

Notice of Ordinary Council Meeting and

Agenda

20 FEBRUARY 2023

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 20 February 2023. 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 7 January 2023.

A live stream of the meeting will be available on the Central Coast Council – TAS YouTube page, or via a link on Council's website and Facebook page.

Dated at Ulverstone this 15th day of February 2023.

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



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EXECUTIVE SERVICES OFFICER

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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

DIGITAL RECORDING OF COUNCIL MEETINGS

At the commencement of the meeting, the Chairperson is to notify those present that the meeting will be digitally recorded and made publicly available through the Council's website.

Digital recordings will be conducted in accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* and the Council's *Digital Recording Policy* (109/2022 – 20.04.2022).

ACKNOWLEDGEMENT OF COUNTRY

The Central Coast Council acknowledges and pays respect to the traditional owners of lutrawita (Tasmania), the palawa/pakana people.

We acknowledge the Punnilerpanner tribe of this Northern Country, and in doing so, we celebrate one of the world's oldest continuing cultures.

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 ordinary meeting of the Council held on 23 January 2023 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 ordinary meeting of the Council held on 23 January 2023 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:

- 30 January 2023 – Dulverton Waste representatives; Local Cultural Heritage Study.
- 6 February 2023 – Future of Local Government Review; Councillor professional development.
- 13 February 2023 – Natural Resource Management Plan; camping site Development Applications; Council policy reviews.

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

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- “That the Officer’s report be received.”
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3 MAYOR’S COMMUNICATIONS

3.1 Mayor’s communications

The Mayor to report:

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3.2 Mayor’s diary

The Mayor reports as follows:

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

- . West Ulverstone Child and Family Learning Centre visit;
- . Future of Local Government Review Engagement Session;
- . Mayor’s Cup presentation West Ulverstone vs Circular Head;
- . Australasian Planetarium Society Conference opening;
- . West Ulverstone Speak Up Stay Chatty awareness and fundraising event;
- . North West Flood Recovery Advisory Group meeting;
- . Cradle Coast Authority Board meeting;
- . Mayor’s Morning Tea and official opening of Riana Clubrooms and amenities upgrade;
- . TasWater quarterly briefing; and
- . Business visit to Seasonal South.”

Cr Hiscutt reports as follows:

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

- . Cricket North West Hall of Fame function.”

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the Mayor and Councillor’s reports 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.”

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.
 - (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.”

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 in accordance with the *Local Government (Meeting Procedures) Regulations 2015* and the supporting procedures adopted by the Council in its *Meeting Procedures – Public question time* (133/2014 – 19.05.2014). Some of these procedures include:

- No more than two questions may be asked by a member of the public.
- The meeting procedures do not allow for statements or debate, only questions.
- A questioner is to identify themselves before asking a question and direct their question/s to the Chairperson, who may invite another Councillor or Council employee to respond.
- To assist with the accurate recording of the minutes, a form has been provided for the questioner to record their question/s, name and contact details.
- If an item on the agenda has not been dealt with prior to public question time, questions about that item will not be taken for the reason that a response could compromise the Council’s subsequent consideration of that item.
- If it is not possible for an answer to be provided to a question at the meeting, then a written answer will be provided subsequent to the meeting.
- The Chairperson may refuse to accept a question. If the Chairperson refuses to accept a question, the Chairperson is to give reason for doing so.
- Protection of parliamentary privilege does not apply to local government and any statements in the Council Chambers, or any document produced, are subject to the laws of defamation.

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- Public questions and their responses at the meeting will be recorded in the minutes, and via digital recording, which will be publicly available.”

9.2 Public questions taken on notice

The Executive Services Officer reports as follows:

“No public questions were taken on notice from the 23 January 2023 meeting.”

10 DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

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

The General Manager reports as follows:

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

- . Forth Community Representatives Committee – meeting held 3 November 2022; and
- . Turners Beach Community Representatives Committee – meeting held 24 November 2022.

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 (50/2019 – 18.02.2019)

The General Manager reports as follows:

“The Executive Services Officer has provided the following report:

‘PURPOSE

The purpose of this report is to review and update the Code of Conduct of Councillors (the Code) adopted in February 2019 in accordance with the *Local Government Act 1993* (the Act), which requires that the Council review its Code of Conduct within three months after each ordinary election. A copy of the updated Code dated February 2023 is appended to this report.

