

Notice of Ordinary Council Meeting and

Agenda

18 FEBRUARY 2019

To all Councillors

NOTICE OF MEETING

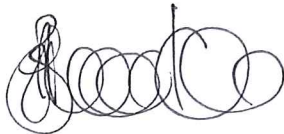
In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, notice is given of the next ordinary meeting of the Central Coast Council which will be held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 18 February 2019. The meeting 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 13th day of February 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.

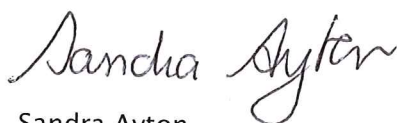
QUALIFIED PERSON'S ADVICE

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 29 January 2019 have already been circulated. The minutes are required to be confirmed for their accuracy.

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

A suggested resolution is submitted for consideration.”

- “That the minutes of the previous ordinary meeting of the Council held on 29 January 2019 be confirmed.”
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2 COUNCIL WORKSHOPS

2.1 Council workshops

The Executive Services Officer reports as follows:

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

- . 04.02.2019 – Strategic Risk Register; Coastal Management Strategy; Code of Conduct of Councillors
- . 11.02.2019 – Footpaths five-year plan; Electronic request system

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:

- . Office of the Coordinator-General – networking event (Devonport)
- . Ulverstone Cultural Precinct – launch
- . Ten Days on the Island – launch (Burnie)
- . TasWater Owners' Representatives – Quarterly briefing (Burnie)
- . Penguin foreshore remediation and restoration project – community meeting
- . GP Led Anticipatory Care Project – briefing
- . Penguin District School – Community Reference Group meeting
- . Statewide Waste Management – feasibility study (Burnie)
- . Dementia Australia – environmental assessment and meeting."

The Executive Services Officer reports as follows:

"A suggested resolution is submitted for consideration."

- "That the Mayor's report be received."

3.3 Declarations of interest

The Mayor reports as follows:

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

The Executive Services Officer reports as follows:

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

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

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

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4 COUNCILLOR REPORTS

4.1 Councillor reports

The Executive Services Officer reports as follows:

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

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

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5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Leave of absence

The Executive Services Officer reports as follows:

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

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

There are no applications for consideration at this meeting.”

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6 DEPUTATIONS

6.1 Deputations

The Executive Services Officer reports as follows:

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

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7 PETITIONS

7.1 Petitions

The Executive Services Officer reports as follows:

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

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8 COUNCILLORS' QUESTIONS

8.1 Councillors' questions without notice

The Executive Services Officer reports as follows:

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

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

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

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

- (a) offer an argument or opinion; or
- (b) draw any inferences or make any imputations –
except so far as may be necessary to explain the question.

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- (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:

“At the 29 January 2019 Ordinary Council Meeting, Mr Darryl Barker asked the following questions without notice, which was responded to by the Mayor who advised that matter would be investigated, and a response provided.

Question 1:

“With a large increase in people swimming at Johnson Beach does the Council feel in this day that the men’s toilet which is 4m² by 3m² also has to be the male change room? If a tourist or local man is changing into his swimmers and two young boys go into the toilet to urinate, what does this do for the boy’s outlook on life?”

Response:

“I note your advice that this may be occurring and would ask that you contact the Police if you have concerns relating to any specific incidents.

The male toilets at Johnsons Beach consists of a urinal and a toilet cubicle with a door to be closed when using the toilet. There is no outer door on the entrance to the male or female sections of the facility.

Changing for swimming can be undertaken in the toilet cubicle and to date no other complaints have been received about people getting changed in the main room of the facility.

Dedicated change rooms have not been provided in any beachfront toilets within the Central Coast Council area apart from one that was provided in the westernmost Turners Beach facility some years ago as part of a special project.”

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:

- . Cradle Coast Authority Representatives – meeting held 22 November 2018
- . Central Coast Council Audit Panel – meeting held 3 December 2018
- . Devonport City Council and Central Coast Council Shared Audit Panel – meeting held 3 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.”

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10.2 Code of Conduct of Councillors Policy (167/2016 – 20.06.2016)

The General Manager reports as follows:

“PURPOSE

The purpose of this report is to consider the review of the Code of Conduct of Councillors (the Policy), in line with amendments to the *Local Government Act 1993* (the Act) and the *Local Government (Model Code of Conduct) Order 2016* (the Code). A copy of the reviewed Policy is appended to this report.

BACKGROUND

In 2016, the Act set a Model Code of Conduct to be adopted by councils, including a framework for the handling of complaints. The Council adopted the Code of Conduct

of Councillors at the June 2016 Council meeting. In June 2018, a joint review of the local government Code of Conduct framework was undertaken by the State and Local government sectors. The review resulted in legislative amendments to the Model Code, which were approved by the Minister for Local Government on 7 December 2018 and came into effect upon Gazettal on 26 December 2018.

The Policy sets out the standards of behaviour expected of Councillors at the Central Coast Council. As leaders in the community, Councillors are required to acknowledge and uphold the high standards of behaviour in maintaining good governance. The Policy applies to Councillors whenever they are:

- . Conducting council business, whether at or outside of a meeting;
- . Conducting the business of his or her office (which may be Mayor, Deputy Mayor or Councillor); or
- . Acting as a representative of the Council.

In adopting the Policy, Councillors are agreeing to conduct themselves in accordance with the standards, which are clearly outlined within the Policy.

DISCUSSION

Following the 2018 review, changes to the Act and the Code and subsequently the Policy, will assist and improve the overall efficiency and effectiveness of the complaints handling process as well as drafting and administrative matters, a summary of the changes was provided in an Information Sheet from the Department of Premier and Cabinet's Local Government Division in January 2019 and is reproduced (in part) below:

'Following a review of the model code of conduct framework, there have been changes made to both the Local Government Act 1993 (the Act) and the Local Government (Model Code of Conduct) Order 2016 (the Code). Together, these changes will improve the overall efficiency and effectiveness of the complaints handling process.

Amendments to the Act apply as of 10 December 2018 include

- . a complainant must provide details of reasonable efforts made to resolve the issue that is the subject of the complaint, when lodging a complaint;
- . a complainant (along with Councillors or employees of the council) are to provide a statutory declaration verifying the accuracy of the information they provide in respect of a complaint;

- . the Chairperson of a Code of Conduct Panel may dismiss complaints on the basis of 'triviality', as well as on the basis that the complainant has not made a reasonable effort to resolve the issue prior to lodgement of the complaint;
- . councils must include in their annual report the number of code of conduct complaints that were received in total, as well as the number that were upheld either wholly or in part;
- . a new offence provision to explicitly prevent any person from misusing information acquired in relation to a code of conduct investigation; and a small number of minor amendments focused on improving the overall procedural fairness, confidentiality and transparency of the complaints handling process.

Amendments to the model code were approved by the Minister for Local Government on 7 December 2018 and come into effect upon Gazettal, scheduled for 26 December 2018. However, these changes will not apply until the amended model code is adopted by the relevant council. Amendments include:

- . changes to make it clear that the Model Code does not apply to pecuniary interests or to the disclosure of confidential information, as these are dealt with as offence provisions under the Act; and
- . the introduction of a 'reasonable person' test in relation to non-pecuniary conflicts of interest. This replaces the 'materiality' test, and is intended to provide consistency within the Code and with common law principles. Further guidance will be issued about what is the "reasonable person"...

CONSULTATION

A Council Workshop was held on 4 February 2019 to outline the changes impacting the Policy review. Information provided by the Department 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. However, under the legislation, each council is responsible for payment of the costs of the Panel and Executive Officer in relation to a Code of Conduct complaint. Such remuneration allowances are determined by the Minister.

CORPORATE COMPLIANCE

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

Council Sustainability and Governance

- Improve corporate governance
- Effective communication and engagement.

CONCLUSION

It is recommended that the Code of Conduct of Councillors Policy dated January 2019 be adopted.”

The Executive Services Officer reports as follows:

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

- “That the Code of Conduct of Councillors Policy dated January 2019 be adopted.”

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COMMUNITY SERVICES

10.3 Statutory determinations

The Director Community Services reports as follows:

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

The Executive Services Officer reports as follows:

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

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

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10.4 Leven Theatre Winch System – reallocation of Capital funds

The Director Community Services reports as follows:

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

‘PURPOSE

In accordance with the *Local Government Act 1993* Section 82 – Estimates, this report seeks the Council’s approval for amendments to the Capital Estimates 2018–2019 to replace the Leven Theatre fly system.

BACKGROUND

On 28 August 2017, an incident occurred at the Leven Theatre where a high tensile steel cable that supported the stage curtain rail failed and fell approximately four metres to the stage floor. It was determined the alloy crimp used to secure the eyelet end of the cable had failed while the Council’s Theatre Technician was operating the electric fly system.

In response to the incident the eight winches of the fly system were immobilised as it could not be satisfactorily determined if they were safe to operate. To enable use of fly system for lighting installation only, a four-metre-high scaffold platform has been erected on the stage. No scene changes are possible due to the immobilisation of the winches.

To address the safety concerns and see the fly system operating, Council officers and the Theatre Technician consulted with a market leading theatre engineering company. The recommended solution is that three new electric lines and five new counterweight manual lines be installed. The proposal will ensure the fly system is consistent with contemporary theatre operations and maximise the safety of theatre technicians and performers.

DISCUSSION

The Leven Theatre makes a significant cultural contribution to living in the Central Coast by providing a venue for local schools, businesses and community groups to stage performances and host conferences.

The restricted use of the fly system has been an inconvenience for users and cost \$2,200 in hire fees for the scaffolding. Whilst the inconvenience has not contributed to reduced bookings if it continues into the medium/longer term it may reduce utilisation and potentially damage the theatre's brand within the performing arts community.

Replacement of the fly system will ensure the Leven Theatre continues to be a high-quality venue for local and travelling productions. The proposed replacement will increase the safety (with dead-man operating switches and multiple mechanical safe guards) and ensure the theatre meets the expectations of users and the community.

To fund the fly system replacement will cost \$121,241. This is \$61,241 more than what is allocated in the 2018–2019 budget estimates.

The *Local Government Act 1993* (the Act) Section 82 – Estimates states:

“...(2) Estimates are to contain details of the following:

- (a) the estimated revenue of the council;
- (b) the estimated expenditure of the council;
- (c) the estimated borrowings by the council;
- (d) the estimated capital works of the council;
- (e) any other detail required by the Minister.

- (3) Estimates for a financial year must –
 - (a) be adopted by the council, with or without alteration, by absolute majority; and
 - (b) be adopted before 31 August in that financial year; and
 - (c) not be adopted more than one month before the start of that financial year.
- (4) A council may alter by absolute majority any estimate referred to in subsection (2) during the financial year.
- (5) A council may make adjustments to individual items within any estimate referred to in subsection (2) by a simple majority so long as the total amount of the estimate is not altered.
- (6) A council, by absolute majority, may authorise the general manager to make minor adjustments up to specified amounts to individual items within any estimate referred to in subsection (2) so long as the total amount of the estimate is not altered.
- (7) The general manager is to report any adjustment and an explanation of the adjustment at the first ordinary meeting of the council following the adjustment.”

In accordance with the Act, Estimates were prepared for and adopted at the Council meeting held on 25 June 2018 (Minute No. 167/2018).

The General Manager has delegation for changes up to \$20,000 in accordance with Section 82(6). As the adjustment is above this threshold it requires Council consideration pursuant with Section 82(4).

CONSULTATION

To determine how to replace the Leven Theatre fly system Council staff consulted with the Council’s Theatre Technician, Tasmanian Consulting Services and a market leading theatre engineering company.

Tasmanian Consulting Service provided a structural assessment report to the Council on 6 December 2018 that determined the existing fly tower structure could adequately accommodate the proposed new fly system.

A report was discussed by the Senior Leadership Team on 23 January 2019.

Key users of the Leven Theatre have been informed on the progress of the fly system replacement over the past 6 months as the restricted use impacts their ability to stage performances.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Council has allocated \$60,000 in the 2018–2019 budget estimates for the fly system replacement. This figure was based on the best available information at the time.

Further investigations have since determined \$118,241 (ex GST) is required to replace the fly system. A further \$3,000 is estimated to be required to modify the power supply to the new electric lines, making a total of \$121,241.

It is proposed that the capital projects scheduled for 2018–2019 financial year for the Civic Centre, being the carpet replacement, painting program and entrance redesign, be deferred until the 2019–2020 financial year and the \$30,000 funds reallocated to the fly system replacement.

The remaining \$31,241 is proposed to be sourced from the Ulverstone Recreation Ground underground irrigation project. This project will not be completed in the 2018–2019 financial year as the time available to undertake the procurement process and close the ground for eight-weeks for installation would have caused significant disruption to ground users. It will instead be carried forward into the 2019–2020 financial year to be undertaken immediately after the 2019 football season.

CORPORATE COMPLIANCE

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

A Connected Central Coast

- Connect the people with services
- Improve community wellbeing

Community Capacity and Creativity

- Cultivate a culture of creativity in the community

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 following proposed budget reallocations for capital funding for 2018–2019 be accepted and approved by the Council.

