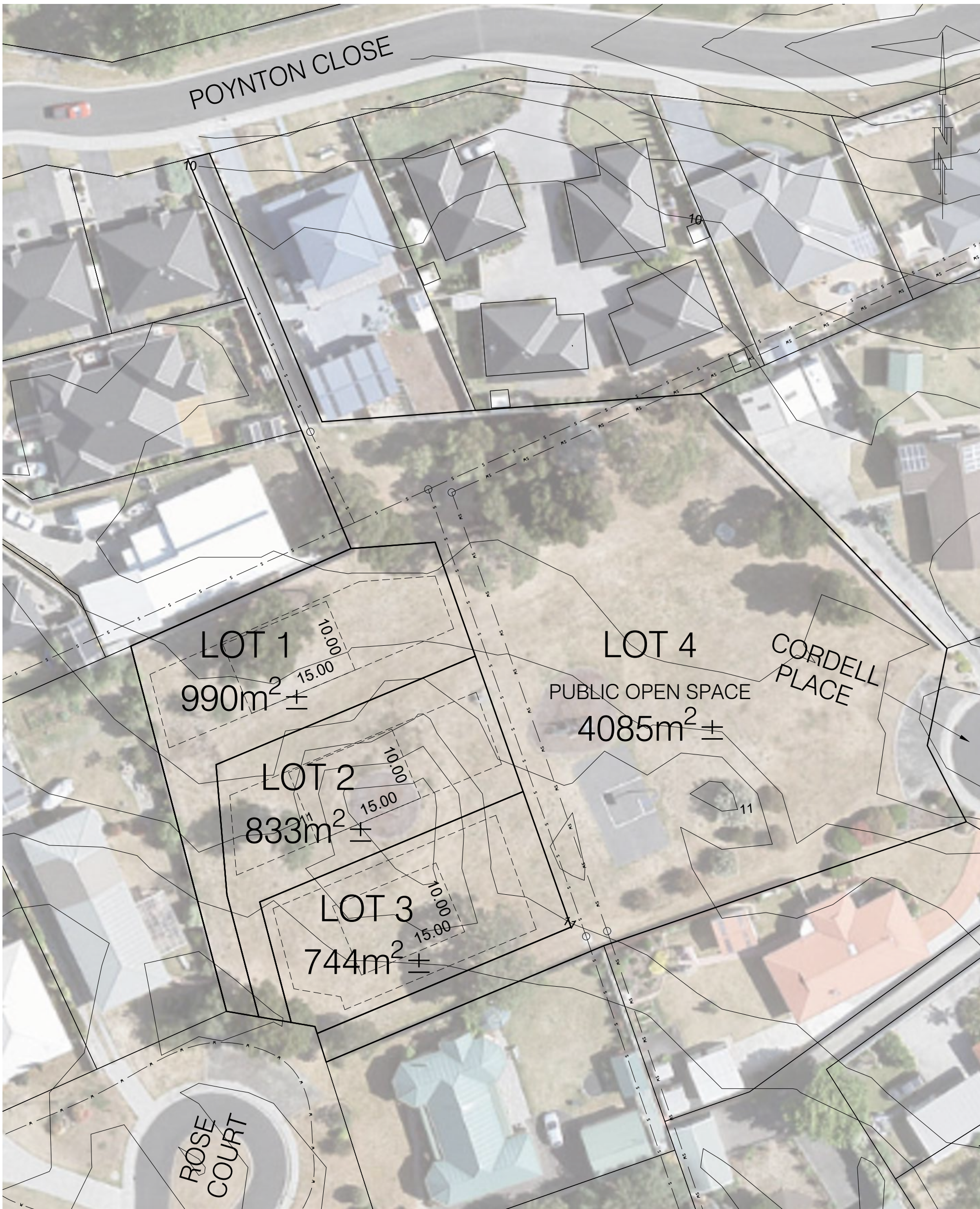
Surveying, Engineering & Planning

127 Bathurst Street Hobart,
Tasmania, 7000
www.pda.com.au Also at: Kingston,
Launceston & Burnie

ABN 71 217 806 325

PHONE: +61 03 6234 3217
FAX: +61 03 6234 5085
EMAIL: pda.hbt@pda.com.au

Owners	Central Coast Council		Address	Lot 101, Cordell Place, Turners Beach 7315		This plan has been prepared only for the purpose of obtaining preliminary subdivision approval from the Council and the information shown hereon should be used for no other purpose. All measurements and areas are subject to final survey.		
			Council	Central Coast Council				
			Planning Scheme	Central Coast Interim Planning Scheme 2013				
Title References	FR 143040/101	Zone & Overlay	10.0 General Residential					
Schedule Of Easements	As shown.							
Scale	1:500	Date	3/07/2018	PDA Reference	41634-1B	Map reference	PID	Point of Interest GDA94 MGA55



SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 1 to 31 December 2018

Contracts

- . Contract No. 5/2018-2019
Hardings Hotmix Pty Ltd
Supply of sprayed bituminous sealing for urban and rural roads for the
2018-2019 financial year
Net Price \$548,567.00 (incl. GST)
- . Contract No. 6/2018-2019
S & K Design Building
Undertake removal of asbestos at former Penguin Recreation Ground,
Ironcliffe Road, Penguin
Net Price \$29,425.00 (incl. GST)

Agreements

- . Licence Agreement
Live @ the Wharf Committee and Central Coast Council
Use of the Gnomon Room and Foyer Space at the Ulverstone Wharf Precinct for
the purpose of live music and art between 4.00pm and 8.00pm each Friday
Period of Agreement - Five years from 1 November 2018
- . Grant Agreement
Department of Communities Tasmania and Central Coast Council
Know Your Odds Skate, Scooter and BMX Competition
Grant amount - \$2,050.00 (excl. GST)



Sandra Ayton
GENERAL MANAGER

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

Period: 18 December 2018 to 29 January 2019

- . Letter complimenting the roundabout at Gollan Street and James Street, Ulverstone and querying the change to junction of Main Street and Crescent Street, Penguin.
- . Letter providing suggestions in relation to the alterations to the new pontoon in West Ulverstone.
- . Letter of request for Council representatives to attend the Penguin Action Group's next meeting to discuss various items of concern in Penguin.
- . Email providing the Council a sustainability snapshot and an overview of achievements in 2017-2018.
- . Letter from the Penguin Football Club outlining areas of concern for the Club since moving to Dial Park.



Bill Hutcheson
DIRECTOR ORGANISATIONAL SERVICES

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

Period: 18 December 2018 to 29 January 2019

Documents for affixing of the common seal

· Nil

Final plans of subdivision sealed under delegation

- Final Plan of Survey
109 & 115 Penguin Road, West Ulverstone (to be Hill View Way & Barleen Place)
– subdivision– Stage 1 comprising 10 lots of a 46 lot subdivision
Application No. DA214130



Sandra Ayton
GENERAL MANAGER

**A SUMMARY OF RATES & FIRE SERVICE LEVIES
FOR THE PERIOD ENDED 31 DECEMBER 2018**

	2017/2018		2018/2019	
	\$	%	\$	%
Rates paid in Advance	- 989,341.98	-6.65	- 1,087,032.00	-7.08
Rates Receivable	262,841.73	1.77	226,686.72	1.48
Rates Demanded	15,552,596.16	104.53	16,167,949.24	105.25
Supplementary Rates	51,939.96	0.35	54,348.56	0.35
	14,878,035.87	100.00	15,361,952.52	100.00
Collected	12,519,306.66	84.15	13,017,258.64	84.74
Add Pensioners – Government	854,052.04	5.74	875,880.50	5.70
Pensioners – Council	33,110.00	0.22	34,300.00	0.22
	13,406,468.70	90.11	13,927,439.14	90.66
Remitted	-			
Discount Allowed	599,530.81	4.03	635,577.76	4.14
Paid in advance	- 547,744.80	-3.68	- 591,384.17	-3.85
Outstanding	1,419,781.16	9.54	1,390,319.79	9.05
	14,878,035.87	100.00	15,361,952.52	100.00