BACKGROUND

Following calls from the Tasmanian local government sector for the state-wide legislative reform of councillor codes of conduct, the Local Government Code of Conduct Framework (the Framework) was established in April 2016 through changes to the Act, replacing a patchwork of previous code of conduct arrangements that were in place at the individual council level.

The Framework was established principally under 'Division 3A – Code of conduct, complaints and complaint resolution' of the Act and was supported by the creation of the *Local Government (Model Code of Conduct) Order 2016* (the Order) – a Ministerial Order made under section 28R(1) of the Act.

Once the Ministerial Order was made, each council was required to adopt the Model Code of Conduct – with or without any permitted variations – to govern the conduct of its councillors.

Following further calls for reform, and another State Government review of the Framework in 2018, changes to the Act were made which compelled the Council to adopt its current Code of Conduct of Councillors in February 2019.

DISCUSSION

As a result of significant public scrutiny of the Code of Conduct process, decisions and determinations from late 2019, the Framework underwent another State Government review, which included regional forums, public consultation and sector-wide engagement. As a result of this most recent review, a number of amendments to code of conduct provisions in the Act were proposed, resulting in the introduction of the *Local Government Amendment (Code of Conduct) Bill 2022* (the Bill) – now currently before the State Parliament.

Alongside the introduction of the Bill, the Government is also reviewing the *Local Government (General) Regulations 2015* (the Regulations) and the *Local Government (Model Code of Conduct) Order 2016* (the Order) to ensure that the intent of the Bill's legislative changes is appropriately reflected and embedded in those supporting instruments. This review will be undertaken throughout 2023, with no completion date currently advised.

As changes to the Regulations and the Order will almost certainly be made, and given the advice from the Local Government Association of Tasmania (supported by the Office of Local Government) that, 'the Minister is extremely unlikely to entertain any substantive changes to the model code emerging

from a council review', is it is recommended that no changes be made to the Council's Code at this time.

It is nonetheless pertinent to include a summary of the Council's Code in this discussion, as it will remain in effect until the Government's review is completed and any new code of conduct arrangements formalised.

The Code 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 Code applies to Councillors whenever they are:

- . conducting Council business, whether at or outside of a meeting;
- . conducting the business of their office (which may be Mayor, Deputy Mayor or Councillor); or
- . acting as a representative of the Council.

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

The only changes to the Code following this review are administrative in nature, such as dates and contact details.

A copy of the Code of Conduct of Councillors dated February 2023 is appended to this report.

CONSULTATION

A Councillor Workshop was held on 13 February 2023, in which background on the Code review was provided.

RESOURCE, FINANCIAL AND RISK IMPACTS

The continued implementation of the Code 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

Following the review of the Code, from which no substantive changes were made, it is recommended that the Code of Conduct of Councillors dated February 2023 be adopted.’

The report is supported.”

The Executive Services Officer reports as follows:

“A copy of the Code of Conduct of Councillors dated February 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Code of Conduct of Councillors dated February 2023 (a copy being appended to and forming part of the minutes) be adopted.”

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10.3 Councillor Allowances and Expenses Policy (317/2018 – 19.11.2018)

The General Manager reports as follows:

“The Executive Services Officer has provided the following report.

‘PURPOSE

The purpose of this report is to review and update the Council’s policy in respect to the payment of allowances and the reimbursement of expenses to the Mayor, Deputy Mayor and Councillors. A copy of the updated Councillor

Allowances and Expenses Policy (the Policy) dated February 2023 is appended to this report.

BACKGROUND

The payment of allowances and the reimbursement of expenses to the Mayor, Deputy Mayor and Councillors is determined by the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2015* (the Regulations), which require the Council to adopt a policy in respect to these matters.