PROJECT	CURRENT BUDGET \$	PROPOSED BUDGET \$	DIFFERENCE \$
Carpet Replacement	10,000	–	–10,000
Painting Program	10,000	–	–10,000
Entrance Redesign	10,000	–	–10,000
Ulverstone Recreation Ground Underground Irrigation	80,000	48,759	–31,241
Leven Theatre Fly System Replacement	60,000	121,241	+61,241
<i>Total</i>	<i>180,000</i>	<i>180,000</i>	–

The Director Community Services report is supported.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the capital reallocations of:

Project adjustments –

PROJECT	CURRENT BUDGET \$	PROPOSED BUDGET \$	DIFFERENCE \$
Carpet Replacement	10,000	–	–10,000
Painting Program	10,000	–	–10,000

COMMUNITY SERVICES

Entrance Redesign	10,000	–	–10,000
Ulverstone Recreation Ground Underground Irrigation	80,000	48,759	–31,241
Leven Theatre Fly System Replacement	60,000	121,241	+61,241
<i>Total</i>	<i>180,000</i>	<i>180,000</i>	<i>–</i>

for the 2018–2019 financial year be accepted and approved.”

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10.5 Use of the Council's roads for Targa Tasmania – 2 May 2019

The Director Corporate & Community Services reports as follows:

“The Events Officer has prepared the following report:

PURPOSE

The purpose of this report is to consider closure and use of the Council's roads on 2 May 2019 for Targa Tasmania 2019.

BACKGROUND

At its meeting on 25 October 2004 the Council resolved (Minute No. 402/2004) as follows:

“That the promoters of motor-vehicle rallies and trials be advised that the Council will not consider applications for road closures for rally stages in the Central Coast municipal area unless the application is received not later than 15 weeks prior to the event and is accompanied by evidence of:

- 1 written notification having been sent to harvesting contractors and companies (including transporters of timber products), milk transport contractors and companies, and tourism authorities and operators;
- 2 written notification having been sent to all residents on that part of the road for which road closures are being requested; and
- 3 public notification of any new event having been twice advertised in a daily newspaper circulating in the municipal area;

advising that an application for road closures is being submitted, and that residents and road users should contact the promoter and the Council not later than 13 weeks prior to the event if they have concerns over the closures;

and further that, following any approval having been given by the Council for road closures, the promoter is to undertake public notification of the event by a minimum of two advertisements in a daily newspaper circulating in the municipal area in the weeks immediately preceding the event."

The Council, at its meeting on 19 February 2007 (Minute No. 75/2007), included in the motion to approve the road closures for Targa, a condition that, "...future requests for road closures will be denied unless an annual, suitable 'Targa event', acceptable to the Council, is staged within the municipal area."

The Council has received the following correspondence from the Clerk of Course, Targa Australia, which reads as follows:

"I wish to make application to council seeking in principal support of proposed road closures in connection with the international tarmac rally Targa Tasmania.

The event is scheduled to cover a statewide route from Monday 29th April to Saturday 4th May 2019, with all activities relating to the Central Coast municipality concentrated on Thursday 2nd May.

In accordance with the conditions of the Tasmania Police motor sport permits policy; I request approval in principal for the use and closure of the following roads for a maximum period of four and a half hours:

LEG FOUR – THURSDAY 2nd MAY

MUNICIPALITY OF KENTISH AND CENTRAL COAST

'CASTRA'	Road Closure: 8:11 – 12:41
ROAD CLOSED:	BETWEEN FOLLOWING ROADS:
Back Road	Wilmot Road and Spellmans Road
Spellmans Road	Back Road and Castra Road

MUNICIPALITY OF CENTRAL COAST

'GUNNS PLAINS'	Road Closure: 8:31 – 13:01
ROAD CLOSED	BETWEEN FOLLOWING ROADS
Central Castra Road	Castra Road and Preston-Castra Road
Preston-Castra Road	Central Castra Road and Preston Road
Preston Road	Preston-Castra Road and Raymond Road
Raymond Road	Preston Road and Gunns Plains Road

MUNICIPALITY OF CENTRAL COAST AND CITY OF BURNIE

'RIANA'	Road Closure: 8:52 – 13:22
ROAD CLOSED:	BETWEEN FOLLOWING ROADS:
Lowana Road	Marshalls Bridge Road and South Riana Road
South Riana Road	Lowana Road and Upper Natone Road
Upper Natone Road	South Riana Road and Camena Road
Camena Road	Upper Natone Road and Stotts Road
Stotts Road	Camena Road and Wyllies Road

In accordance with the Council's policy regarding road closures for rally stages I can confirm Targa Australia has provided written notification of the proposed road closures and the route of Targa Tasmania 2019 to companies and contractors including road transport, harvesting and tourism operators. As in the past this notification will be followed up by further documentation.

Targa Australia has also provided written notification to residents on the sections of roads affected by the road closures specific to the targa stage on which those roads fall. Please find copies of these attached. Further to this Targa Australia will be issuing further letters to residents.

Specifically, the following Central Coast resident's addresses were issued with written advice regarding road closures on the 23/1/2019.

Thank you in anticipation, should you require further information please do not hesitate to contact me."

Castra Targa Stage

Spellmans Rd	445
	410
	385
	310
	259
	179
	155
	99
	80
	65
	60
	6

Eastleys Rd	385
	259
	289
	75

Gunns Plains Targa Stage

Central Castra Rd	9
	19
	80
	109
	199
	345
	379

Preston Castra Rd	300
	299
	184
	163
	140

Preston Rd	1633
	1634
	1636
	1638
	1641
	1647

COMMUNITY SERVICES

	1648
	1668
	1667
	1709
	1747
	1749
	1777
Goulds Road	3
	65
Raymond Road	130
	150
	161
	170
	220
	299
	319
	321
	468
	510
Riana Targa Stage	
Lowana Road	230
	224
	209
	180
	160
	84
South Riana Road	1730
	1655
	1603
	1601
	1512
	1462
	1456
	1335
	1336
	1275
	1259
	1212

1179
1137
1089
1077
1033
1002
997
996
918
862
787
759
744
743
729
617
608
542
425
414
387

South Riana road, Masters road, Loyetea road, Fielding's Road, Jansens road
and Barkers road done via Australia Post (South Riana Shop)

Stotts Road	754
	669
	576
	494
	450
	398
	329
Bennetts Road	95
	90
Hornes Road	51
	63
	214

Copies of maps provided with the correspondence are attached at Annexure 1.

DISCUSSION

The Council has not received any representations.

Discussions have previously been held with Targa officials, surrounding a suitable 'Targa event', to be staged within the municipal area, although this has not gained any momentum and there is no event planned to run alongside Targa in 2019, Council staff are continuing to explore options relating to the holding of such an event either in conjunction with local schools or other interested parties.

The requested road closures in Central Coast area are as follows:

Thursday, 2 May –

from 8.11am to 12.41pm

- . Spellmans Road – from municipal boundary to Castra Road; and

from 8.31am to 13.01pm

- . Central Castra Road – from Castra Road to Preston–Castra Road;
- . Preston–Castra Road – from Central Castra Road to Preston Road;
- . Preston Road – from Preston–Castra Road to Raymond Road;
- . Raymond Road – from Preston Road to Gunns Plains Road; and

from 8.52am to 13.22pm

- . Lowana Road – from Marshalls Bridge Road to South Riana Road;
- . South Riana Road – from Lowana Road to Blythe River;
- . Camena Road – from Blythe River to Stotts Road;
- . Stotts Road – from Camena Road to Wyllies Road.

The proposed non-competition uses do not require approval. Closure to the public only applies to competition stages.

CONSULTATION

The Clerk of Course has advised that notifications requested by the Council have been implemented.

No representations regarding the event have been received by the Council following Targa's mail-out to affected residents.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Engineering Group Leader advises as follows:

"The Council's roads are currently to a standard applicable to normal rural traffic only and are maintained accordingly.

Any damage to any of the roads used for the rally should be reinstated by the Council (or the Council's contractor) at the organiser's expense."

CORPORATE COMPLIANCE

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

The Shape of the Place

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

A Connected Central Coast

- Improve community well-being

Community Capacity and Creativity

- Cultivate a culture of creativity in the community

The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment
- Contribute to the preservation of the natural environment.

CONCLUSION

It is recommended that no objection be offered to the requested road closures for Targa Tasmania 2019 and also subject to Targa Australia:

- 1 maintaining its standard organisational arrangements;
- 2 following this approval having been given by the Council, undertaking public notification of the event by a minimum of two advertisements in a daily newspaper circulating in the municipal area in the weeks immediately preceding the event;

- 3 meeting the cost of the Council reinstating any damage to any of the roads used for the Rally;
- 4 subject to Council approval, arranging for the repair of any road or road infrastructure damage within two weeks of the event;
- 5 arranging same-day repairs of any fences damaged during the Rally; and further,
- 6 that Targa Australia be advised that the Council's roads are currently to a standard applicable to normal rural traffic only and are maintained accordingly.'

The Events Officer's report is supported."

The Executive Services Officer reports as follows:

"Copies of the promoter's supporting information has been circulated to all Councillors."

■ "That no objection be offered to the requested road closures for Targa Tasmania 2019, and also subject to Targa Tasmania:

- 1 maintaining its standard organisational arrangements;
- 2 following this approval having been given by the Council, undertaking public notification of the event by a minimum of two advertisements in a daily newspaper circulating in the municipal area in the weeks immediately preceding the event;
- 3 meeting the cost of the Council reinstating any damage to any of the roads used for the Rally;
- 4 subject to Council approval, arranging for the repair of any road or road infrastructure damage within two weeks of the event;
- 5 arranging same-day repairs of any fences damaged during the Rally; and further,
- 6 that Targa Australia be advised that the Council's roads are currently to a standard applicable to normal rural traffic only and are maintained accordingly."

INFRASTRUCTURE SERVICES

10.6 Tenders for backhoe replacement – F908

The Director Infrastructure Services reports as follows:

“The Engineering Group Leader has prepared the following report:

‘PURPOSE

The purpose of this report is to provide information and recommendations for the replacement of the Komatsu four-wheel drive backhoe F908.

BACKGROUND

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

The tender documents were lodged on 17 October 2018 and closed on 7 November 2018.

Tenders were received as follows:

TENDERER	MAKE	NET PRICE \$ (INC. GST)
JF Machinery	JCB 3CX	111,540
JF Machinery	JCB 3CX T4i Elite	129,217
DLM Machinery	New Holland B110B	141,231
William Adams	CAT 432F LRC	155,100
Hitachi Construction	John Deere 315L	180,628
<i>ESTIMATE</i>		<i>126,500</i>

DISCUSSION

The Council fleet operates four 900 series backhoes, the unit being replaced is seven years old.

A total of five backhoes from four suppliers were offered for consideration. Along with the base pricing, there were several options offered by the different suppliers that may enhance the operation of the unit. Two of the units offered were not inspected. The John Deere was not available to inspect locally, financial offer scored low, and had features that may cause operational issues. The JCB 3CX is the base model JCB which lacks the performance and features of the 3CX T4i Elite and therefore it was also not assessed.

The three remaining units were therefore the only units evaluated.

The Council uses a weighted tender assessment method based on:

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

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

After the inspections of the three units and subsequent tender scoring, the submission from JF Machinery JCB 3CX T4i Elite achieved the highest rating based on this method (a copy of the confidential tender assessment report is provided at Agenda Item 11.3).

It was agreed that the JCB 3CX T4i Elite unit offered the options and specifications required and was considered to be the most suitable for the intended construction and maintenance duties. While the CAT 432F and the New Holland B110B had comparable features, the CAT scored low on the financial and warranty scoring, and the New Holland scored low on operational assessment for its small cabin and ergonomics as well as its lack of refinements compared to the other machines. It is believed that the numerous refinements and standard specifications on the JCB 3CX T4i Elite render it as the most suitable and best value unit for the Council.

CONSULTATION

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

RESOURCE, FINANCIAL AND RISK IMPACTS

The budget estimate for the unit is \$176,000 including an estimated \$49,500 trade-in. (\$126,500 net changeover).

The JCB 3CX T4i Elite net changeover of \$129,217 (including GST) is only just over budget (and less than the other two assessed units), the preferred option can be accommodated within the plant replacement budget.

CORPORATE COMPLIANCE

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

The Environment and Sustainable Infrastructure

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

Council Sustainability and Governance

- . Improve corporate governance.

CONCLUSION

It is recommended that the Council:

- 1 accept the tender from JF Machinery for the supply of a JCB 3CX T4i Elite model in the amount of \$186,417 (including GST);
- 2 accept the trade-in offer from JF Machinery Isuzu for fleet item F908, being a Komatsu WB97R–5EO, in the amount of \$57,200 (including GST); and
- 3 accept the offer of extended warranty cover to 3 years/3,000 hours at an additional cost of \$1,936 (including GST).'

The Engineering Group Leader's report is supported."

The Executive Services Officer reports as follows:

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

■ “That the Council:

- 1 accept the tender from JF Machinery for the supply of a JCB 3CX T4i Elite model in the amount of \$186,417 (including GST);
- 2 accept the trade-in offer from JF Machinery Isuzu for fleet item F908, being a Komatsu WB97R-5EO, in the amount of \$57,200 (including GST); and
- 3 accept the offer of extended warranty cover to 3 years/3,000 hours at an additional cost of \$1,936 (including GST).”