Andrea O'Rourke
ASSISTANT ACCOUNTANT

3-Jan-2019

CENTRAL COAST COUNCIL

OPERATING STATEMENT

for year to month end December 2018

	Adopted Budget	Revised Budget	YTD Budget	Year to date	% of Revised Budget
GENERAL MANAGEMENT					
OFFICE OF GENERAL MANAGER					
Property Management	-\$10,500	-\$10,500	-\$5,244	-\$3,648	34.74%
Strategic Projects	\$120,000	\$120,000	\$60,003	\$56,283	46.90%
Elected Members	\$682,373	\$682,373	\$341,183	\$296,358	43.43%
General Managers Office	\$988,313	\$988,313	\$494,141	\$449,352	45.47%
	\$1,780,186	\$1,780,186	\$890,083	\$798,346	44.85%
Total GENERAL MANAGEMENT	\$1,780,186	\$1,780,186	\$890,083	\$798,346	44.85%
INFRASTRUCTURE SERVICES					
ENGINEERING SERVICES					
Engineering	\$0	\$0	-\$6	\$50,071	0.00%
Fleet	\$0	\$0	-\$12	\$29,659	0.00%
	\$0	\$0	-\$18	\$79,731	0.00%
WORKS					
Private Works	-\$20,000	-\$20,000	-\$10,004	-\$5,685	28.42%
Roads - Urban Sealed	\$1,709,831	\$1,709,831	\$854,910	\$729,053	42.64%
Roads - Rural Sealed	\$2,320,910	\$2,320,910	\$1,160,432	\$1,152,430	49.65%
Roads - Rural Unsealed	\$372,000	\$372,000	\$186,006	\$112,676	30.29%
Footpaths	\$696,000	\$696,000	\$347,994	\$363,710	52.26%
Bridges	\$495,000	\$495,000	\$247,495	\$216,573	43.75%
Carparks	\$91,500	\$91,500	\$45,745	\$63,030	68.89%
Street Lighting	\$460,000	\$460,000	\$230,002	\$201,522	43.81%
Parks	\$1,795,900	\$1,795,900	\$897,966	\$871,244	48.51%
Drainage	\$628,000	\$628,000	\$313,990	\$262,725	41.84%
Public Amenities	\$404,820	\$404,820	\$202,362	\$220,408	54.45%
Cemeteries	\$236,000	\$236,000	\$117,956	\$99,175	42.02%
	\$9,189,961	\$9,189,961	\$4,594,854	\$4,286,863	46.65%
DEPOT					
Works Depot and Store	\$0	\$0	\$0	\$58,574	0.00%
Emergency Services	\$110,500	\$110,500	\$55,252	\$87,956	79.60%
Household Garbage	\$2,817,150	\$2,817,150	\$1,412,538	\$1,320,404	46.87%
Non-household Waste	\$335,500	\$335,500	\$167,740	\$164,777	49.11%
	\$3,263,150	\$3,263,150	\$1,635,530	\$1,631,711	50.00%
Total INFRASTRUCTURE SERV	\$12,453,111	\$12,453,111	\$6,230,366	\$5,998,304	48.17%
COMMUNITY SERVICES					
COMMUNITY SERVICES					
Community Development	\$602,804	\$602,804	\$301,400	\$297,246	49.31%
Housing	\$119,200	\$119,200	\$59,602	\$73,109	61.33%
Cultural Amenities	\$323,979	\$323,979	\$162,426	\$208,579	64.38%
Public Halls and Buildings	\$141,850	\$141,850	\$70,894	\$51,767	36.49%
Swimming Pool and Waterslide	\$9,000	\$9,000	\$4,494	\$15,337	170.41%
Active Recreation	\$1,166,100	\$1,166,100	\$583,180	\$698,451	59.90%
Recreation Centres	\$427,482	\$427,482	\$214,192	\$240,808	56.33%
Cultural Activities	\$163,900	\$163,900	\$81,940	\$99,735	60.85%
Community Contributions and Support	\$49,500	\$49,500	\$24,750	\$27,785	56.13%
Visitor Information Services	\$187,500	\$187,500	\$93,750	\$101,362	54.06%
	\$3,191,315	\$3,191,315	\$1,596,628	\$1,814,179	56.85%
CHILDRENS SERVICES					
Child Care	-\$35,698	-\$35,698	-\$17,872	-\$79,239	221.97%
Penguin Play Centre	\$0	\$0	\$0	\$1,260	0.00%
	-\$35,698	-\$35,698	-\$17,872	-\$77,979	218.44%

CENTRAL COAST COUNCIL

OPERATING STATEMENT

for year to month end December 2018

	Adopted Budget	Revised Budget	YTD Budget	Year to date	% of Revised Budget
REGULATORY SERVICES					
Building and Plumbing	\$349,038	\$349,038	\$174,522	\$143,254	41.04%
Environment and Health	\$238,952	\$238,952	\$119,474	\$88,386	36.99%
Parking Control	\$50,000	\$50,000	\$24,998	\$39,935	79.87%
Animal Control	\$80,226	\$80,226	\$40,116	\$21,622	26.95%
	\$718,216	\$718,216	\$359,110	\$293,197	40.82%
LAND USE PLANNING					
Land Use Planning	\$337,974	\$337,974	\$168,984	\$175,790	52.01%
	\$337,974	\$337,974	\$168,984	\$175,790	52.01%
Total COMMUNITY SERVICES	\$4,211,807	\$4,211,807	\$2,106,850	\$2,205,187	52.36%
ORGANISATIONAL SERVICES					
CORPORATE SERVICES					
Administration	\$375,831	\$639,929	\$319,955	\$290,647	45.42%
Administration Centre	\$195,500	\$0	\$6	\$0	0.00%
Caravan Parks	-\$48,000	-\$48,000	-\$23,994	-\$25,071	52.23%
Corporate Support Services	\$951,700	\$788,255	\$394,127	\$493,462	62.60%
	\$1,475,031	\$1,380,184	\$690,094	\$759,038	55.00%
FINANCE					
Finance	-\$1,738,800	-\$4,978,150	-\$2,147,684	-\$1,214,311	24.39%
Rates and Charges	-\$15,440,169	-\$15,440,169	-\$7,720,083	-\$16,220,303	105.05%
Government Contributions	-\$3,133,200	\$0	\$0	\$0	0.00%
Labour On-costs	\$0	\$0	\$6	-\$377,703	0.00%
	-\$20,312,169	-\$20,418,319	-\$9,867,761	-\$17,812,317	87.24%
ORGANISATIONAL SERVICES DIRECTOR					
Director Support Services	\$10,000	\$210,997	\$105,505	\$136,846	64.86%
	\$10,000	\$210,997	\$105,505	\$136,846	64.86%
Total ORGANISATIONAL SERV	-\$18,827,138	-\$18,827,138	-\$9,072,162	-\$16,916,432	89.85%
OPERATING (SURPLUS) / DEFICIT	-\$382,034	-\$382,034	\$155,137	-\$7,914,596	

Operating budget commentary

SERVICE AREA	COMMENTS
GENERAL MANAGER	
Property Management	Overall area is on track to meet the annual budgets.
Strategic Projects	Placemaking is over the annual budget by approximately \$60k.
Elected Members	This area is tracking under budget but this is due to the Council having not received any accounts in relation to the 2018 Municipal Election.
General Manager's Office	This area is currently approximately \$45k under budget. This is across several accounts.
INFRASTRUCTURE SERVICES	
Engineering	The area will balance at the end of the year to zero as the costs for this area are re-charged across the various engineering services.
Fleet	The area will balance at the end of the year to zero as the costs for this area are re-charged across the various services who utilise fleet.
Private Works	The net result for Private Works is below that which is anticipated.
Roads – Urban Sealed	This area is under budget mainly due to the program not commencing until January 2019.
Roads – Rural Sealed	Net result is as per budget.
Roads – Rural Unsealed	This area is under budget due to seasonal conditions but will commence as soon as possible.
Footpaths	This area is under budget due to changes in depreciation rates.

Bridges	This area is under budget but works have been undertaken but accounts not yet received.
Car Parks	This area is over budget due to off-street car parking maintenance \$18k over.
Parks	Net result is as per budget.
Drainage	This area is under budget due to the pipe maintenance program not commencing until the third quarter of the year.
Public Amenities	Unplanned maintenance and repairs on public conveniences and Merv Wright Memorial Fountain.
Cemeteries	Income Fees \$18k under budget. Expenditure \$36k under budget.
Works Depot	The area will balance at the end of the year to zero as the costs for this area are re-charged across the various capital and operating areas.
Emergency Services	This area is over budget which is predominantly due to Storm Surge Damage in July 2018 which was a cost of nearly \$26k.
Household Garbage	This area shows as under budget but this is largely due to the timing of receiving contract invoices.
Non-Household Waste	Net result is as per budget.
COMMUNITY SERVICES	
Community Development	Net result is as per budget.
Housing	Income from housing rentals is greater than budgeted due to an increase in changeover premiums. Aged persons housing units costs are up as annual charges paid in August 2018.