The Council's existing 'Payment of allowances to the Mayor, Deputy Mayor and Councillors and the reimbursement of expenses (317/2018 – 19.11.2018)' policy was adopted at its meeting on 19 November 2018, and is as follows:

- '1 That the Council pay allowances and reimburse expenses in accordance with Regulations 42 and 43 of the *Local Government (General) Regulations 2015* and section 340A of the *Local Government Act 1993* ('the Act'). Regulation 42 specifies the allowances payable to Mayors, Deputy Mayors and Councillors and an indexation process has been established so that allowances are adjusted each year, and Regulation 43 specifies that a Councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 of the Act.
- 2 A Councillor may elect to receive the prescribed allowance in monthly or fortnightly instalments. The prescribed allowance is paid in arrears. In accordance with section 340A(3) of the Act, a Councillor who determines that he or she does not wish to accept all or part of the prescribed allowance is to notify the General Manager accordingly, in writing.
- 3 That the Council will reimburse Councillors \$40.00 per month towards the cost of telephone usage. This payment will be made at the time of the direct deposit of the Councillor allowances. A Councillor who determines that he or she does not wish to accept all, or part of the allowance is to notify the General Manager accordingly, in writing.
- 4 That the Council provide an iPad with internet connectivity, via wireless and NextG (remaining the property of the Council at all times) for use for Council business. Each iPad will be supplied with software for viewing and creating Microsoft

Office compatible files and Docs on Tap software for viewing and marking-up PDF documents. Other software deemed necessary for Council business will be loaded as and when needed (upon approval by the General Manager).

The cost of internet access will be paid for by the Council.

Each Councillor will be supplied with a Council email address which will remain active for the duration of the Councillor's term of office.

The iPad will be provided with the following accessories:

- (a) case; and
- (b) bluetooth keyboard (provided upon request).

Training in the use of the iPads will be provided by the Council.

- 5 That on a half-yearly basis in the months of December and June, the Council reimburse a claim for travelling which has occurred as a result of a decision of the Council or the General Manager and is able to be automatically recorded within the records of the Council. The travel allowance payable will be at the 'Vehicle allowance' rates specified in the Local Government Industry Award 2010 (as amended from time to time). This payment will be made as part of the direct deposit of the Councillor allowance. A Councillor who determines that he or she does not wish to accept all, or part of the allowance is to notify the General Manager accordingly, in writing.
- 6 That the Council will provide a fully serviced sedan (the sedan remaining the property of the Council at all times) for the Mayor in the exercise of his/her duties and functions as Mayor. The vehicle is only to be used for bona fide Council business and is to be garaged at the Mayor's residence.
- 7 That the Council reimburse a claim for the care of any person for whom the Councillor is responsible, where a copy of an account of the carer is provided and the period of the care matches the approved business of the Council.
- 8 That the Council accept responsibility for the payment of all reasonable costs of registration fees, travel, accommodation and meals in respect of the attendance by any Councillor at an

approved conference, meeting, training session or the like. An invoice and receipt are to be provided with the claim for payment.

- 9 That the Council will provide Councillors with insurance cover against loss arising from any claims incurred by them in their capacity as Councillors under the Directors and Officers Liability Policy, together with personal accident insurance cover for Councillors (subject to age limit) whilst engaged in Council activities, including travel to and from place of work and residence.
- 10 That all Councillors be urged to retain records of expenses for taxation purposes.'

As at 1 November 2022, the councillor allowances specified in Schedule 4 of the Regulations, as applicable to the Central Coast Council are:

. Councillor \$24,566;

plus additional allowances as follows:

. Deputy Mayor \$19,200;

. Mayor \$61,415.

DISCUSSION

The current policy has been reviewed with regard to legislative requirements, the policies of neighbouring councils and general increases to expenses.

As the payment of allowances and the reimbursement of expenses is largely determined by the Act and the Regulations, no substantive changes have been made to the current policy.

The format and presentation of the policy has been updated to meet the Council's current policy template and the content updated to provide greater clarity.

The payment of a set amount of \$50.00 per month to reimburse Councillors for telephone and internet expenses relating to Council business represents an increase of \$10 per month from the current policy. This increase is in line with the current costs for these services.

A copy of the new Councillor Allowances and Expenses Policy is appended to this report.

It is recommended that these changes be accepted to improve clarity and better reflect current sector practice.

CONSULTATION

The new Policy was workshopped with Councillors at the 13 February Councillor Workshop.

RESOURCE, FINANCIAL AND RISK IMPACTS

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

CORPORATE COMPLIANCE

The *Local Government Act 1993* and the *Local Government (General) Regulations 2015* provide for the payment of allowances and the reimbursement of expenses to elected members.