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ORGANISATIONAL SERVICES

10.7 Central Coast Council Strategic Risk Register

The Director Organisational Services reports as follows:

“PURPOSE

The purpose of this report is to consider a review of the Strategic Risk Register for the Central Coast Council. A copy of the Register is appended to this report.

BACKGROUND

The Strategic Risk Register is reviewed on an annual basis. This entails a review of all controls that Council has in place to deal with a potential risk and to determine if there are any actions Council can carry out to further reduce the risk.

All risks are assessed in terms of the likelihood of the risk occurring and the severity of the implications of the risk. Based on these two factors each risk is given a rating. The aim is to put in place controls which can reduce the likelihood of the risk occurring and therefore reduce its risk rating.

DISCUSSION

The Council's Strategic Risk Register has been implemented to ensure that:

- . Strategic risks are identified;
- . Strategic risks are assessed;
- . The effectiveness of existing controls is evaluated;
- . Residual risk is assessed;
- . Risk treatment options are considered;
- . Actions are determined and prioritised; and
- . Action plans are implemented.

The Strategic Risk Register supports the development and review of the Council's Strategic Plan.

The Council also carried out other work throughout the year which further aims to reduce the Council's Risk footprint.

The identified Strategic Risk Categories are:

- . **Strategic Risk 1: Personnel**
Failure to attract and retain a skilled and competent workforce.
- . **Strategic Risk 2: Community**
Failure to develop and maintain a positive relationship with the community.
- . **Strategic Risk 3: Work Health and Safety**
Failure to maintain a safe and healthy workplace and safe systems of work.
- . **Strategic Risk 4: Change**
Failure to plan and prepare for change.
- . **Strategic Risk 5: Infrastructure**
Failure to plan for, develop and maintain a sustainable infrastructure.
- . **Strategic Risk 6: Compliance and Liability**
Failure to comply with legislative and other requirements.
- . **Strategic Risk 7: Finance**
Failure to plan for and manage the Council's finances.
- . **Strategic Risk 8: Environment**
Failure to prepare and plan for environmental risk.
- . **Strategic Risk 9: Municipal Emergency**
Failure to be prepared for a Municipal Emergency and Recovery.
- . **Strategic Risk 10: Data, records and systems**
Failure to maintain and protect data and record systems.

A reporting framework has also been developed to allow reporting of progress against actions to be reported to Council's Risk Management Committee and to the Audit Panel.

CONSULTATION

Internal consultation with members of the Operational Leadership Group occurred as part of this review.

RESOURCE, FINANCIAL AND RISK IMPACTS

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

CORPORATE COMPLIANCE

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

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the Council endorse the Strategic Risk Register dated January 2019."

The Executive Services Officer reports as follows:

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

- "That the Council endorses the Strategic Risk Register dated January 2019."
-
-
-

10.8 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 January 2019 has been submitted by the General Manager to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Executive Services Officer reports as follows:

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

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

10.9 Correspondence addressed to the Mayor and Councillors

The Executive Services Officer reports as follows:

“At the time of the Notice of Meeting being authorised and issued, no correspondence addressed to the Mayor and Councillors was received for the period 30 January to 18 February 2019.”

10.10 Common seal

The Director Organisational Services reports as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 30 January to 18 February 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.”

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 Persons Advice 10.6 – Tenders for backhoe replacement – F908	15(2)(d) Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
Central Coast and Devonport Shared Audit Panel – Appointment of Independent Members	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
TasWater Quarterly Report to the Owners’ Representatives	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

A suggested resolution is submitted for consideration.”

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Qualified Persons Advice 10.6 – Tenders for backhoe replacement – F908	15(2)(d) Contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal
Central Coast and Devonport Shared Audit Panel – Appointment of Independent Members	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
TasWater Quarterly Report to the Owners’ Representatives	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.

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



REPRESENTATIVES MEETING

22 November 2018

MEETING HIGHLIGHTS

Chief and Deputy Chief Representative Election

The CCA Representatives at the AGM held prior to the official meeting, nominated and endorsed Mayor Jan Bonde as the Chief Representative and Mayor Peter Freshney as the Deputy Representative for the next two years.

Coastal Pathway Technical Group

Mayor Walsh was endorsed as the Chair for the Coastal Pathway Technical Group.

Purpose of Representatives Meetings

Representatives discussed and agreed to make the Representatives meetings more interactive going forward, rather than just a reporting session, which will allow the General Managers and Mayors & CCA to communicate around more broader issues/priorities for the region. Representatives agreed to hold a meeting in early December to identify regional election priorities prior to the Federal election in 2019.

Removal of the 'Coast to Coast' section in the Advocate Newspaper

It was raised that the 'Coast to Coast' section in the Advocate Newspaper has been removed. Representatives expressed their disappointment with this and agreed to invite the Advocate's Editor to the meeting in February to address concerns and also use it as an opportunity to share the region's accomplishments.

MEETING MINUTES

REPRESENTATIVES MEETING

Date: 22 November 2018
 Time: 10:30 am
 Location: 1-3 Spring Street, Burnie

1. MEETING OPEN

Representatives held an in-camera session from 10:30 until 10:53 am. Within that session, it was noted that the CCA's CEO Mr Brett Smith will be leaving the CCA on 30 November 2018 and Mr Daryl Connelly has been appointed as the new CEO.

Chief Representative and meeting Chair, Mayor Jan Bonde, opened the meeting at 10:53 am, welcoming attendees and new Representatives from the recent local council elections.

Attendees and apologies are noted at Attachment 1.

Chief Representative thanked Mr Smith for all his hard work and achievements for the CCA in the past four years and congratulated Mr Connelly on his appointment.

2. PRESENTATION

2.1. CAT MANAGEMENT PRESENTATION

The CCA's Regional Cat Management Coordinator, Ms Halyee Kaplan entered the meeting at 10:57 am.

Ms Kaplan provided an overview on her role as the Regional Cat Management Coordinator. The Tasmanian Cat Management project is a state-wide, state funded initiative that was established to promote responsible and proactive cat management and work closely with stakeholders.

ACTION

EA to circulate a copy of the presentation to Representatives with the Minutes.

Chief Representative thanked Ms Kaplan for her presentation.

Ms Kaplan left the meeting at 11:13 am.

2.2. MACQUARIE HARBOUR SHORELINE CLEAN UP

The CCA's Coastal Coordinator, Ms Anna Wind entered the meeting at 11:14 am.

Ms Wind advised that the clean-up initiative has been successfully running for the past two years in Strahan by volunteers from the community and local organisations. CCA's NRM business unit recently won Tasmania's Clean Beach Award 2018 as a result of the clean-up initiative.

Ms Wind displayed a short video of the clean-up.

Chief Representative thanked Ms Wind for her presentation and congratulated the NRM team for their award.

Ms Wind and Mr Troy Brice left the meeting at 11:20 am.

3. STANDING ITEMS

3.1. DECLARATIONS

Nil

3.2. CONFIRMATION OF MINUTES

Minutes of 23 August 2018 Representatives Meeting were provided at Agenda Item 3.2

CCA CEO advised that in relation to Item 9 – AMG Legacy Proposal in the August Minutes, Mr Scott Wade and Mr Royce Fairbrother provided some further information around the proposal at a recent CCA Board meeting. It was agreed that Mr Wade and Mr Fairbrother would present to the Representatives in the new year.

Resolution

The Representatives **ENDORSED** the 23 August 2018 Representatives Meeting Minutes.

Moved: Mayor Walsh / Seconded: Mayor Vickers / CARRIED

3.3. ACTIVITY REGISTER

A schedule of activities was presented at Agenda Item 3.3

The Activity Register was discussed with edits noted.

Resolution

The Representatives **ACCEPTED** and **NOTED** the Activity Register.

Moved: Mayor Walsh / Seconded: Mr Paul West / CARRIED

3.4. CORRESPONDENCE

A briefing note was presented at Agenda Item 3.4

Deputy Mayor Don Thwaites thanked Mr Rodney Greene from Burnie City Council for initiating the National Energy Guarantee (NEG).

Resolution

The Representatives **NOTED** the Correspondence.

Moved: Mayor Wilson / Seconded: Mayor Vickers / CARRIED

4. CRADLE COAST AUTHORITY UPDATE

4.1. QUARTERLY REPORT & FINANCIAL STATEMENTS

The Quarterly Report and Financial Statements were presented at Agenda Item 4.1. The Quarterly Report was circulated as a separate attachment to the Agenda.

Resolution

The Representatives **ACCEPTED** and **NOTED** the Quarterly Report and Financial Statements.

Moved: Mayor Walsh / Seconded: Mayor Thwaites / CARRIED

5. FOR DISCUSSION

5.1. PURPOSE AND PROCESS OF REPRESENTATIVES MEETINGS

Chief Representative would like to improve the purpose of the Representatives meetings, meaning less of a reporting session and more of an interactive meeting.

Representatives held a lengthy discussion around how they can help elected members better understand the CCA. Deputy Chief Representative encouraged Mayors and General Managers to share the CCA's projects, initiatives and purpose with their respective councils and act as an advocacy for the CCA.

It was agreed that the Representatives need to meet before the end of 2018 to discuss and identify regional issues / priorities prior to the federal election in 2019.

Mr Daryl Connelly noted that the Futures Plan is a good basis for identifying projects / priorities for the region, as a lot are captured within the plan.

ACTION

EA to schedule a time for Representatives to meet in mid-December to discuss election priorities.

6. FOR NOTING

6.1. COASTAL PATHWAY

A briefing note was presented at Agenda Item 7.1

CCA CEO advised that a technical group for the Coastal Pathway has been formed. Mr Paul West is a General Manager representative on the group and there is currently a vacancy for a Mayor to chair the group. CEO asked that a Mayor be nominated at today's meeting.

Mayor Robby Walsh volunteered to be the technical group chair. There were no other nominations or volunteers.

General Manager Andrew Wardlaw noted the progress with the Burnie to Wynyard Pathway. There has been a delay in the transfer of the corridor due to a storm in winter. Work would have already commenced, however due to the coastal erosion issue it has been delayed. Construction will potentially start later in 2019.

Resolution

That Mayor Robby Walsh is **ENDORSED** as the chair of the Coastal Pathway technical group.

Moved: Mayor Wilson / Seconded: Mayor Kons / CARRIED

6.2. CRADLE MOUNTAIN MASTERPLAN

Nil to report

6.3. REGIONAL FUTURES PLAN (RFP)

Mr Daryl Connelly presented the Regional Futures Plan (RFP) to Representatives.

Mr Connelly reiterated that the RFP is a plan for the region, not the CCA. Managers and CCA Board met recently with the Premier and Cabinet and the RFP was very well received by Cabinet members.

Mayor Kons highlighted the issue that small businesses struggle to gain access to capital in regional Australia. It was suggested to offer upskilling opportunities to employers rather than employees.

Resolution

Representatives **NOTED** the Futures Plan update and **ENDORSED** the proposed actions.

Moved: Mayor Vickers / Seconded: Mayor Walsh / CARRIED

7. LOCAL GOVERNMENT UPDATE

Nil

8. GENERAL BUSINESS

- *CCA Board Vacancy*

Chief Representative advised that as Mr Duncan McFie is no longer the Mayor of King Island Council, which creates a vacancy within the CCA Board.

The Mayors agreed to nominate a CCA Board Director at the LGAT meeting on Friday 7 December 2018.

- *Cultivate – Award Winning Tasmania*

Recently Mr Ben Milbourne and Mr Simon Hamilton presented to the CCA Board around Award Winning Tasmania. Their primary focus at present is their other television series 'FoodLab', however are expecting to shift their focus to Award Winning Tasmania in the early new year.

CEO advised that CCA now have a more detailed plan of locations for shooting.

- *Concerns regarding the removal of the Coast to Coast section in the Advocate Newspaper*

Mayor Walsh advised that some Mayors, himself included, are concerned that the Coast to Coast section has been removed from the Advocate Newspaper. Waratah-Wynyard Council has sent CCA a letter asking that the CCA with the support of Representatives, voice their concerns.

Resolution

That CCA invite the editor of the Advocate Newspaper to the February Representatives meeting to express what the community feels it is missing out on, and to also advise of the positive accomplishment for the region.

Moved: Mayor Robby Walsh / Seconded: Mayor Vickers / CARRIED

9. MEETING CLOSE

Meeting closed at 1:01pm.

The next meeting will be held on 22 November 2018 at Cradle Coast Authority.