Cultural Amenities	<p>This area is over budget which is due to the following:</p> <ul style="list-style-type: none"> . Civic Centre Maintenance \$10k over . Wharf Operational costs \$12k over . Wharf Maintenance \$27k over.
Public Halls and Buildings	<p>Revenue is above target.</p> <p>Expenditure is on target.</p>
Swimming Pool and Waterslide	<p>Waterslide income appears down but this is due to the phasing of the budget.</p> <p>Expenses are also below budget but again this relates to the phasing of the budget.</p>
Active Recreation	<p>Income overall is above budget but this is due to many small amounts rather than anything specific.</p> <p>Most of the Recreation Facilities are over budget with regards to ground maintenance but this is due to the timing of most maintenance occurring in spring and early summer.</p>
Recreation Centres	<p>Overall this area is \$30k over budget. This is mainly due to timing of building maintenance works.</p>
Cultural Activities	<p>This area is over budget mainly due to costs involving road closures associated with community events.</p>
Community Contributions and Support	<p>Net result is as per budget.</p>
Visitor Information Centre	<p>Net result is as per budget.</p>
Children's Services	<p>Income is above budget mainly due to Child Care contributions \$102k and Outside School Hours Care \$44k fees being above budget. These were partially offset by increased labour costs because of the additional services provided.</p>

Building & Plumbing	<p>Income is above budget due to additional income from the Building Industry Training Levy (\$17k) and Inspection and Connection Fees (\$8k).</p> <p>Expenses are in line with budget.</p>
Environmental Health	Overall this area is below budget due to decreased staff costs due to a prolonged job vacancy.
Parking Control	This area is over budget due to decreased parking fines (\$9k) and increased expenses (\$5k).
Animal Control	<p>Income is down but this is a phasing issue of income for dog registrations.</p> <p>Expenditure is also down due to phasing issues.</p>
Land Use Planning	Overall this area is over budget with the main component being the costs associated with the Statewide Planning Scheme.
ORGANISATIONAL SERVICES	
Administration	This area is under budget due to decreased employee costs and decreased postage costs.
Administration Centre	The budget and expenditure from this area have been transferred to other areas.
Caravan Parks	Overall this area is in line with the budget.
Corporate Support Services	This area is over budget due to some reallocated salary from the administration area and the phasing of the budget for software licencing.
Finance	<p>The income is significantly under budget but this is due to the phasing of the following income sources:</p> <ul style="list-style-type: none"> . Heavy Duty Motor Tax \$65k . Federal Assistance Grant \$979k . TasWater Guarantee Fees \$60k. <p>Expenses for this area are under budget.</p>

Rates	76% of rates had been collected by 31 August 2018.
Government Contributions	Net result is as per budget.
Labour Oncosts	Expenses are down in this area but the reimbursement throughout the organisation is up. This account is balanced to zero by year end so if expenses remain down at the end of the year this will be reflected across all labour budgets.
Organisational Services Director	This area is over budget due to legal fees and costs associated with the special projects of the Animal Control By-law and the No Smoking Precinct in the Ulverstone CBD.

Central Coast Council

Income Statement as at 31 December 2018

	<u>YTD Budget</u> 2018-19	<u>31/12/2018</u> 2018-19	<u>Variance</u> 2018-19	<u>Ref</u>
EXPENSES				
Employee Costs	2,459,724	2,443,452	16,272	1
Materials and Contracts	4,589,851	4,488,550	101,301	2
Interest	75,251	79,420	-4,170	3
Depreciation and Amortisation	3,135,485	3,129,140	6,345	4
Other	186,500	144,568	41,932	5
TOTAL EXPENSES	10,446,810	10,285,130	161,680	
REVENUES				
Rates and Charges	15,366,000	15,720,303	354,303	6
Fees and Charges	1,893,000	1,813,987	-79,013	7
Interest	127,500	159,702	32,202	8
Government Grants and contributions	2,569,750	1,694,283	-875,467	9
Share of Profit of Associate	787,050	-	-787,050	10
Stat Dividend's NTER/LGE	250,000	193,448	-56,552	11
Other	340,000	279,086	-60,914	12
TOTAL OPERATING REVENUE	21,333,300	19,860,809	-1,472,491	
Net gain/(loss) on Disposal of Land	144,500	-	-144,500	13
Net gain/(loss) on Disposal of Plant	600,000	-	-600,000	14
Net gain/(loss) on Disposal of Other assets	-	-	-	-
Net gain/(loss) on transfer of assets	-	-	-	-
Capital Grants	665,888	-	-665,888	15
TOTAL CAPITAL REVENUE	1,410,388	-	-1,410,388	
TOTAL REVENUE	22,743,688	19,860,809	-2,882,879	
NET SURPLUS / (DEFECIT)	\$12,296,878	\$9,575,679	-2,721,199	

EXPENSES

- 1 Is within budget expectations
- 2 Is within budget expectations
- 3 Is within budget expectations.
- 4 Is within budget expectations
- 5 Is within budget expectations

REVENUES

- 6 Is within budget expectations
- 7 Is within budget expectations
- 8 Interest on Term Deposit Investments is greater than budgeted at the moment.
- 9 Below expectations due to half of the 2018/19 Financial Assistance Grant being paid in 2017/18, (\$2,004,357)
- 10 This revenue is only recognised at year end
- 11 Is within budget expectations, TasWater Dividend is received in January.
- 12 Is within budget expectations.
- 13 This revenue is only recognised at year end
- 14 This revenue is only recognised at year end
- 15 This revenue is only recognised at year end

Central Coast Council

Balance Sheet as at 31 December 2018

	30-Jun-18 \$	31-December-2018 \$	
Assets			
Current assets			
Cash and cash equivalents	11,908,937	16,266,464	4,357,527
Trade and other receivables	1,185,839	2,493,181	1,307,342
Assets held for sale	198,500	-	198,500
Inventories	-	-	-
Other assets	397,782	181,775	216,007
Total current assets	13,691,058	18,941,420	5,250,362
Non-current assets			
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	6,873,478	4,757,583
Other assets	-	-	-
Total non-current assets	537,619,609	542,377,192	4,757,583
Total assets	551,310,667	561,318,612	10,007,945
Liabilities			
Current liabilities			
Trade and other payables	2,126,929	2,205,950	79,021
Trust funds and deposits	279,868	279,868	-
Provisions	2,707,664	2,707,664	-
Interest bearing liabilities	208,670	208,670	-
Total current liabilities	5,323,131	5,402,152	79,021
Non-current liabilities			
Provisions	3,007,218	3,007,218	-
Interest bearing liabilities	10,191,305	10,191,305	-
Total non-current liabilities	13,198,523	13,551,768	13,551,769
Total liabilities	18,521,654	18,953,920	13,630,790
Net Assets	532,789,013	542,364,692	(3,622,845)
Equity			
Accumulated surplus	255,410,435	264,986,114	9,575,679
Reserves	277,378,578	277,378,578	-
Is within budget expectations.			
Total Equity	532,789,013	542,364,692	9,575,679

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 Increase is due to rates being struck and outstandings at 30 September, summer user accounts go out in October
- 4 Interest on Term Deposit Investments is greater than budgeted at the moment.
- 5 Prepaid expenses are recognised at year end.

Non-current assets

- 6 Is within budget expectations, TasWater Dividend is received in January.
- 7 Is within budget expectations.
- 8 This revenue is only recognised at year end
- 9 This revenue is only recognised at year end
- 10 This is the Council's Capital work program and carryover project amounts.