Attachment 1: Attendees, Observers and Apologies

Representatives

Alderman Steve Kons	Mayor, Burnie City Council
Councillor Jan Bonde	Mayor Central Coast Council (Chief Representative)
Ms Sandra Ayton	General Manager, Central Coast Council
Councillor Daryl Quilliam	Mayor, Circular Head Council
Mr Scott Riley	General Manager, Circular Head Council
Mr Paul West	General Manager, Devonport City Council
Councillor Tim Wilson	Mayor, Kentish Council
Councillor Don Thwaites	Deputy Mayor, Kentish Council
Mr Troy Brice	General Manager, King Island Council
Councillor Peter Freshney	Mayor, Latrobe Council (Deputy Chief Representative)
Mr Gerald Monson	General Manager, Latrobe Council
Mr Shane Crawford	General Manager, Waratah-Wynyard Council
Councillor Robby Walsh	Mayor, Waratah-Wynyard Council
Councillor Phil Vickers	Mayor, West Coast Council

Cradle Coast Authority

Mr Sid Sidebottom	Chairperson
Mr Malcolm Wells	Director
Mr Andrew Wardlaw	Director
Ms Kathy Schaefer	Director
Mr Tony Moore	Director
Mr Rod Stendrup	Director
Alderman Annette Rockliff	Director
Mr Brett Smith	Chief Executive Officer
Ms Cat Gale-Stanton	Manager, Media & Communications
Mr Daryl Connelly	Industry Development Manager, A/Regional Tourism Manager
Mr Spencer Gibbs	NRM Manager
Ms Lauren Clarke	Executive Assistant, Meeting Secretariat

Apologies

Alderman Giovanna Simpson	Deputy Mayor, Burnie City Council
Councillor David Munday	Mayor, King Island Council
Alderman Alison Jarman	Deputy Mayor, Devonport City Council
Ms Eleanor Strang	A/General Manager, West Coast Council

Observers

Councillor Norman Berechree	Deputy Mayor, Circular Head Council
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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 COUNCIL
AUDIT PANEL



UNCONFIRMED MINUTES OF MEETING

Minutes of meeting held on Monday, 3 December 2018 at the Central Coast Council commencing at 3.28pm.

1 Present

Members – Robert Atkinson (Chairperson), John Howard, Cr Gary Carpenter and Cr Philip Viney.

Officers - Sandra Ayton (General Manager) and Rosanne Brown (Minute Secretary).

2 Apology

Bill Hutcheson (Director Organisational Services)

3 Confirmation of Minutes

Resolved unanimously that the minutes of the meeting held on 3 August 2018 be amended by the deletion of the words “and the return of the assets to the owners” in clause 6.1 and confirmed as true and correct.

4 Business Arising

4.1 Rates – Fire Service Levy

RA questioned if there had been any feedback from the LGAT.

SA to check LGAT report and advise of any further information.

4.2 Strategic Risk Register

JH asked for an update on the Strategic Risk Register.

SA advised it is currently being worked on and it will be listed for the next Audit Panel meeting.

5 Financial Management

5.1 Financial Report for quarter ended 30 September 2018 had been circulated to the Panel with agenda. Discussion held on the following matters:

- RA queried method used to account for dividends from Dulverton.

SA to discuss further with Finance Group Leader and Tasmanian Audit Office (TAO);

- Financial reports – too simplistic, not enough info – been raised several times now. Suggested inclusions - comparison of actual to budgets,

reasons for variances, accruals, adjustment provisions & depreciation done progressively rather than EOFY, profit & loss on disposal of assets, interest on loans – show when occur/due not just EOFY, Include underlying surplus info, budget transfers/reallocations.

Financial reports to be more transparent and detailed, so as more informative & understandable for non-accountant people (incl councillors) and can see true financial position. Suggested inclusion of summary of key issues signed off by the GM.

RA to provide his notes to SA. SA agreed to provide more detailed reports for next meeting and to include underlying surplus in notes in future reports.

Responsible Officer: Director Organisational Services/General Manager

5.2 Audit Report – the following documents had been circulated with agenda:

- (i) Final Memorandum of Audit Findings for year ended 30 June 2018;
- (ii) Report to Those Charged with Governance for year ended 30 June 2018;
- (iii) Letter from Auditor-General to Mayor re Report of the Auditor-General.

Reports noted and discussions held regarding the TAO findings.

5.3 Capital Works Progress Report for quarter ended 30 September 2018 had been circulated with agenda.

Members requested that future reports show when works are scheduled to be undertaken and any changes rather than just budget and actuals.

Responsible Officer: Director Organisational Services

5.4 Tasmanian Audit Office – Audit findings – progress report to 28 November 2018 circulated with agenda and noted.

6 Annual Audit & Reporting

6.1 Annual Report 2017-18 was circulated with agenda. Members noted that Annual Report was very well presented and readable. General discussion followed.

Suggested that underlying financial position be included in fast facts in preference to the net position.

Responsible Officer: Director Organisational Services

7 Risk Management

7.1 Claims Update – Workers Compensation Summary circulated with agenda and noted.

7.2 Potential Claims – none to report.

- 7.3 Strategic Risk Register – updated Risk Register to be presented at next Audit Panel meeting.

8 Policies

- 8.1 Credit Card Policy and Investment Policy were circulated with agenda. Both policies recently adopted by the Council.

Suggested that definition of “fund” and “unit trust” be listed for inclusion when review of Investment Policy is done.

Responsible Officer: Director Organisational Services

- 8.2 The draft Related Party Transaction Policy was circulated with the agenda. Noted that the draft had been forwarded to TAO for consideration and Council are awaiting comments. Suggested that definition of “variable returns” should be included and queried use of word “jubilee”. Once adopted then appropriate education of relevant parties to be undertaken.

Responsible Officer: Director Organisational Services

9 Major Projects

SA reported on the following:

- i) Ulverstone Cultural Precinct – tenders have been called for detailed design work;
- ii) Coastal Shared Pathway – to be funded 1/3 each by Federal and State Governments and Council. Council have authorised borrowing.

Meeting Closed 4.59pm.

Code of Conduct of Councillors

January 2019



CENTRAL COAST COUNCIL

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Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

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 interests that are not pecuniary

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 and the nature of the interest before discussion of the matter begins; and
 - (b) act in good faith and exercise reasonable judgement to determine whether a reasonable person would consider that the conflict of interest requires the councillor to remove himself or herself physically from any Council discussion and remain out of the room until the matter is decided by the Council.
7. This Part does not apply in relation to a pecuniary interest.

Code of Conduct of Councillors

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, or 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.

PART 5 – Use of information

1. A councillor must only access or use Council information needed to perform his or her role and not for personal reasons or non-official purposes.
2. 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 and is not in contravention of any relevant legislation.
2. 2. A councillor must avoid situations in which a reasonable person would consider that any person or body, through the provisions of gifts or benefits of any kind, is securing (or attempting to secure) influence or a favour from the councillor or the Council.

Code of Conduct of Councillors

PART 7 – Relationships with community, councillors and Council employees

1. A councillor –
 - (a) must treat all persons fairly 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 contact or issue instructions to any of the Council's contractors or tenderers, without appropriate authorisation.
4. 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 publicly 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.

1 INTRODUCTION

Purpose of Code of Conduct

This Code of Conduct sets out the standards of behaviour expected of the Councillors of the Central Coast Council, with respect to all aspects of their role.

As leaders in the community, Councillors acknowledge the importance of high standards of behaviour in maintaining good governance. Good governance supports each Councillor's primary goal of acting in the best interests of the community.

Councillors therefore agree to conduct themselves in accordance with the standards of behaviour set out in the Code of Conduct.

This Code of Conduct incorporates the Model Code of Conduct made by Order of the Minister responsible for Local Government.

Application of Code of Conduct

This Code of Conduct applies to a Councillor whenever he or she:

- . conducts Council business, whether at or outside a meeting;
- . conducts the business of his or her office (which may be that of Mayor, Deputy Mayor or Councillor); or
- . acts as a representative of the Council.

A complaint of failure to comply with the provisions of the Code of Conduct may be made where a Councillor fails to meet the standard of conduct specified in the Model Code of Conduct.

Standards of conduct prescribed under the Model Code of Conduct

The Model Code of Conduct provides for the following eight standards of conduct:

1 Decision making

A Councillor is to bring an open and unprejudiced mind to all matters being considered in the course of his or her duties, so that decisions are made in the best interests of the community.

2 Conflict of interest

A Councillor effectively manages conflict of interest by ensuring that personal or private interests do not influence, and are not seen to influence, the performance of his or her role and acting in the public interest.

3 Use of office

A Councillor uses his or her office to solely represent and serve the community, conducting himself or herself in a way that maintains the community's trust in the Councillor and the Council as a whole.

4 Use of resources

A Councillor uses Council resources and assets strictly for the purpose of performing his or her role.

5 Use of information

A Councillor uses information appropriately to assist in performing his or her role in the best interests of the community.

6 Gifts and benefits

A Councillor adheres to the highest standards of transparency and accountability in relation to the receiving of gifts or benefits, and carries out his or her duties without being influenced by personal gifts or benefits.

7 Relationships with community, Councillors and Council employees

A Councillor is to be respectful in his or her conduct, communication and relationships with members of the community, fellow Councillors and Council employees in a way that builds trust and confidence in the Council.

8 Representation

A Councillor is to represent himself or herself and the Council appropriately and within the ambit of his or her role, and clearly distinguish between his or her views as an individual and those of the Council.

Principles of good governance

By adopting this Code of Conduct, Councillors commit to the overarching principles of good governance by being:

Accountable – *Explain, and be answerable for, the consequences of decisions made on behalf of the community.*

Transparent – *Ensure decision making processes can be clearly followed and understood by the community.*

Law-abiding – *Ensure decisions are consistent with relevant legislation or common law, and within the powers of local government.*

Responsive – *Represent and serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.*

Equitable – Provide all groups with the opportunity to participate in the decision making process and treat all groups equally.

Participatory and inclusive – Ensure that anyone affected by or interested in a decision has the opportunity to participate in the process for making that decision.

Effective and efficient – Implement decisions and follow processes that make the best use of the available people, resources and time, to ensure the best possible results for the community.

Consensus oriented – Take into account the different views and interests in the community, to reach a majority position what is in the best interests of the whole community, and how it can be achieved.

2 LEGISLATION

The Code of Conduct framework is legislated under the *Local Government Act 1993* (the Act). The Act is available to view via the Tasmanian Legislation Website at www.thelaw.tas.gov.au.

Code of Conduct

Tasmanian councillors are required to comply with the provisions of the Council's Code of Conduct while performing the functions and exercising the powers of his or her office with the council.

The Code of Conduct incorporates the Model Code of Conduct (made by order of the Minister responsible for Local Government) and may include permitted variations included as attached schedules to the Model Code of Conduct.

Making a Code of Conduct complaint

A person may make a Code of Conduct complaint against one councillor in relation to the contravention by the councillor of the relevant council's Code of Conduct.

A person may make a complaint against more than one councillor if the complaint relates to the same behaviour and the same Code of Conduct contravention.

Code of Conduct complaints are lodged with the general manager of the relevant council and must comply with legislative requirements, as outlined below.

A complaint may not be made by more than two complainants jointly.

A Code of Conduct complaint is to:

- . be in writing;
- . state the name and address of the complainant;

- . state the name of each Councillor against whom the complaint is made;
- . state the provisions of the relevant Code of Conduct that the Councillor has allegedly contravened;
- . contain details of the behaviour of each Councillors that constitutes the alleged contravention;
- . be lodged with the General Manager within six months after the Councillor or Councillors against whom the complaint is made allegedly committed the contravention of the Code of Conduct; and
- . be accompanied by the Code of Conduct complaint lodgement fee.

Once satisfied that the Code of Conduct complaint meets prescribed requirements, the General Manager forwards the complaint to the Code of Conduct Panel.

Code of Conduct complaint lodgement fee

The Code of Conduct complaint lodgement fee is prescribed under Schedule 3 (Fees) of the *Local Government (General) Regulations 2015*. The lodgement fee is 50 fee units (\$75.50 in 2015–16).

3 FURTHER ASSISTANCE

Councillor dispute resolution

Councillors commit to developing strong and positive working relationships and working effectively together at all times.

Prior to commencing a formal Code of Conduct complaint, the Councillors who are parties to any disagreement should endeavour to resolve their differences in a courteous and respectful manner, recognising that they have been elected to act in the best interests of the community.

A Council's internal dispute resolution process should be the first step that is taken when there is a dispute between Councillors.

A Councillor who is party to any disagreement should request the Mayor (or Lord Mayor) or the General Manager to assist that Councillor in resolving the disagreement informally.

If the informal assistance does not resolve the disagreement, the General Manager may, with the consent of the parties involved, choose to appoint an external mediator to assist in the resolution of the disagreement. If an external mediator is appointed, Councillors who are party to the disagreement must strive to cooperate with the mediator and use their best endeavours to assist the mediator and participate in the mediation arranged.

Where a matter cannot be resolved through internal processes, the next step may be to lodge a formal Code of Conduct complaint.

Councillors should only invoke the provisions of the Code of Conduct in good faith, where it is perceived that another Councillor has not complied with the provisions or intent of the Code of Conduct.

Complaints under the *Local Government Act 1993*

The Director of Local Government is responsible for the investigation of complaints regarding alleged breaches of the Act.

Any person can make a complaint to the Director, via the Local Government Division (contact details below), in accordance with section 339E of the Act, where it is genuinely believed that a Council, Councillor or General Manager may have committed an offence under the Act or failed to comply with the requirements of the Act.

To make a complaint, it is recommended that you first contact the Local Government Division to discuss whether the matter is something that the Division can assist with.

Public Interest Disclosure

Any instances of suspected corrupt conduct, maladministration and serious and substantial waste of public resources or substantial risk to public health or safety or to the environment should be reported in accordance with the *Public Interest Disclosures Act 2002*. Disclosures may be made to the Tasmanian Ombudsman or the Tasmanian Integrity Commission.