- 11 This is the amount of accounts payable at 31 December.
- 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

Works Program 2018-2019

(Schedule indicates site construction only)

Status	Task Name	Budget	Notes	Scheduling Comments
	Works Schedule 2018-2019	\$10,544,000		
	CAPITAL WORKS PROGRAM 2018-2019	\$10,544,000		
	Strategic Projects	\$2,403,000		
	Forth/Leith Shared Pathway	\$1,151,000		
	Batten Park	\$17,000	Investigations	
	Ulverstone Cultural Precinct	\$100,000		
	LED Street Lighting	\$1,000,000		
	Former Penguin Recreation Ground	\$25,000	D/A Approval received....	
	Ulverstone Sports and Leisure Centre - Solar Panels	\$110,000	Showgrounds Installed....	
	Property Management	\$700,000		
	Dial Road Development	\$500,000	Subdivision construction & drainage line	
	East Ulverstone Industrial Estate	\$100,000		
	Penguin Depot decommission	\$100,000		
	Works Depot	\$130,000		
	Two Way Radio	\$100,000		
	Depot Buildings	\$30,000	Box gutter and overflow	
	Emergency Services	\$460,000		
	SES Equipment Upgrade	\$10,000		
	South Riana Road, Gunns Plains Landslip	\$150,000	Road rehabilitation inc. wall	
	Lowana Road Landslip	\$100,000	Road rehabilitation	
	Marshall's Bridge Road	\$200,000	Road rehabilitation	
	Roads - Urban Sealed	\$1,400,000		
	Street Resealing	\$0	Preparation works	
	Street Resealing	\$150,000	As per program	
	Traffic Management/Safety Improvements	\$10,000	Works as required from TMC	
	Main Street	\$0	C/O - Rehabilitation	
	Cuprona Road Intersection	\$50,000	Pavement rehabilitation	
	Kings Parade/Queen's Gardens	\$450,000	Access improvements	
	Reibey Street/Kings Parade	\$150,000	Intersection realignment	
	Kings Parade	\$150,000	Bridge RAB to Jermyn Street	
	Safe Cycling Routes	\$5,000		
	Railway Crossings	\$20,000		
	Kerb Ramp Improvements	\$20,000		
	James Street/Grove Street/Gollan Street	\$10,000	Intersection realignment	
	Carpark Lane Improvements	\$5,000		
	Sports Complex Avenue	\$350,000	New wall, widen & intersection	
	Main Road/Crescent St (Penguin)	\$20,000	Kerb & channel outstand	
	Lovett/Trevor Street	\$5,000	Traffic light analysis	
	South Road, Ulverstone	\$5,000	Retaining Wall Design east of Hearps	
	Roads - Rural Sealed	\$1,515,000		
	Road Resealing	\$0	Preparation works	
	Road Resealing	\$700,000	Sealing works	
	Raymond Road Landslip	\$10,000		
	Penguin Road Landslip	\$50,000		
	George Street, Forth	\$0	Land runoff & road drainage improvements	
	Isandula Road	\$20,000	Investigation & Design - Slip Rectification	
	Gees Road	\$50,000	Slip rectification	
	West Gawler Road/McKenna's Rd	\$50,000	Intersection Improvements - Sight Distance	
	Zig Zag Road	\$0	Deferred....	
	Maskells Road	\$60,000	Turning circle	
	Penguin Road Safe Cycle Use	\$150,000		
	Beinefelts Road	\$400,000	Seal	
	Intersection Improvements	\$20,000	Old Kindred, Geales/Wilmot, Mannings Jetty/Walker,	
	Traffic Management	\$5,000	Works as required from TMC	
	Footpaths	\$200,000		
	Victoria Street	\$0	C/O - Rehabilitation of footpath, trees etc	
	Coles Lane	\$0	Surface rectification	
	Dooley Street	\$60,000	Footpath upgrade	
	Leven Street	\$80,000	Footpath upgrade	
	Sunnyridge Avenue	\$60,000	New footpath	
	Bridges	\$775,000		
	Forth River, Forth Road Flood Opening	\$0	Concrete repairs & joint re-seal	
	Redwater Creek, Loyetee Road	\$0	Replacement	
	Sulphur Creek, Nine Mile Road	\$0	Replacement	
	Buttons Creek, Edinborough Road	\$250,000	Replacement	
	Gawler River, Isandula Road	\$525,000	Replacement	
	Leven River, South Riana Road	\$0	Deferred....	
	Car Parks	\$118,000		
	Bannons Carpark	\$0	Regrade, resurface & linemark...	
	Church of England	\$60,000	Associated with Kings Pde works	
	Disabled Parking Spaces	\$18,000		
	North Reibey Street	\$15,000	Investigations, Layout Improvements	

Works Program 2018-2019

(Schedule indicates site construction only)

Task Name	Budget	Notes	Scheduling Comments	June 18/25	July 2/9	July 16/23	August 30/6	August 13/20	September 27/3	September 10/17	October 24/1	October 8/15	November 22/29	November 5/12	November 19/26	December 3/10	December 17/24	December 31/7	January 14/21	January 28/4	February 11/18	February 25/4	March 4/11	March 18/25	April 1/8	April 15/22	April 29/6	May 13/20	May 27/3	June 3/10	June 17/24	July 1/8	July 15/22
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Works Program 2018-2019																			(Schedule indicates site construction only)									
Status	Task Name	Budget	Notes	Scheduling Comments	June 18/25	July 2 9 16/23/30	August 6 13/20/27	September 3 10/17/24	October 1 8 15/22/29	November 5 12/19/26	December 3 10/17/24	January 7 14/21/28	February 4 11/18/25	March 4 11/18/25	April 1 8 15/22/29	May 6 13/20/27	June 3 10/17/24	July 1 8 15/22/29										
<div></div>	Ganesway - Trade Waste Compliance	\$10,000							<div></div>																			
<div></div>	Cultural Amenities	\$185,000																										
<div></div>	Civic Centre - Carpet Renewal	\$10,000											<div></div>															
<div></div>	Civic Centre - Entrance Re-Design	\$10,000										<div></div>																
<div></div>	Civic Centre - Painting	\$10,000										<div></div>																
<div></div>	Wharf Building - Audio/Visual Reconfiguration	\$75,000				<div></div>	<div></div>	<div></div>																				
<div></div>	Civic Centre Leven Theatre - Winches	\$60,000			<div></div>	<div></div>																						
<div></div>	Wharf Building - Deck Windbreak	\$20,000						<div></div>																				
<div></div>	Public Halls and Buildings	\$60,000																										
<div></div>	Turners Beach Hall - External Refurbishment	\$20,000											<div></div>															
<div></div>	Ulverstone Senior Citizens - Atrium Replacement	\$30,000											<div></div>	<div></div>														
<div></div>	Municipal Tea Rooms - Trade Waste Compliance	\$10,000																										
<div></div>	Caravan Parks	\$30,000																										
<div></div>	Amenities	\$10,000	Painting prgram																									
<div></div>	Electrical Upgrade - Stage 3	\$20,000													<div></div>													
<div></div>	Swimming Pool and Waterslide	\$5,000																										
<div></div>	Waterslide - Surrounds	\$5,000							<div></div>																			
<div></div>	Active Recreation	\$501,000																										
<div></div>	Heybridge Recreation Ground - Surface Refurbishment	\$10,000								<div></div>																		
<div></div>	Recreation Ground Changeroom Upgrade	\$20,000	Turners Beach Recreation Ground								<div></div>																	
<div></div>	Cricket Wicket Renewals	\$10,000										<div></div>																
<div></div>	Goal Post Replacement - AFL	\$20,000	Heybridge Recreation Ground							<div></div>																		
<div></div>	Goal Post Replacement - Soccer	\$10,000	Purchased - will install for next season										<div></div>	<div></div>														
<div></div>	Forth Recreation Ground - Box Gutter replacement	\$20,000										<div></div>																
<div></div>	Ulverstone Surf Club - Steps Remedial	\$15,000									<div></div>	<div></div>																
<div></div>	River Park Resurface	\$10,000					<div></div>									<div></div>												
<div></div>	Haywoods Recreation Ground Lighting Upgrades	\$25,000			<div></div>	<div></div>																						
<div></div>	Recreation Grounds Lighting Upgrades	\$10,000										<div></div>	<div></div>															
<div></div>	Recreation Grounds - Water Connection Assessments	\$20,000								<div></div>																		
<div></div>	Dial Park Landscaping	\$10,000					<div></div>	<div></div>																				
<div></div>	Showgrounds - Ground Lighting	\$186,000	Tenders let...						<div></div>																			
<div></div>	Ulverstone Recreation Ground - Underground Irrigation	\$80,000	Deferred...	<div></div> 2/07					<div></div>																			
<div></div>	Ulverstone Showgrounds - Overflow carpark access	\$25,000											<div></div>															
<div></div>	Haywoods Reserve - Trade Waste compliance	\$20,000							<div></div>	<div></div>																		
<div></div>	Ulverstone Recreation Ground - Trade Waste compliance	\$10,000							<div></div>	<div></div>																		
<div></div>	Recreation Centres	\$55,000																										
<div></div>	Penguin Stadium - External Refurbishment	\$20,000									<div></div>	<div></div>																
<div></div>	Ulverstone Stadium 2 - Guttering and external	\$10,000								<div></div>																		
<div></div>	Ulverstone Sports & Leisure Centre - Equipment Replacement	\$10,000																										
<div></div>	Ulverstone Sports & Leisure Centre - Gym Carpet Replacement	\$5,000				<div></div>	<div></div>																					
<div></div>	Ulverstone Sports & Leisure Centre - Security/Wifi Review	\$10,000										<div></div>	<div></div>															
<div></div>	Visitor Information Services	\$0																										
<div></div>	Child Care	\$25,000																										
<div></div>	Ulverstone Childcare Internal/External Painting	\$5,000									<div></div>	<div></div>																
<div></div>	Penguin Playcentre Internal/External Painting	\$5,000										<div></div>	<div></div>															
<div></div>	Ulverstone Childcare - Fence Renewal	\$15,000									<div></div>																	
<div></div>	LEGEND	\$0																										

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 Comments

Service Activity: Strategic Projects

Cost Centre: Property Management

Capital									
51858	Penguin Depot decommission	100,000	49,998	-	-	-	49,998	100,000	
63108	East Ulverstone Industrial Estate – Stage 2	100,000	49,998	-	-	-	49,998	100,000	
63128	Dial Road subdivision	500,000	250,002	357,451	107,110	464,561	(214,559)	35,439	In progress. Removal of soil stockpile and stormwater extension.
Property Management (Surplus)/Deficit		700,000	349,998	357,451	107,110	464,561	(114,563)	235,439	

Cost Centre: Strategic Projects

Capital									
52583.03	Forth/Leith shared pathway	1,151,000	575,502	-	-	-	575,502	1,151,000	Delayed due to lack of bridge agreement with Tasrail
52589	Penguin/Sulphur Creek shared pathway	-	-	-	54,545	54,545	(54,545)	(54,545)	Funding approved at three levels. Designs nearing completion.
52909	LED Street Lighting	1,000,000	499,998	-	-	-	499,998	1,000,000	
62108.13	Former Penguin Recreation Ground	25,000	12,498	1,572	27,000	28,572	(16,074)	(3,572)	Tender let for Asbestos removal - closes 26 January
62115.04	Batten Park investigations	17,000	8,502	-	-	-	8,502	17,000	
62166.01	Ulverstone Cultural Precinct	100,000	49,998	4,977	1,897	6,874	43,124	93,126	
62325.18	Ulverstone Sports and Leisure Centre – solar	91,000	45,498	-	59,900	59,900	(14,402)	31,100	Stadium completed - Admin delayed
Strategic Projects (Surplus)/Deficit		2,384,000	1,191,996	6,549	143,342	149,891	1,042,105	2,234,109	
Strategic Projects (Surplus)/Deficit		3,084,000	1,541,994	364,000	250,453	614,452	927,542	2,469,548	
OFFICE OF GENERAL MANAGER (SURPLUS)/DEFICIT		3,084,000	1,541,994	364,000	250,453	614,452	927,542	2,469,548	

Service Activity: Engineering

Cost Centre: Engineering

Capital									
51704	Plant purchases – Engineering	25,000	12,498	–	–	–	12,498	25,000	Mid 2019 Considering electric vehicle options
Engineering (Surplus)/Deficit		25,000	12,498	–	–	–	12,498	25,000	
ENGINEERING SERVICES (SURPLUS)/DEFICIT		25,000	12,498	–	–	–	12,498	25,000	

Service Activity: Works Operations

Cost Centre: Works Depot and Store

Capital									
51804	Plant purchases – Works	194,000	97,002	–	–	–	97,002	194,000	Purchases scheduled to occur Feb - June 2019
51822	Minor plant and equipment – new	8,000	4,002	–	–	–	4,002	8,000	Purchases scheduled to occur Feb - June 2019
51823	Two–way radio upgrade	100,000	49,998	1,655	–	1,655	48,343	98,345	Issues with gaining access to a tower for new transmitter
51839	Ulverstone Depot – office upgrade	29,000	14,502	–	–	–	14,502	29,000	Master Plan for depot being developed
51845	Ulverstone Works Depot – building upgrade	20,000	10,002	–	–	–	10,002	20,000	Master Plan for depot being developed
51845.01	Ulverstone Works Depot – box gutter and overlfow	30,000	15,000	–	–	–	15,000	30,000	Works scheduled to occur February 2019
Works Depot and Store (Surplus)/Deficit		381,000	190,506	1,655	–	1,655	188,851	379,345	

Cost Centre: Emergency Services

Capital									
61010	SES – equipment upgrade	10,000	4,998	–	–	–	4,998	10,000	
61012	Emergency Power supply – Council offices(inc	25,000	12,498	4,915	–	4,915	7,583	20,085	Contract documents being prepared (wiring issues)
61054	Marshalls Bridge Road Bridge, Gunns Plains –	–	–	2,436	–	2,436	(2,436)	(2,436)	Complete
61055	South Riana Road, Gunns Plains – landslip	321,000	160,500	314,394	–	314,394	(153,894)	6,606	Complete
61057.3	Lowana Road landslip	100,000	49,998	117,275	1,818	119,093	(69,095)	(19,093)	Complete
61059.04	Marshalls Bridge Road	541,454	270,726	623,367	–	623,367	(352,641)	(81,913)	Complete
Emergency Services (Surplus)/Deficit		997,454	498,720	1,062,386	1,818	1,064,204	(565,484)	(66,750)	
Works Operations (Surplus)/Deficit		1,378,454	689,226	1,064,041	1,818	1,065,859	(376,633)	312,595	

Cost Centre: Roads – Urban Sealed

Capital									
52104	Plant purchases – Urban Roads	540,000	270,000	18,977	–	18,977	251,023	521,023	Commenced, February to June 2019
52105	Safe cycling routes	5,000	2,502	–	–	–	2,502	5,000	Facilities to be determined
52107	Main Street, Ulverstone (urban roads)	104,000	52,002	237,742	6,307	244,049	(192,047)	(140,049)	Complete
52108	Cuprona Road intersection (pavement)	50,000	25,002	41,802	–	41,802	(16,800)	8,198	Complete
52113	Street resealing	150,000	75,000	2,023	11,818	13,841	61,159	136,159	Preparation work commenced, Tender accepted
52115.01	Carpark lane – improvements	5,000	2,502	–	–	–	2,502	5,000	Not commenced
52116	Sports Complex Avenue	350,000	175,002	1,597	–	1,597	173,405	348,403	Survey complete, design commenced
52117.02	Trevor St/Lovett St traffic light analysis	5,000	2,502	–	–	–	2,502	5,000	Not commenced
52143.01	Railway crossings – upgrade	20,000	10,002	–	–	–	10,002	20,000	Not commenced
52156.03	Victoria Street – rehabilitation	100,000	49,998	132,444	10,123	142,567	(92,569)	(42,567)	Complete
52162	Kerb ramp improvements	20,000	10,002	–	–	–	10,002	20,000	Not commenced
52162.01	Traffic management/safety improvements	17,000	8,502	1,188	545	1,734	6,768	15,266	Ongoing item as required
52165.03	Main Road/Crescent St, Penguin	20,000	10,002	38,597	100	38,697	(28,695)	(18,697)	Complete
52172.07	Reibey Street/Kings Parade – intersection	150,000	75,000	–	–	–	75,000	150,000	Not commenced, in consultation/negotiation phase
52174.02	South Road retaining wall	5,000	2,502	–	–	–	2,502	5,000	Not commenced
52185.01	James/Grove/Gollan intersection	228,000	114,000	265,047	108,272	373,319	(259,319)	(145,319)	Complete
52197.06	Kings Parade – Queen's Garden	450,000	225,000	–	–	–	225,000	450,000	Not commenced, in consultation/negotiation phase
52197.1	Kings Parade (bridge roundabout to Jermyn St)	150,000	75,000	–	–	–	75,000	150,000	Not commenced, in consultation/negotiation phase
Roads – Urban Sealed (Surplus)/Deficit		2,369,000	1,184,520	739,417	137,165	876,583	307,937	1,492,417	