Key Contacts

Department of Premier and Cabinet's Local Government Division

Executive Building, 15 Murray Street, HOBART TAS 7000

GPO Box 123, HOBART TAS 7001

Phone: (03) 6232 7022 Fax: (03) 6232 5685

Email: lgd@dpac.tas.gov.au

Web: www.dpac.tas.gov.au/divisions/local_government

Local Government Association of Tasmania

326 Macquarie Street, HOBART TAS 7000

GPO Box 1521, HOBART TAS 7001

Phone: (03) 6233 5966

Email: admin@lgat.tas.gov.au

Web: www.lgat.tas.gov.au

The Tasmanian Integrity Commission

Surrey House, Level 2, 199 Macquarie Street, HOBART TAS 7000

GPO Box 822, HOBART TAS 7001

Phone: 1300 720 289

Email: mper@integrity.tas.gov.au

Web: www.integrity.tas.gov.au

Ombudsman Tasmania

NAB House, Level 6, 86 Collins Street, HOBART TAS 7000

GPO Box 123, HOBART TAS 7001

Phone: 1800 001 170

Email: ombudsman@ombudsman.tas.gov.au

Web: www.ombudsman.tas.gov.au

Local Government Code of Conduct Framework under the *Local Government Act 1993* – Flowchart

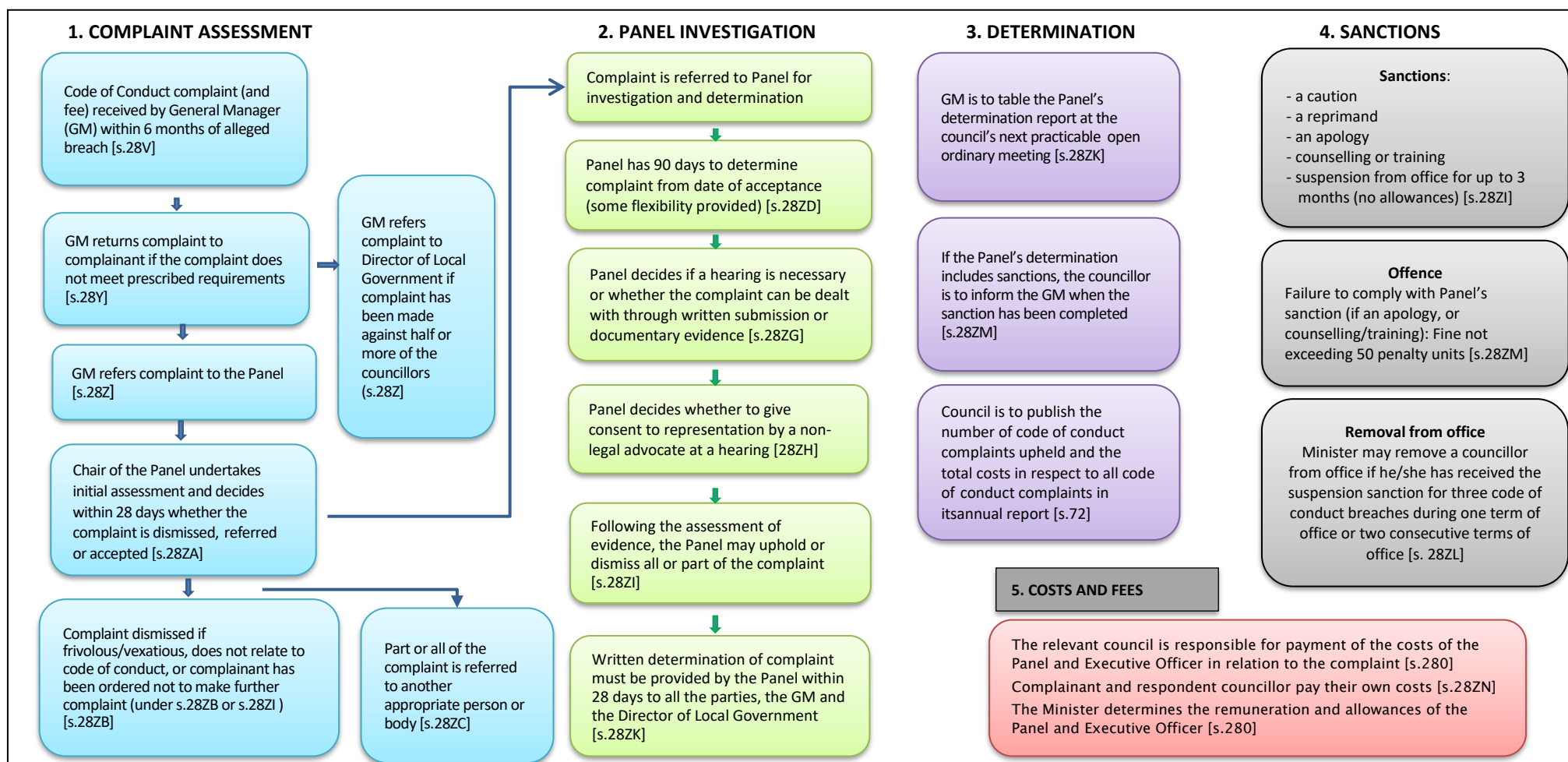
All councils adopt Model Code of Conduct for councillors made by Ministerial Order (with or without permitted variations) [s.28T]

Councils are encouraged to adopt a councillor complaint resolution policy to promote informal resolution of disputes between councillors

Minister appoints pool of Code of Conduct Panel Members [s.28K]

Executive Officer constitutes Code of Conduct Panel (in the investigation/determination of complaint) by selecting 3 members from the Minister's pool (2 experienced in local government and 1 lawyer) [s.28L]

Executive Officer appointed by Secretary of the Department of Premier and Cabinet to undertake the administrative functions of the Panel [s.28M]



Central Coast Council
List of Development Applications Determined
Period from: 1 January 2019 to 31 January 2019

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined
DA2018127	37 Allport Street West LEITH,TAS,7315	Discretionary	Residential (dwelling and outbuilding – shed)	24/10/2018	21/01/2019	33
DA2018139	35 Dial Road PENGUIN,TAS,7316	Discretionary	Residential (multiple dwellings)	26/10/2018	7/01/2019	31
DA2018147	33 Overall Street SULPHUR CREEK,TAS,7316	Discretionary	Residential (dwelling)	8/11/2018	21/01/2019	17
DA2018155	8 John Street ULVERSTONE,TAS,7315	Discretionary	Residential (carport and garage)	22/11/2018	31/01/2019	57
DA2018161	3 Tamworth Street SULPHUR CREEK,TAS,7316	Discretionary	Residential (dwelling)	26/11/2018	3/01/2019	30
DA2018163	3 Boathouse Lane HEYBRIDGE,TAS,7316	Discretionary	Residential (redevelopment of existing dwelling and new shed)	27/11/2018	9/01/2019	29
DA2018165	68A Main Street ULVERSTONE,TAS,7315	Discretionary	Residential (shed)	28/11/2018	24/01/2019	35
DA2018170	7 Wadecliff Rise ULVERSTONE,TAS,7315	Discretionary	Residential (dwelling)	5/12/2018	21/01/2019	34
DA2018174	360 Masters Road SOUTH RIANA,TAS,7316	Discretionary	Resource development (shed – farm storage)	7/12/2018	9/01/2019	28
DA2018175	25 Esplanade TURNERS BEACH,TAS,7315	Discretionary	Residential (as constructed deck and glass balustrade)	7/12/2018	24/01/2019	21
DA2018177	14 Warreen Drive PENGUIN,TAS,7316	Discretionary	Residential (dwelling extension and shed)	10/12/2018	23/01/2019	33
DA2018183	4 Albert Street TURNERS BEACH,TAS,7315	Permitted	Residential (covered deck)	4/01/2019	11/01/2019	3
DA2018184	170 Main Road PENGUIN,TAS,7316	Permitted	Residential (boundary adjustment)	4/01/2019	11/01/2019	3
DA2018185	13 Sunset Lane PENGUIN,TAS,7316	Discretionary	Residential (as constructed deck)	7/01/2019	31/01/2019	23

Central Coast Council
List of Development Applications Determined
Period from: 1 January 2019 to 31 January 2019

DA2018186	109 Reibey Street ULVERSTONE,TAS,7315	Discretionary	Community meeting and entertainment (demolition – removal of underground fuel tanks)	8/01/2019	30/01/2019	21
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**SCHEDULE OF STATUTORY DETERMINATIONS
MADE UNDER DELEGATION**

Period: 1 January 2019 to 31 January 2019

Building Permits – 11

· New dwellings	8	\$2,531,000
· Additions/Alterations	2	\$84,000
· Other	1	\$230,000

Permit of Substantial Compliance – Building – 0

Notifiable Work – Building – 8

· New dwellings	2	\$455,000
· Outbuildings	4	\$109,137
· Additions/Alterations	2	\$81,551
· Other	0	\$0

Building Low Risk Work – 2

Plumbing Permits – 2

Certificate of Likely Compliance – Plumbing – 1

Notifiable Work – Plumbing – 0

Plumbing Low Risk Work – 1

Food Business registrations (renewals) – 16

Food Business registrations – 0

Temporary Food Business registrations – 1

Temporary 12 month Statewide Food Business Registrations – 2

Public Health Risk Activity Premises Registration – 2

Public Health Risk Activity Operator Licences – 3

Temporary Place of Assembly licences – 1



CENTRAL COAST COUNCIL

SCHEDULE OF COMMUNITY SERVICES DETERMINATIONS MADE UNDER DELEGATION

Period: January 2019

Abatement notices issued

ADDRESS	PROPERTY ID
25 Amy Street, Ulverstone	100080.0300
47 Westland Drive, West Ulverstone	101850.0460
45 Coroneagh Street, Penguin	403120.0510
110 Ironcliffe Road, Penguin	403280.1610
9 Blair Court, West Ulverstone	100162.0100
Explorer Drive, Turners Beach	202055.1000
172 Main Road, Penguin	403420.2300

Kennel Licence issued

ADDRESS	OWNER
Nil	

Permits issued under Animal By-law 1 –2018

ADDRESS	PERMIT ISSUED FOR
30 William Street, Ulverstone	2 Indian Runner Ducks
155 Main Street, Ulverstone	4 Horses
1 Rawson Street, Ulverstone	3 Horses
23 Quinn Street, Penguin	12 Hens
64 River Avenue, Heybridge	8 Hens and 2 Ducks
67 River Avenue, Heybridge	1 Cockatoo

Cor Vander Vlist
DIRECTOR COMMUNITY SERVICES



Targa Australia Pty Ltd
3/46 Mornington Rd
Mornington TAS 7018
Tel 03 6221 8800

Central Coast Council
Sandra Ayton General Manager
PO Box 220
ULVERSTONE TAS 7315

22th January 2019

Dear Sandra

Targa Tasmania 2019 – Road Closure Application

I wish to make application to council seeking in principal support of proposed road closures in connection with the international tarmac rally Targa Tasmania.

The event is scheduled to cover a statewide route from Monday 29th April to Saturday 4th May 2019, with all activities relating to the Central Coast municipality concentrated on Thursday 2nd May.

In accordance with the conditions of the Tasmania Police motor sport permits policy; I request approval in principal for the use and closure of the following roads for a maximum period of four and a half hours:

LEG FOUR – THURSDAY 2nd MAY

MUNICIPALITY OF KENTISH AND CENTRAL COAST

'CASTRA'

Road Closure: 8:11 – 12:41

ROAD CLOSED:

Back Road
Spellmans Road

BETWEEN FOLLOWING ROADS:

Wilmot Road and Spellmans Road
Back Road and Castra Road

MUNICIPALITY OF CENTRAL COAST

'GUNNS PLAINS'

Road Closure: 8:31 – 13:01

ROAD CLOSED:

Central Castra Road
Preston Castra Road
Preston Road
Raymond Road

BETWEEN FOLLOWING ROADS:

Castra Road and Preston Castra Road
Central Castra Road and Preston Road
Preston Castra Road and Raymond Road
Preston Road and Gunns Plains Road

MUNICIPALITY OF CENTRAL COAST AND CITY OF BURNIE

'RIANA'

Road Closure: 8:52 – 13:22

ROAD CLOSED:

LOWANA ROAD
South Riana Road
Upper Natone Road
Camena Road
Stotts Road

BETWEEN FOLLOWING ROADS:

MARSHALLS BRIDGE ROAD AND SOUTH RIANA ROAD
Lowana Road and Upper Natone Road
South Riana Road and Camena Road
Upper Natone Road and Stotts Road
Camena Road and Wyllies Road

In accordance with councils policy regarding road closures for rally stages I can confirm Targa Australia has provided written notification of the proposed road closures and the route of Targa Tasmania 2019 to companies and contractors including road transport, harvesting and tourism operators. As in the past this notification will be followed up by further documentation.

Targa Australia has also provided written notification to residents on the sections of roads affected by the road closures specific to the targa stage on which those roads fall. Please find copies of these attached. Further to this Targa Australia will be issuing further letters to residents

Specifically the following Central Coast resident's addresses were issued with written advice regarding road closures on the 23/1/2019.

Thank you in anticipation, should you require further information please do not hesitate to contact me on 0419 349 656.

Yours sincerely



Hamish Marquis
Clerk of the Course

Castra Targa Stage

Spellmans Rd

445

410

385

310

259

179

155

99

80

65

60

6

Eastleys Rd

385

259

???

???

289

75

Gunns Plains Targa Stage

Central Castra Road

9

19

80

109

199

345

379

Preston Castra Road

300

299

184

163

?

140

Preston Road

1633

1634

1636

1638

1641

1647

1648

1668
1667
1709
1747
1749
1777

Goulds Road
3
65

Raymond Road
130
150
161
170
220
299
319
321
468
510

Riana Targa stage

Lowana Road
230
224
209
180
160
84

South Riana Road
1730
1655
1603
1601
1512
1462
1456
1335
1336
1275
1259
1212
1179
1137
????
1089
1077
1033
1002

997
996
918
???
862
787
759
744
743
729
???
617
608
542
???
425
414
387

South Riana road, Masters road, Loyetea road, Fielding's Road, Jansens road and Barkers road done via Australia Post (South Riana Shop)

Stotts Road

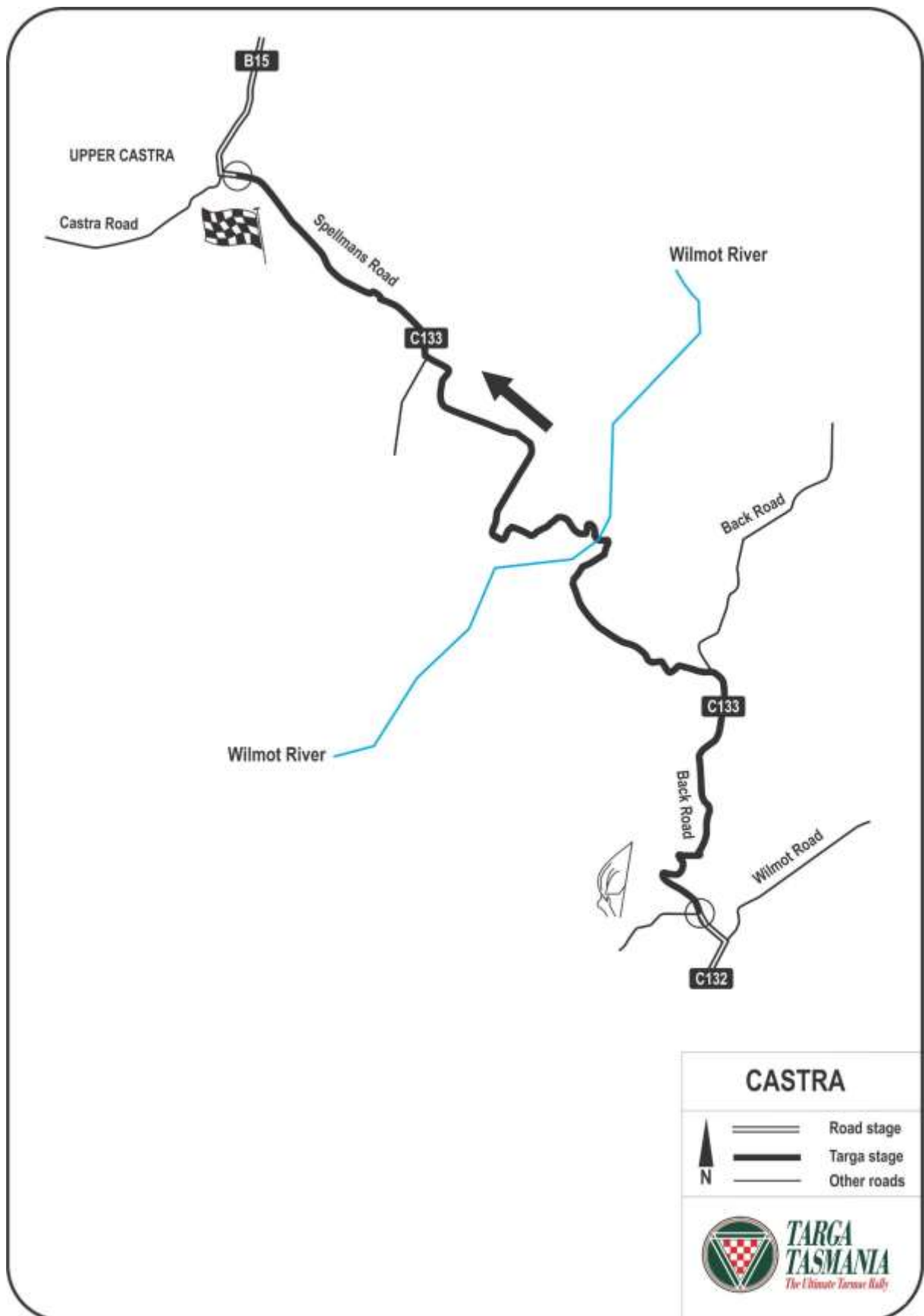
754
669
576
494
450
398
329

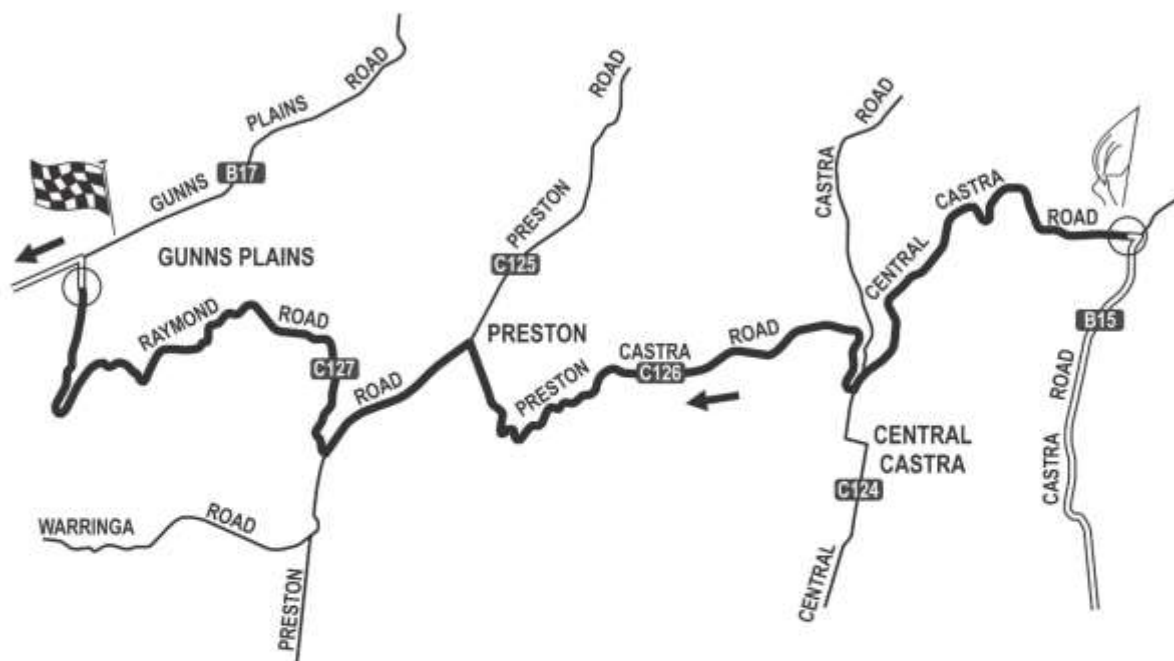
Bennetts Road

95
90

Hornes Road




51
63
214
214





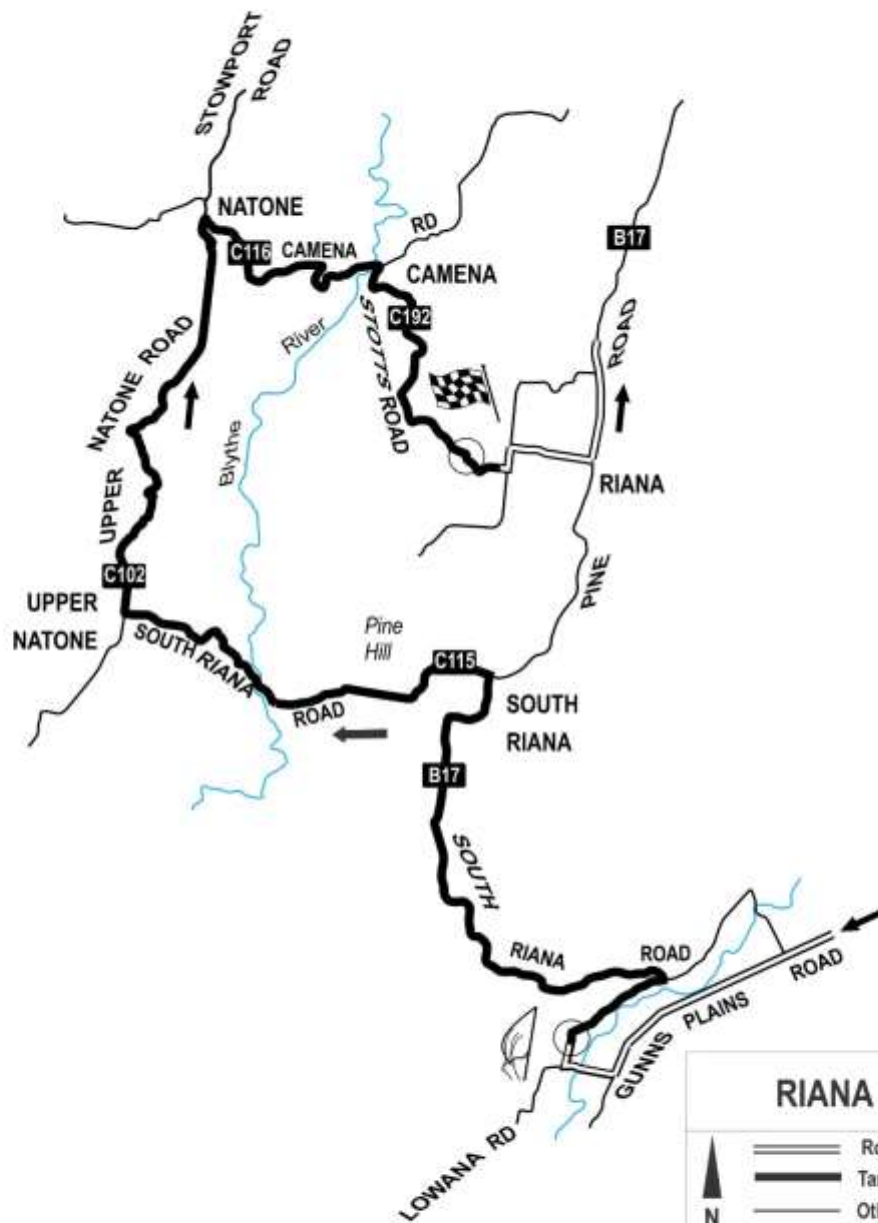
GUNNS PLAINS



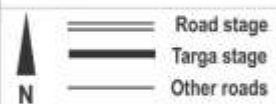
-  Road stage
-  Targa stage
-  Other roads



**TARGA
TASMANIA**
The Ultimate Tassie Rally



RIANA



**TARGA
TASMANIA**
The Ultimate Tarmac Rally

Strategic Risk Register

January 2019



CENTRAL COAST COUNCIL

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
www.centralcoast.tas.gov.au

RECORD

Strategic Risk Register.

PURPOSE

The Council's Strategic Risk Register has been implemented to ensure that:

- . Strategic risks are identified;
- . Strategic risks are assessed;
- . The effectiveness of existing controls is evaluated;
- . Residual risk is assessed;
- . Risk treatment options are considered;
- . Actions are determined and prioritised; and
- . Action plans are implemented.

The Strategic Risk Register supports the development and review of the Council's Strategic Plan.

SCOPE

The Strategic Risk Register covers corporate risks relating to the Central Coast Council.

The Register has been compiled from data sourced through:

- . Consultation with key stakeholders;
- . Reviews of the Council's identified operational risks;
- . Completion of strength weakness, opportunity and threat (SWOT) analysis;
- . Validating against known categories/types of strategic risks;
- . Researching risks of comparative local government bodies.

STANDARD

The Risk Register is based on the requirements of Australian Standard AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.

REVIEW

This Register is to be reviewed as required by the Senior Leadership Team, and at least annually as part of the Management Review process.

RESPONSIBILITIES

The General Manager, Directors and Group Leaders are responsible for ensuring that:

- . Strategic risks are identified and assessed;
- . Treatment options are prioritised and implemented;
- . Actions are assigned; and
- . Performance is monitored and reviewed.

The Director Organisational Services is responsible for:

- Providing professional advice and support with regard to strategic risk identification, risk assessment and risk treatment;
- Entering Strategic Risks into the Council's Interplan System; and
- Presenting reports to the Risk Management Committee, Audit Panel and the Senior Leadership Team as required.