Cost Centre: Roads – Rural Sealed

Capital									
52204	Plant purchases – Rural Roads	475,000	237,498	–	124,367	124,367	113,131	350,633	Commenced, February to June 2019
52210	Zig Zag Road, Sulphur Creek	77,000	38,502	–	–	–	38,502	77,000	Deferred
52211	George Street, Forth (rural roads)	157,000	78,498	–	13,650	13,650	64,848	143,350	Design complete.
52212	Gees Road, Cuprona renewal	50,000	25,002	52,201	(3,364)	48,838	(23,836)	1,162	Complete
52213	Maskells Road turning circle	60,000	30,000	1,385	–	1,385	28,615	58,615	Negotiations commenced.
52214	Bienefelts Road, Turners Beach (Rural Roads)	440,000	220,002	4,862	–	4,862	215,140	435,138	Design complete
52216	Road resealing	600,000	300,000	1,458	–	1,458	298,542	598,542	Feb/March 2019
52216.01	Rural Sealed Roads – reseal preparation	100,000	49,998	65,055	4,897	69,952	(19,954)	30,048	In progress
52219	Raymond Road – landslip	10,000	4,998	2,407	–	2,407	2,591	7,593	As required
52258	Isandula Road – landslip	20,000	10,002	–	–	–	10,002	20,000	Not commenced
52259.01	West Gawler Rd/McKenna's Rd intersection	50,000	25,002	–	–	–	25,002	50,000	Not commenced
52272	Penguin Road – Lonah slip	50,000	25,002	–	–	–	25,002	50,000	As required.
52287.03	Penguin Road Safe Cycle use	150,000	75,000	–	–	–	75,000	150,000	Not commenced. To be programmed with other coastal pathway works.
52293	Traffic management	5,000	2,502	2,784	–	2,784	(282)	2,216	As required
Roads – Rural Sealed (Surplus)/Deficit		2,244,000	1,122,006	130,152	139,551	269,703	852,303	1,974,297	

Cost Centre: Footpaths

Capital									
52546	Kings Parade, Ulverstone	20,000	10,002	-	-	-	10,002	20,000	Deferred.
52555	Dooley Street footpath	60,000	30,000	50,547	(229)	50,317	(20,317)	9,683	Complete
52580.07	Reibey Street footpath renewal	50,000	25,002	-	-	-	25,002	50,000	Not commenced
52586	Leven Street footpath	80,000	40,002	88,473	81	88,554	(48,552)	(8,554)	Complete
52587	Sunnyridge Avenue, Penguin footpath	60,000	30,000	63,608	713	64,321	(34,321)	(4,321)	Complete
52588	Coles Laneway – upgrade (near Furners carpark)	50,000	25,002	-	-	-	25,002	50,000	Not commenced
Footpaths (Surplus)/Deficit		320,000	160,008	202,627	564	203,191	(43,183)	116,809	

Cost Centre: Bridges

Capital									
52742	Gawler River – Isandula Road Bridge	525,000	262,500	105,070	385	105,455	157,045	419,545	Tendered, delayed.
52749	Redwater Creek – Loyetea Road	200,000	100,002	58,011	-	58,011	41,991	141,989	In progress
52765.05	Buttons Creek – Edinborough Road Bridge	250,000	124,998	1,328	-	1,328	123,670	248,672	Not commenced
52766	Forth River – flood opening (Bridge)	60,000	30,000	-	-	-	30,000	60,000	Not commenced
52767	Nine Mile Road (Bridge)	311,000	155,502	285,398	268	285,667	(130,165)	25,333	Complete
52768	Abutments (Bridges)	80,000	40,002	-	-	-	40,002	80,000	Deferred
Bridges (Surplus)/Deficit		1,426,000	713,004	449,807	654	450,461	262,543	975,539	

Cost Centre: Carparks

Capital									
52809.07	Quadrant Carpark	194,000	97,002	86,239	19,886	106,126	(9,124)	87,874	Complete
52845.02	North Reibey Street, Ulverstone carpark	15,000	7,500	7,293	-	7,293	207	7,707	Survey complete
52853.01	Bannons Car Park, Ulverstone – upgrade	110,000	55,002	-	-	-	55,002	110,000	Not commenced
52860.01	Disabled parking spaces	20,000	10,002	-	-	-	10,002	20,000	Not commenced
52862	Church of England carpark – Kings Parade,	60,000	30,000	-	-	-	30,000	60,000	Not commenced, will be programed to coincide with Queens Gardens projects
52863	Tobruk Park carpark	25,000	12,498	-	-	-	12,498	25,000	Not commenced
Carparks (Surplus)/Deficit		424,000	212,004	93,532	19,886	113,419	98,585	310,581	

Cost Centre: Drainage

Capital									
55024.01	Preservation Drive (No 322) – upgrade	62,000	31,002	–	–	–	31,002	62,000	Not commenced
55048.01	Boyes Street Outfall – overflow control	10,000	4,998	–	–	–	4,998	10,000	Monitoring, waiting for heavy rainfall
55053.03	Bertha Street Outfall	105,000	52,500	–	–	–	52,500	105,000	Not commenced
55054.06	Miscellaneous drainage	20,000	10,002	–	–	–	10,002	20,000	As required
55054.14	Stormwater Works – 15 Scurrah Street, Ulverstone	–	–	4,487	–	4,487	(4,487)	(4,487)	Complete
55073.02	Trevor Street/Scurrah Street drainage	30,000	15,000	8,236	–	8,236	6,764	21,764	Complete
55093	Side entry pits	30,000	15,000	16,152	–	16,152	(1,152)	13,848	In progress
55095.08	Mary Street, Ulverstone drainage	30,000	15,000	–	–	–	15,000	30,000	Not commenced
55095.09	Penguin Bowls Club drainage	10,000	4,998	–	–	–	4,998	10,000	Not commenced
55095.1	264 Westella Drive, Turners Beach drainage	20,000	10,002	–	–	–	10,002	20,000	Not commenced
Drainage (Surplus)/Deficit		317,000	158,502	28,875	–	28,875	129,627	288,125	
Roads, Bridges and Drainage (Surplus)/Deficit									
		7,100,000	3,550,044	1,644,411	297,820	1,942,231	1,607,813	5,157,769	

Cost Centre: Household Garbage

Capital									
56004	Plant purchases – Waste Management	65,000	32,502	–	–	–	32,502	65,000	Purchases scheduled to occur March - June 2019
56010.02	Penguin Refuse Disposal Site – site rehabilitation	40,000	19,998	3,300	–	3,300	16,698	36,700	
56010.06	Preston transfer station – safety improvements	5,000	2,502	5,126	–	5,126	(2,624)	(126)	
56010.07	Preston Transfer Station – Retaining Wall	20,000	10,002	15,948	29	15,977	(5,975)	4,023	
56018.1	Resource Recovery Centre – security system	10,000	4,998	8,382	–	8,382	(3,384)	1,618	
56029	Resource Recovery Centre – leachate	10,000	4,998	–	–	–	4,998	10,000	
56045	Resource Recovery Centre – wetlands	115,000	57,498	–	–	–	57,498	115,000	
56047	Resource Recovery Centre – boom gates	30,000	15,000	3,428	–	3,428	11,572	26,572	
Household Garbage (Surplus)/Deficit		295,000	147,498	36,184	29	36,213	111,285	258,787	
Waste Management (Surplus)/Deficit									
		295,000	147,498	36,184	29	36,213	111,285	258,787	