RISK ASSESSMENT MATRIX

The following risk assessment matrix has been applied to each identified risk. This risk assessment matrix can be found in the Risk Management Policy

		<i>Consequence</i>	<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
			A	B	C	D	E
Likelihood	1	<i>Almost Certain</i>	Moderate	High	High	Very High	Very High
	2	<i>Likely</i>	Moderate	Moderate	High	High	Very High
	3	<i>Possible</i>	Low	Moderate	Moderate	High	High
	4	<i>Unlikely</i>	Low	Low	Moderate	Moderate	High
	5	<i>Rare</i>	Low	Low	Low	Moderate	Moderate

RELATED DOCUMENTS

- 1 Risk Management Policy

Sandra Ayton
GENERAL MANAGER

The identified Strategic Risk Categories are:

- . **Strategic Risk 1: Personnel**
Failure to attract and retain a skilled and competent workforce.
- . **Strategic Risk 2: Community**
Failure to develop and maintain a positive relationship with the community.
- . **Strategic Risk 3: Work Health and Safety**
Failure to maintain a safe and healthy workplace and safe systems of work.
- . **Strategic Risk 4: Change**
Failure to plan and prepare for change.
- . **Strategic Risk 5: Infrastructure**
Failure to plan for, develop and maintain a sustainable infrastructure.
- . **Strategic Risk 6: Compliance and Liability**
Failure to comply with legislative and other requirements.
- . **Strategic Risk 7: Finance**
Failure to plan for and manage the Council's finances.
- . **Strategic Risk 8: Environment**
Failure to prepare and plan for environmental risk.
- . **Strategic Risk 9: Municipal Emergency**
Failure to be prepared for a Municipal Emergency and Recovery.
- . **Strategic Risk 10: Data, records and systems**
Failure to maintain and protect data and record systems.

Risk Assessment

Controls: Effective (E) Adequate (A) Improvement Required (I) Not effective (N)

Residual Risk: Low (L) Moderate (M) High (H) Very high (V)

Staff Abbreviations: GM – General Manager, DIS – Director Infrastructure Services, DCS – Director Community Services, DOS – Director Organisational Services, HRO – Human Resource Officer, AGL – Assets Group Leader, CSDL – Corporate Services Group Leader

Where there are no further actions that can be applied to the risk, the risk is said to be accepted. At each review of the risk register this is considered as new actions may now be appropriate.

Strategic Risk 1: Personnel

Failure to attract and retain a skilled and competent workforce

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
1.1 Failure to manage human resource requirements in a market that is not providing the necessary labour force	<ul style="list-style-type: none"> • Inability to recruit resulting in loss of, or delay in services • Failure to compete in the market as an 'employer of choice' • Poor retention of staff • Increased financial cost of recruiting 	High	<ul style="list-style-type: none"> • Enterprise Agreement • Supportive organisational values and culture • Competitive remuneration • Human Resource recruitment strategies • 'Employer of choice' strategies developed • Cultural Survey 	Low	Cultural Change Project – Review PES and it's use	HRO	Jun 19	
1.2 Lack of workforce planning in the face of an ageing workforce and changing demographics of staff	<ul style="list-style-type: none"> • Loss of continuity and services • Loss of knowledge, skills and experience 	Moderate	<ul style="list-style-type: none"> • Leadership & Staff Development Programs • Succession planning • Flexible working arrangements • Phased in Retirement Policy 	Low	Cultural Change Project – Conduct a Workforce Planning Review focusing on Knowledge Management	HRO	Jun 19	
1.3 Ineffective management of employee performance	<ul style="list-style-type: none"> • Non-compliance and exposure to liability claims • Poor Service Delivery • Reputational loss • Poor staff culture 	High	<ul style="list-style-type: none"> • Annual Performance reviews • Effective day-to-day management • Performance Management Plans as required • Performance Management training. • Regular structured staff meetings with issues documented • Cultural Plan 	Moderate	Cultural Change Project – Review PES and it's use	HRO	Jun 19	

1.4 Failure to address pressures of: <ul style="list-style-type: none"> increased workloads conflict political pressure 	<ul style="list-style-type: none"> Dysfunction, inefficiency and loss of productivity Negative impact on morale Development of poor culture Increased stress and Workers Compensation claims 	Moderate	<ul style="list-style-type: none"> Health and Wellbeing Policy and Program Flexible work practices Training Employee Assistance Program Conflict Resolution Strategy Workplace pressures addressed during Performance Reviews 	Low	Cultural Change Project – Develop a Communication & Engagement Plan	DOS	Jun 19	
1.5 Failure to address discriminatory behaviour	<ul style="list-style-type: none"> Negative impact on morale Development of poor culture Complaints to external bodies Legal Action Damage to Council reputation 	High	<ul style="list-style-type: none"> Employees Code of Conduct Induction process Performance Management Process EEO Training Contact officers 	Low				Yes

Strategic Risk 2: Community

Failure to develop and maintain a positive relationship with the community

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
2.1 Inadequate awareness and understanding of community requirements by the Council	<ul style="list-style-type: none"> • Lack of engagement with the community • Poor decision making • Negative financial impact • Poor public image and reputation • Uninformed financial Planning 	High	<ul style="list-style-type: none"> • Communication policies and procedures • Community satisfaction surveys • Service planning • Strategic Framework for Settlement and Investment • Increased availability of personnel to community groups • Strategic Plan process • Long Term Financial Plan • Toolkit to identify when projects require community consultation and to what extent. • Project briefs which include community engagement • Use of Social Media 	Moderate				Yes
2.2 Lack of community understanding of the Council's role and responsibilities	<ul style="list-style-type: none"> • Lack of community trust • Conflict between Council and community • Unrealistic community expectations • Lack of Community awareness 	Moderate	<ul style="list-style-type: none"> • Communication and Engagement Policy • Annual plan and reporting • E-newsletter • Social Media • Mayors column • Council's internet site 	Low				Yes

<p>2.3 Loss of, or reduction in, key services due to:</p> <ul style="list-style-type: none"> lack of funding skills shortage ineffective tendering, contract management legislative services 	<ul style="list-style-type: none"> Community disadvantaged Loss of community support Poor Council image and reputation Legal Action 	High	<ul style="list-style-type: none"> Policies and procedures Service Level Agreements State Government legislation and Policy decisions Project management approach Knowledge and skills gap analysis Long Term Financial Plan Workforce Plan 	Moderate	<p>Review Fleet Service Level</p> <p>Review Building Services Level</p>	<p>DIS</p> <p>DCS</p>	<p>Jun 19</p> <p>Mar 19</p>	
<p>2.4 Failure to effectively manage media and public relations</p>	<ul style="list-style-type: none"> Poor reputation and image Negative impact on staff Community unrest and conflict 	Moderate	<ul style="list-style-type: none"> Staff Training Social Media Policy Established reporting protocol between GM/Mayor/Council Communication and Engagement Policy Training Communication Framework 	Moderate				Yes

Strategic Risk 3: Work Health and Safety

Failure to maintain a safe and healthy workplace and safe systems of work

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
3.1 Inadequate or ineffective WHS management systems resulting in unsafe acts and conditions	<ul style="list-style-type: none"> Death, injury or illness Non-compliance with legislative requirements Damage to image and reputation Increased costs and insurance premiums Loss of AS4801 Certification 	Very High	<ul style="list-style-type: none"> Documented WHS management system Independent audit and Certification to AS4801 Incident / hazard assessments Continual improvement of WHS Management System WHS requirements in all Position Descriptions WHS part of Works Performance Reviews 2012 Work Health and Safety Act & regulations Codes of Practice 	Moderate				Yes
3.2 Lack of WHS commitment by management and staff	<ul style="list-style-type: none"> Non-compliance with Policies and Procedures Damage to Council's reputation Negative impact on staff morale Legal Action Increase in preventable accidents and injuries 	High	<ul style="list-style-type: none"> Induction and training Policies and Procedures WHS Committee meetings WHS an Agenda item at OLT, Team and toolbox meetings with documented minutes retained Internal audit program Annual SLT/OLT WHS management meetings and development of annual strategies 	Low				Yes

3.3 Unsafe plant, equipment and substances	<ul style="list-style-type: none"> . Death, injury or illness . Environmental harm . Non-compliance and prosecution . Damage to image and reputation 	Very High	<ul style="list-style-type: none"> . Policies and procedures . Incident, hazard reporting . Training . SWMS/Risk assessments . Pre-purchase assessments . Resource allocation . Regular maintenance schedules . Daily pre-start maintenance checks 	Moderate				Yes
3.4 Ineffective injury management and return to work process	<ul style="list-style-type: none"> . Delay in accessing appropriate injury treatment and negative impact on return to work . Damage to Council's reputation . Increase in Workers Compensation premium . Scrutiny from regulator (WorkSafe Tasmania) . Legal Action 	High	<ul style="list-style-type: none"> . Injury Management Policy . RTW Coordinator role . WHS Management Review process . Training . Claims monitoring and review . Annual Review of practices . Rehabilitation Provider 	Low				Yes

3.5 Failure to manage contractor work health and safety compliance	<ul style="list-style-type: none"> Non-compliance with legislative requirements Unsafe acts and conditions Damage to public and private infrastructure 	High	<ul style="list-style-type: none"> Policies and procedures with review dates Assigned roles and responsibilities to Council Officers Contractor assessment prior to procurement Annual review of Contractor Register and Preferred Suppliers Contractor Induction 	Moderate	Review of Contract management system	DOS	Jun 19	
3.6 Failure to support employee life, family and work balance	<ul style="list-style-type: none"> Negative impact on health Stress and lowered morale Poor staff retention Team dysfunction 	Moderate	<ul style="list-style-type: none"> Enterprise Agreement Health and Wellbeing Program Strategic HR Plan 	Low				Yes
3.7 Sub-standard security conditions and practices	<ul style="list-style-type: none"> Assault arising from breach of security Property damage and loss Negative impact on staff morale 	Moderate	<ul style="list-style-type: none"> Duress response alarm Security monitoring and alarm Updated Cash Handling procedure Changes to security within administration centre 	Low	Review of existing security arrangements for all cash sites	DOS	Mar19	
3.8 Conflict situations between staff and members of public	<ul style="list-style-type: none"> Stress and lowered staff morale Potential assault 	Moderate	<ul style="list-style-type: none"> Code of Conduct (staff) Employee Assistance Program (EAP) Customer Service Training 	Low				Yes

Strategic Risk 4: Change**Failure to plan and prepare for change**

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
4.1 Impact of globalisation and competition	<ul style="list-style-type: none"> Failure to compete for scarce resources and skills Failure to maintain current best practice Financial Loss Lack of local suppliers and support Loss of major employer 	Moderate	<ul style="list-style-type: none"> Maintaining awareness of current issues Recruitment and Retention Strategy Professional Development Strategic HR Plan Advocacy 	Moderate				Yes
4.2 Failure to maintain the discipline required for strategic direction	<ul style="list-style-type: none"> Loss of strategic direction Potential for increase in political intervention Poor staff retention Low public image 	High	<ul style="list-style-type: none"> Performance planning Experienced Senior Leadership Team Professional development 2014 – 2024 Strategic Plan Performance Reporting Framework 10 Year Financial Plan Annual Planning Process 	Moderate				Yes
4.3 Failure to address issues associated with potential for Council amalgamations	<ul style="list-style-type: none"> Increased employee uncertainty and retention Loss of morale and reduction in productivity Community concern Loss of community identity 	High	<ul style="list-style-type: none"> Communication Strategy Member of LGAT Regional networks Cradle Coast Authority Sustainability Action Plan Strong Financial Position Business Improvement Program 	Moderate	Investigate resource sharing opportunities	GM	Dec 19	

4.4 Failure to address the risks associated with lack of population growth.	<ul style="list-style-type: none"> Revenue growth limited Decline in financial prospects for the community 	Moderate	<ul style="list-style-type: none"> Maintaining awareness of current trends Sustainability Action Plan Long Term Financial Plan Population Growth Strategy Cradle Coast Regional Land Use Strategy 	Low				Yes
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Strategic Risk 5: Infrastructure

Failure to plan for, develop and maintain a sustainable infrastructure

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
5.1 Failure to capitalise on an infrastructure that has capacity for growth	<ul style="list-style-type: none"> Reduced revenue Negative public image Lost development opportunities 	Moderate	<ul style="list-style-type: none"> Strategic Framework for Settlement and Investment Asset management planning Strategic Plan 2014–2024 Strategic Financial Plan Annual Plans 	Low				Yes
5.2 Systems inadequate for effective management of infrastructure assets	<ul style="list-style-type: none"> Failure of infrastructure assets due to lack of maintenance Inefficient work practices 	Moderate	<ul style="list-style-type: none"> Asset Management Plan Staff knowledge and experience Asset Management Strategy and Policy Building and Facilities Process Review 	Low				Yes
5.3 Financial constraints on infrastructure asset management	<ul style="list-style-type: none"> Reduced ability to provide services Failure of infrastructure assets due to lack of maintenance Assets that don't meet community expectations 	Moderate	<ul style="list-style-type: none"> Strategic Financial Plan Whole of life costings as a pre-requisite before investment in new assets Continuous Improvement Program Investigate other income sources to supplement asset renewal and upgrading 	Low				Yes
5.4 Failure to address an ageing infrastructure	<ul style="list-style-type: none"> Higher maintenance and replacement cost to future generations Assets that don't meet community expectations 	Moderate	<ul style="list-style-type: none"> Maintenance program/s Strategic Financial Plan Asset Management Strategy and Policy Asset Management Plan 	Low	Determine maintenance and renewal requirements	AGL	Jun 19	