Cost Centre: Parks

Capital

62204	Plant purchases – Parks	130,000	64,998	–	–	–	64,998	130,000	Purchases scheduled to occur March - June 2019
62205	Park Signage upgrade	5,000	2,502	718	–	718	1,784	4,282	Ongoing
62207.02	Bicentennial Park Bridge renewal	15,000	7,500	–	–	–	7,500	15,000	Scheduled April 19
62212.15	Leven Canyon track to toilets/handrails	20,000	10,002	–	–	–	10,002	20,000	Scheduled March 2019
62213.03	Pump and Jump Park Design	10,000	4,998	–	–	–	4,998	10,000	Scheduled February 2019
62227.01	West Ulverstone Foreshore – fire	20,000	10,002	22,873	2,545	25,418	(15,416)	(5,418)	Reallocation
62244.05	Naval Association – Monument contribution	5,000	2,502	7,516	–	7,516	(5,014)	(2,516)	To be checked
62256.01	Penguin Foreshore – shower	10,000	4,998	9,344	–	9,344	(4,346)	656	Scheduled February 2019
62256.02	Penguin Foreshore Development Plan	50,000	25,002	56,735	47,450	104,185	(79,183)	(54,185)	
62262.01	Picnic Hut – Beach Road, Ulverstone	10,000	4,998	3,712	–	3,712	1,286	6,288	Completed
62270.02	Turners Beach (UDG) – boardwalk	100,000	49,998	–	–	–	49,998	100,000	With pathway
62273	Dial Street – replanting	15,000	7,500	10,921	2,545	13,466	(5,966)	1,534	Completed
62282	Beach access upgrades	10,000	4,998	22,878	–	22,878	(17,880)	(12,878)	Access maintenance
62282.01	Apex Caravan Park – access upgrade	10,000	4,998	–	–	–	4,998	10,000	
62282.02	Oc Ling Caravan Park, Turners Beach – fencing	5,000	2,502	–	–	–	2,502	5,000	Crown lease disucssions
62287	Parks Asset renewals	10,000	4,998	8,647	27	8,674	(3,676)	1,326	Completed
62287.01	Parks renewal – playground renewals identified	25,000	12,498	662	–	662	11,836	24,338	
62287.04	Dune fencing at Turners Beach	2,000	1,002	1,982	–	1,982	(980)	18	Completed
62289.23	Industrial Estate – greenbelt	10,000	4,998	3,655	–	3,655	1,343	6,345	Ongoing
62289.32	Johnson Beach Master Plan – Stage 2	25,000	12,498	42,543	–	42,543	(30,045)	(17,543)	Access paid for in 2017/18
62289.34	Hiscutt Park – wall repair	20,000	10,002	5,404	13,620	19,024	(9,022)	976	Wall issues - design in progress
62289.36	Sulphur Creek Tennis Courts Land	–	–	135	–	135	(135)	(135)	
62289.37	Roland View Reserve – half court BB court	15,000	7,500	–	–	–	7,500	15,000	Scheduled March 2019
62293	Bannon Park plantings	10,000	4,998	4,358	527	4,885	113	5,115	Ongoing
62294	Penguin Mountain Bike Park – contribution	50,000	25,002	61,163	–	61,163	(36,161)	(11,163)	

Parks (Surplus)/Deficit

582,000	290,994	263,245	66,716	329,961	(38,967)	252,039
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Cost Centre: Public Amenities

Capital

60341	Bus shelter (new)	10,000	4,998	–	–	–	4,998	10,000	As required
60348.02	Public convenience signage upgrade	3,000	1,500	874	–	874	626	2,126	ongoing
60356.02	Public amenities renewal – toilet refurbishments	10,000	4,998	–	–	–	4,998	10,000	Scheduled March 2019
60356.05	Bus Shelter Renewals	10,000	4,998	3,025	–	3,025	1,973	6,975	as required
60358.05	Drinking Water Stations	9,000	4,500	–	–	–	4,500	9,000	This project will occur with the instalation of Penguin shower
60358.06	Public Toilet – Lighting Upgrade	2,000	1,002	–	–	–	1,002	2,000	ongoing
60359.01	West Ulverstone Pontoon upgrade	190,000	94,998	–	–	–	94,998	190,000	Completed
60363	Anzac Park Toilets/Surrounds	109,000	54,498	33,555	9,890	43,445	11,053	65,555	Toilets complete - demolition and path to follow.

Public Amenities (Surplus)/Deficit

343,000	171,492	37,454	9,890	47,344	124,148	295,656
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Cost Centre: Cemeteries

Capital									
60406	Memorial Park – lowering machine replacement	10,000	4,998	–	–	–	4,998	10,000	Dial Park handrail and speakers
60407	Memorial Park – watering system	11,000	5,502	–	–	–	5,502	11,000	ongoing
60422	Memorial Park – garden	25,000	12,498	–	8,355	8,355	4,143	16,645	Scheduled Feb/March 2019
60429.1	Memorial Park – tree planting	5,000	2,502	–	–	–	2,502	5,000	Scheduled March/April 2019
Cemeteries (Surplus)/Deficit		51,000	25,500	–	8,355	8,355	17,145	42,645	
Parks and Amenities (Surplus)/Deficit		976,000	487,986	300,700	84,961	385,660	102,326	590,340	
WORKS (SURPLUS)/DEFICIT		9,749,454	4,874,754	3,045,336	384,628	3,429,963	1,444,791	6,319,491	

Service Activity: Corporate Administration

Cost Centre: Administration Centre

Capital									
51348.01	Administration Centre – lighting	5,000	2,502	195	–	195	2,307	4,805	Dependant on renovations
51348.02	Administration Centre – heat pump renewals	10,000	4,998	–	–	–	4,998	10,000	Dependant on renovations
51349.04	Administration Centre – electrical upgrade – (RCD	20,000	10,002	–	–	–	10,002	20,000	Dependant on renovations
51351	Administration Centre – ground floor	300,000	150,000	–	5,500	5,500	144,500	294,500	Project commencing January 2019
51351.01	Administration Centre – solar panels	–	–	36,265	–	36,265	(36,265)	(36,265)	Strategic project - admin delay
Administration Centre (Surplus)/Deficit		335,000	167,502	36,460	5,500	41,960	125,542	293,040	
Corporate Administration (Surplus)/Deficit		335,000	167,502	36,460	5,500	41,960	125,542	293,040	

Cost Centre: Corporate Support Services

Capital									
51505	Computer equipment	112,000	55,998	25,675	60	25,735	30,263	86,265	
51509	Computer equipment – mobile phones	14,000	7,002	9,585	–	9,585	(2,583)	4,415	
51510	Ulverstone Sports and Leisure Centre –	10,000	4,998	–	–	–	4,998	10,000	
Corporate Support Services (Surplus)/Deficit		136,000	67,998	35,261	60	35,321	32,677	100,679	

Cost Centre: Caravan Parks

Capital									
63257	Ulverstone Caravan Park – electrical upgrade	20,000	10,002	192	–	192	9,810	19,808	Scheduled April 2019
63258.03	Ulverstone Caravan Park – painting program	10,000	4,998	–	–	–	4,998	10,000	Scheduled April 2019
Caravan Parks (Surplus)/Deficit		30,000	15,000	192	–	192	14,808	29,808	
CORPORATE SERVICES (SURPLUS)/DEFICIT		501,000	250,500	71,913	5,560	77,473	173,027	423,527	

Service Activity: Childrens Services

Cost Centre: Child Care

Capital									
61249.04	Ulverstone Child Care – internal/external painting	5,000	5,000	–	–	–	5,000	5,000	Carpark
61251.05	Childcare Carpark	–	–	12,263	–	12,263	(12,263)	(12,263)	Complete
61253	Ulverstone Child Care Centre – fence renewal	15,000	15,000	–	–	–	15,000	15,000	Carpark
Child Care (Surplus)/Deficit		20,000	20,000	12,263	–	12,263	7,737	7,737	

Cost Centre: Penguin Play Centre

Capital									
60249	46 Main Road, Penguin (previously the Penguin	5,000	2,502	–	–	–	2,502	5,000	ongoing
Penguin Play Centre (Surplus)/Deficit		5,000	2,502	–	–	–	2,502	5,000	
Childrens Services (Surplus)/Deficit		25,000	22,502	12,263	–	12,263	10,239	12,737	

Cost Centre: Community Development

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

Cost Centre: Cultural Activities

Capital									
61405	Ulverstone Band – purchase instruments	31,000	15,498	580	9,179	9,759	5,739	21,241	
61450.05	Ulverstone History Museum – weatherproofing	5,000	2,502	–	–	–	2,502	5,000	Cultural precinct
61451	Ulverstone History Museum/Visitor Centre Precinct	–	–	–	–	–	–	–	
Cultural Activities (Surplus)/Deficit		36,000	18,000	580	9,179	9,759	8,241	26,241	
Social Planning and Development (Surplus)/Deficit		36,000	18,000	29,693	9,179	38,872	(20,872)	(2,872)	

Cost Centre: Housing

Capital									
60020	Aged persons home units – internal rehabilitation	40,000	19,998	60,190	–	60,190	(40,192)	(20,190)	budget reduction - Medical centre aircon.
60021	Aged persons home units – HWC renewal	10,000	4,998	–	–	–	4,998	10,000	ongoing
60023	Aged persons home units – external rehabilitation	36,000	18,000	3,003	–	3,003	14,997	32,997	ongoing
60024	Aged persons home units – electrical replacements	15,000	7,500	12,913	–	12,913	(5,413)	2,087	ongoing
60025	Aged persons home units – fencing/surrounds	10,000	4,998	–	–	–	4,998	10,000	ongoing
60027	Ganesway – trade waste compliance	10,000	4,998	–	–	–	4,998	10,000	ongoing
Housing (Surplus)/Deficit		121,000	60,492	76,106	–	76,106	(15,614)	44,894	

Cost Centre: Cultural Amenities

Capital									
60124.04	Civic Centre – painting program	10,000	4,998	–	–	–	4,998	10,000	Budget to be transferred to cover cost of winches
60126.01	Ulverstone Wharf building– audio–visual	57,000	28,500	69,477	–	69,477	(40,977)	(12,477)	Completed
60140	Civic Centre – entrance re–design	10,000	4,998	–	–	–	4,998	10,000	Budget to be transferred to cover cost of winches
60149	Civic Centre – carpet	10,000	4,998	–	–	–	4,998	10,000	Budget to be transferred to cover cost of winches
60156	Ulverstone Wharf building – deck balustrading	20,000	10,002	14,975	–	14,975	(4,973)	5,025	Completed
60160	Civic Centre – Leven Theatre – winches	60,000	30,000	–	–	–	30,000	60,000	Esimated price to carry out works \$120,000
Cultural Amenities (Surplus)/Deficit		167,000	83,496	84,452	–	84,452	(956)	82,548	

Cost Centre: Public Halls and Buildings

Capital									
60212	Turners Beach Hall – external refurbishment	20,000	10,002	–	–	–	10,002	20,000	
60216.02	Ulverstone Senior Citizens – atrium replacement	30,000	15,000	–	–	–	15,000	30,000	Scheduled March/April 2019
60248	Penguin Meals on Wheels – refurbishment	5,000	2,502	–	–	–	2,502	5,000	
60250	Municipal Tea Rooms – trade waste compliance	10,000	4,998	–	–	–	4,998	10,000	Scheduled Feb/March 2019
Public Halls and Buildings (Surplus)/Deficit		65,000	32,502	–	–	–	32,502	65,000	

Community Services and Facilities (Surplus)/Deficit	353,000	176,490	160,559	–	160,559	15,931	192,441
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Cost Centre: Swimming Pool and Waterslide

Capital									
62029	Ulverstone Waterslide – surrounds	5,000	2,502	–	–	–	2,502	5,000	
Swimming Pool and Waterslide (Surplus)/Deficit		5,000	2,502	–	–	–	2,502	5,000	

Cost Centre: Active Recreation

Capital									
62104	Plant purchases – Active Recreation	341,000	170,502	158,426	–	158,426	12,076	182,574	Commenced, March to June 2019
62107.03	Showground – carpark	25,000	12,498	–	–	–	12,498	25,000	Scheduled February 2019
62123.03	Forth Recreation Ground – box gutter replacement	20,000	10,002	–	–	–	10,002	20,000	Scheduled February 2019
62125.02	River Park Recreation Ground – resurface	8,000	4,002	2,320	–	2,320	1,682	5,680	Scheduled following end of cricket season
62159.01	Ulverstone Recreation Ground – underground	80,000	40,002	–	–	–	40,002	80,000	Insufficeint funds and time - Tenders 2018/2019 -install Sept 2019
62159.02	Ulverstone Recreation Ground – trade waste	10,000	4,998	–	–	–	4,998	10,000	
62165.02	Heybridge Recreation Ground – surface	10,000	4,998	–	–	–	4,998	10,000	
62165.03	Heybridge Recreation Ground – (AFL) goal post	20,000	10,002	15,874	–	15,874	(5,872)	4,126	Completed
62167.03	Cricket Wicket renewals	10,000	4,998	–	–	–	4,998	10,000	
62169.03	Showgrounds – Ground Lighting – Stage 2	178,000	88,998	176,463	–	176,463	(87,465)	1,537	Completed
62169.07	Goal Posts (Soccer) replacements	10,000	4,998	16,262	–	16,262	(11,264)	(6,262)	Completed - Grant Funding
62170.02	Haywood’s Recreation Ground Lighting Upgrades	23,000	11,502	13,920	–	13,920	(2,418)	9,080	Scheduled February 2019
62170.03	Haywoods Reserve – trade waste compliance	20,000	10,002	–	–	–	10,002	20,000	
62171.01	Turners Beach Rec Ground – changeroom upgrade	18,000	9,000	–	–	–	9,000	18,000	
62174	Ulverstone Surf Club steps remedial	15,000	7,500	–	–	–	7,500	15,000	
62175	Recreation Grounds – water connections	20,000	10,002	–	–	–	10,002	20,000	
62176	Dial Park – landscaping	10,000	4,998	8,183	–	8,183	(3,185)	1,817	
62176.01	Dial Park – handrail	–	–	7,112	–	7,112	(7,112)	(7,112)	
62176.02	Dial Park – loud speaker	–	–	3,731	–	3,731	(3,731)	(3,731)	
62177	Recreation Grounds – lighting upgrades	10,000	4,998	–	–	–	4,998	10,000	Ongoing
Active Recreation (Surplus)/Deficit		828,000	414,000	402,291	–	402,291	11,709	425,709	

Cost Centre: Recreation Centres

Capital									
62305	Penguin Sports Centre – backboard upgrade	79,000	39,498	43,180	–	43,180	(3,682)	35,820	Completed
62347	Ulverstone Recreation Centre – purchase	10,000	4,998	2,054	3,091	5,145	(147)	4,855	
62356	Penguin Stadium refurbishment	20,000	10,002	33,169	–	33,169	(23,167)	(13,169)	Backboards
62358	Ulverstone Stadium 2 – guttering and external	10,000	4,998	1,496	1,006	2,502	2,496	7,498	
62362	Ulverstone Sports and Leisure Centre – gym carpet	5,000	2,502	3,151	–	3,151	(649)	1,849	to be layed
Recreation Centres (Surplus)/Deficit		124,000	61,998	83,049	4,097	87,146	(25,148)	36,854	
Recreation Facilities (Surplus)/Deficit		957,000	478,500	485,340	4,097	489,437	(10,937)	467,563	
COMMUNITY SERVICES (SURPLUS)/DEFICIT		1,371,000	695,492	687,855	13,276	701,131	(5,639)	669,869	

Service Activity: Environment and Health

Cost Centre: Environment and Health

Capital									
57004	Plant purchases – Environment and Health	26,000	13,002	–	–	–	13,002	26,000	Scheduled March - June 2019
Environment and Health (Surplus)/Deficit		26,000	13,002	–	–	–	13,002	26,000	

Cost Centre: Land-Use Planning

Capital									
58004	Plant purchases – Planning	30,000	15,000	–	–	–	15,000	30,000	Scheduled March - June 2019
	Land-Use Planning (Surplus)/Deficit	30,000	15,000	–	–	–	15,000	30,000	

Cost Centre: Control of Animals

Capital									
61104	Plant purchases – Control of Animals	57,000	28,500	–	–	–	28,500	57,000	Deferred to consider options
61107	Fence (additional) at Penguin Dog Park	15,000	7,500	–	–	–	7,500	15,000	
	Control of Animals (Surplus)/Deficit	72,000	36,000	–	–	–	36,000	72,000	
	Inspectorial Services (Surplus)/Deficit	72,000	36,000	–	–	–	36,000	72,000	
	REGULATORY SERVICES (SURPLUS)/DEFICIT	128,000	64,002	–	–	–	64,002	128,000	
	Operating (Surplus)/Deficit	11,737,000	14,858,454	7,439,240	4,169,103	653,916	4,823,020	2,616,220	10,035,434