5.5 Failure to address rationalisation of assets and facilities	<ul style="list-style-type: none"> Higher cost of maintenance Reduction in asset / facility usability levels Increased risk and liability Capital resources tied up in unproductive assets Assets that don't meet community expectations 	High	<ul style="list-style-type: none"> Asset Management Plan Monitoring of existing asset investment and performance of all infrastructure assets Recreation Grounds Review Review Councils assets to identify assets that are surplus to Councils anticipated future needs for disposal. Continuous Improvement Program 	Moderate				Yes
5.6 Loss of, or damage to, infrastructure through fire, flood or external parties	<ul style="list-style-type: none"> Disruption to services Breakdown of community networks 	High	<ul style="list-style-type: none"> Emergency Plan Audit program Security Audit Insured risk Disaster Recovery Plan 	Moderate	Develop Business Continuity Policy	DOS	Jun 19	

Strategic Risk 6: Compliance and Liability

Failure to comply with legislative and other requirements

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
6.1 Council employees not complying with statutory requirements	<ul style="list-style-type: none"> Breach of Statutes Council Liability Loss of staff through disciplinary action, termination Reputational Damage 	High	<ul style="list-style-type: none"> Reporting procedures Auditing process Performance management Staff induction Training Access to legal advice Staff Delegations Legal Advice Register Recruitment of qualified staff Staff Delegations & Authorisations 	Moderate	Develop an internal audit program to test compliance with regulations	DOS	Jun 19	
					Review Staff Induction Program	HRO	Jun 19	
6.2 Council employees providing incorrect advice to Council	<ul style="list-style-type: none"> Unlawful and/or inappropriate decisions Potential appeal and/or litigation costs Reputational harm 	High	<ul style="list-style-type: none"> Council Reports reviewed by SLT Distribution of Gazette Access to legal advice Staff induction Training Recruitment of qualified staff 	Moderate				Yes
6.3 Political decisions made against professional advice	<ul style="list-style-type: none"> Breach of statutes Council liability Poor decision making Employee stress, low morale Reputational harm 	High	<ul style="list-style-type: none"> Councillor Code of Conduct Councillor workshops Qualified advice Councillor induction program 	Moderate				Yes

6.4 Breach of policy or procedure by Council employees resulting in: <ul style="list-style-type: none"> inappropriate data disclosure incorrect advice 	<ul style="list-style-type: none"> Breach of privacy, confidentiality Liability negligence (non-feasance, malfeasance) Reputational harm and loss of confidence in the Council 	High	<ul style="list-style-type: none"> Staff Induction Training Policies and procedures Skilled and experienced staff Performance management Information security and access 	Moderate				Yes
6.5 Failure to provide or maintain safe infrastructure	<ul style="list-style-type: none"> Death, injury or illness Council liability Reputational harm Infrastructure damage and loss 	Very High	<ul style="list-style-type: none"> Asset Management Plan Maintenance program Auditing OHWS Plans and Controls Customer Request System 	Moderate	Develop an inspection program for high risk assets	AGL	Jun 19	
6.6 Incorrect advice provided to Council by consultant	<ul style="list-style-type: none"> Unlawful and/or inappropriate decisions Potential appeal and/or litigation costs Reputational harm 	High	<ul style="list-style-type: none"> Due diligence in consultant selection process Project manage consultants Insured risk Purchasing and Procurement Policy Contracts and Tendering Code 	Moderate	Develop a Consultant Selection and Management Policy	DOS	Jun 19	

Strategic Risk 7: Finance

Failure to plan for and manage the Council's finances

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
7.1 Revenue raising inadequate resulting in an over reliance on rates/ sustainability	<ul style="list-style-type: none"> Financially unsustainable Loss of, or reduction in services Job losses 	High	<ul style="list-style-type: none"> Sustainability Action Plan Monitoring of key financial indicators Long Term Financial Plan Management of grant opportunities and applications by OLT 	Moderate				Yes
7.2 Inadequate, or ineffective budgeting process	<ul style="list-style-type: none"> Damage to image and public relations Government intervention Inefficient allocation of Council's cash resources 	High	<ul style="list-style-type: none"> Documented budget process Business case for significant proposed projects Business case for changes to service levels Long Term Financial Plan 	Low	Review of budget process	DOS	Feb 19	
7.3 Lack of controls, or controls inadequate for effective financial management	<ul style="list-style-type: none"> Financial loss Fraud Harm to image and loss of public confidence 	Very High	<ul style="list-style-type: none"> Financial management system Auditing process Audit Panel Policies and procedures Skilled personnel Dual authorisations Separation of duties Financial Delegations Monthly Finance Report reviewed by OLT 	Low	Investigate internal Audit program	DOS	Jun 19	

7.4 Systems ineffective for managing tenders and contractors	<ul style="list-style-type: none"> Substandard performance or breach of contract by Contractor Harm to image and loss of public confidence Financial loss Fraud 	Very High	<ul style="list-style-type: none"> Tender and Contractor Policy and procedures Audit Panel review Staff induction 	Low	Review Contract Management System Investigate training opportunities in Project Management	DOS DOS	Jun 19 Jun 19	
7.5 Inadequate insurance cover against potential loss	<ul style="list-style-type: none"> Exposure to financial loss 	Moderate	<ul style="list-style-type: none"> Insurance Policy 	Low				Yes
7.6 Lack of security for cash on premises	<ul style="list-style-type: none"> Hold up Theft, misappropriation Employee injury and stress 	High	<ul style="list-style-type: none"> Retail Security 2 key safe Relevant staff trained in process Security Services daily cash collection Duress button 	Low	Review of existing security arrangements for all cash sites	DOS	Mar 19	

Strategic Risk 8: Environment

Failure to prepare and plan for environmental risk

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
8.1 Failure to plan for the impacts of climate change	<ul style="list-style-type: none"> Poor planning decisions Assets damage over time Increased cost of service Council liability 	High	<ul style="list-style-type: none"> Planning scheme Staff training Membership of Local Government Association of Tasmania (LGAT) Strategic Plan Climate Change Action Plan Monitoring of Planet Footprint program Controls applied through Emergency Risk Register 	Moderate	Climate Change Action plan to be reviewed and updated with new actions and KPI's.	DIS	Jun 19	
8.2 Failure to develop, implement and effectively resource environmental strategies and controls	<ul style="list-style-type: none"> Environmental harm Reactive solutions to environmental issues Financial loss Negative public perception 	Moderate	<ul style="list-style-type: none"> Local, Regional and State partnerships Environmental Policy Seek funding and alternate sources of revenue where appropriate to implement programs 	Moderate				Yes
8.3 Failure to effectively carry out the compliance role.	<ul style="list-style-type: none"> Statutory non-compliance and liability Reputational harm and loss of public confidence Health and safety impacts on community 	Moderate	<ul style="list-style-type: none"> Skilled and knowledgeable staff Policies and procedures Internal Audit Program 	Moderate				Yes

8.4 Failure to manage the Council's environmental performance	<ul style="list-style-type: none"> Loss of amenity and disruption to the provision of key services Statutory non-compliance Reputational harm and loss of public confidence 	Moderate	<ul style="list-style-type: none"> Policies and procedures Annual report Staff training Environmental KPIs 	Moderate				Yes
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Strategic Risk 9: Municipal Emergency

Failure to be prepared for a Municipal Emergency and Recovery

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
9.1 Failure to plan and be prepared for emergency events: <ul style="list-style-type: none"> flood wildfire landslip coastal erosion 	<ul style="list-style-type: none"> Statutory non-compliance 	Moderate	<ul style="list-style-type: none"> Mersey Leven Emergency Management Plan Mersey Leven Emergency Management Committee Mersey Leven Emergency Risk Register Central Coast Council Social Recovery Plan Business continuity plans 	Low	<p>Establish a Central Coast Council Emergency Management Committee</p> <p>Develop a Central Coast Council Emergency Management Manual and associated subplans</p> <p>Train staff in specific emergency management roles and general awareness</p> <p>Develop and implement a program of emergency exercises</p>	DIS DIS DIS DIS	Jun 19 Jun 19 Aug 19 Nov 19	
9.2 Inability to respond to a municipal emergency event	<ul style="list-style-type: none"> Statutory non-compliance Loss of life and property damage Disruption of essential services Loss of public confidence 	Moderate	<ul style="list-style-type: none"> Mersey Leven Emergency Management Plan Council support of SES unit Central Coast Emergency Operational Team (CCEMOT) 	Low	<p>Develop a Central Coast Council Emergency Management Manual</p> <p>Train staff in specific emergency management roles and general awareness</p> <p>Develop and implement a program of emergency exercises</p>	DIS DIS DIS	Jun 19 Aug 19 Nov 19	

9.3 Failure to manage the risk of infrastructure failure <ul style="list-style-type: none"> Bridge collapse Road washout Landslip 	<ul style="list-style-type: none"> Loss of life Loss of essential communications, access and service delivery Emergency response capability inhibited 	High	<ul style="list-style-type: none"> Asset renewal Management practices Programmed infrastructure maintenance Manage capital works for flood and landslip mitigation 	Low				Yes
9.4 Failure to plan for a pandemic	<ul style="list-style-type: none"> Inability to maintain essential Council services. 	Moderate	<ul style="list-style-type: none"> Pandemic Influenza State Special Emergency Management Plan Appointed Environmental Health Officer Business continuity plans 	Moderate				Yes
9.5 Failure to plan for recovery in the event of an emergency	<ul style="list-style-type: none"> Statutory non-compliance Loss of community confidence 		<ul style="list-style-type: none"> CCEMOT Social Recovery Officers appointed Central Coast Council Social Recovery Plan State Recovery State Special Emergency Management Plan 	Low	<p>Appoint a Municipal Recovery Coordinator</p> <p>Develop Municipal Recovery Plan (subplan to EM Manual)</p> <p>Train staff in recovery roles</p>	DIS	Jun 19	
						DIS	Jun 19	
						DIS	Aug 19	

Strategic Risk 10: Data, records and systems

Failure to provide information technology systems and controls and to secure records

Cause	Consequence	Initial Risk	Controls	Residual Risk	Further actions	Who	When	Accept Risk
10.1 Computer system breakdown	<ul style="list-style-type: none"> Inability to access data, records and systems Disruption to service provision 	High	<ul style="list-style-type: none"> Partnership with suppliers Backup procedures and data security Planned hardware and software replacement policy IT Disaster Recovery Plan 	Moderate				Yes
10.2 Fire resulting from an accident or malicious damage	<ul style="list-style-type: none"> Damage to, or loss of records Loss of business continuity Non-compliance with statutory requirements Property damage 	Moderate	<ul style="list-style-type: none"> Building security Manual records kept off site IT Disaster Recovery Plan Back-up data on cloud 	Moderate	Develop Business Continuity Policy	DOS	Jun 19	
10.3 Failure of data security measures	<ul style="list-style-type: none"> Unauthorised access to programs and data Data held for ransom Non-compliance with statutory requirements Harm to reputation and public confidence Significant financial risk 	High	<ul style="list-style-type: none"> IT security systems HR Personnel Files and Records Policy Electronic Records Management System Email archive system Cyber insurance Cyber Risk Training 	Moderate	Review Back-up procedures Investigate blockchain technology	CSGL CSGL	Mar 19 Jun 19	

10.4 Information Technology systems inadequate or ineffective	<ul style="list-style-type: none"> Sub-standard service provision Ineffective project management Inability to make accurate decisions 	High	<ul style="list-style-type: none"> Trained staff Monitor and review information technology systems Implement upgrades Implementation Project Plans ICT Governance Committee 	Moderate				Yes
10.5 Unauthorised use of copyright material	<ul style="list-style-type: none"> Breach of copyright resulting in legal action against Council Financial loss arising from damages claims Loss of reputation from adverse publicity 	Moderate	<ul style="list-style-type: none"> Trained Staff Review of documents before being put into the public domain Security Procedures 	Low				Yes
10.6 Improper use of social media	<ul style="list-style-type: none"> Unauthorised information/opinion published on social media Incorrect information published on social media Loss of reputation 	High	<ul style="list-style-type: none"> Policies and procedures 	High				Yes



SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 1 to 31 January 2019

Contracts

Nil

Agreements

- . Lease Amendment
Ulverstone Senior Citizens Club
Amendment in respect of Land Tax – to be calculated on the basis that the land is the only property that the Council owns
- . Lease Agreement
Charlie Vella and Central Coast Council
Grazing lease at 50 Amy Street, West Ulverstone for a period of five years

Sandra Ayton
GENERAL MANAGER

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

Period: 30 January to 18 February 2019

Documents for affixing of the common seal

· Nil

Final plans of subdivision sealed under delegation

- Part 5 Agreement
330 Preservation Drive, Sulphur Creek – required as a vehicle turning head was removed from one parcel of land (in Tamworth Street) and placed on another, adjoining parcel at 330 preservation Drive.
Application No. DA2018068



Sandra Ayton
GENERAL MANAGER