CONCLUSION

Following the review of the Council's current policy, it is recommended that the Councillor Allowances and Expenses Policy dated February 2023 be adopted.'

The report is supported."

The Executive Services Officer reports as follows:

"A copy of the Councillor Allowances and Expenses Policy dated February 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Councillor Allowances and Expenses Policy dated February 2023 (a copy being appended to and forming part of the minutes) be adopted."

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10.4 Customer Service Charter (108/2019 – 15.04.2019)

The General Manager reported as follows:

“The Executive Services Officer has prepared the following report:

‘PURPOSE

The purpose of this report is to review and update the Council’s Customer Service Charter (the Charter). A copy of the updated Charter dated February 2023 is appended to this report.

BACKGROUND

The Council first adopted a Customer Service Charter in December 2005 (Minute No. 422/2005). The Charter is regularly reviewed in accordance with legislative requirements and was last reviewed and updated in April 2019 (Minute No. 108/2019).

As part of the Council’s obligations under Section 339F(4) of the *Local Government Act 1993* (the Act), a review the Charter within 12 months after a local government election is required.

Regulation 31 of the *Local Government (General) Regulations 2015* (the Regulations) provides as follows:

“For the purposes of section 339F of the Act, a customer service charter adopted under that section is to include the following matters:

- (a) the manner in which a complaint referred to in section 339E of the Act may be made
- (b) the manner in which a response to a complaint is to be made;
- (c) opportunities for a review of a response by the general manager;
- (d) the periods within which complaints are to be dealt with;
- (e) other actions that may be taken if a complainant is dissatisfied by the response;
- (f) reporting of the complaints received.

DISCUSSION

The Charter was reviewed as part of the Customer Service Improvement Project over the course of 2022, which included feedback from the Senior Leadership Team (SLT) and the Operational Leadership Team (OLT).

It is appropriate to note that while the legislative requirements focus on complaints management, the Council's Charter also lays out broader principles and standards of customer service.

Following the review, the updates made to the Charter do not alter the existing principles, standards or timeframes of service and complaints management.

Changes have been made to the format and wording of the Charter, improving its layout and clarity. A clearer definition of complaints – including what is not deemed a complaint – is now included. To improve accessibility to Council services, contact options have been added to include services for non-English speakers and customers with hearing or speech impairments; it has also been made clear that customers can lodge a complaint verbally.

CONSULTATION

Consultation with customer service staff, the SLT and the OLT occurred as part of this review, and the Charter was workshopped at the 13 February 2023 Councillor Workshop.

RESOURCE, FINANCIAL AND RISK IMPACTS

The implementation of the Charter 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

Following the review of the Charter, it is recommended that the Council adopt the Customer Service Charter dated February 2023.'

The report is supported."

The Executive Services Officer reported as follows:

"A copy of the Customer Service Charter dated February 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Customer Service Charter dated February 2023 (a copy being appended to and forming part of the minutes) be adopted.

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10.5 Delegations Policy

The General Manager reports as follows:

"The Executive Services Officer has prepared the following report:

'PURPOSE

The purpose of this report is to review and adopt the Council's Delegations Policy (the Policy) dated February 2023. A copy of the Policy is appended to this report.

BACKGROUND

The development of the Policy follows the recommendation from the Council's Audit Panel to adopt a delegations policy to improve compliance standards.

Many Tasmanian councils do not have a delegations policy, and it was the Council's previous position that maintaining a delegations policy was not necessary, as the management of delegations is clearly governed by the *Local Government Act 1993* (the Act), and facilitated well through the Council's chosen delegations software application.

Despite the Council's previous position, it was decided that the development and adoption of the Policy will provide a clearer framework for the management of delegations and improve compliance standards. It will also serve as a reference point for Council staff in understanding and exercising delegated functions and powers.

DISCUSSION

Outlined within previous reports to the Council are reasons supporting the delegation of the Council's functions and powers to the General Manager and Council staff. These are relevant to the adoption of the Policy and are summarised below:

- Delegations do not take away the powers of the Council – they permit the General Manager and staff to manage the day-to-day business of the Council, enabling the Council to focus on strategic and policy development and higher-level decision making.
- Delegations assist in the development of a more efficient and adaptive Council operation and allow for greater consistency in decision making. Matters subject to delegation are generally technical in nature, rather than political or strategic.
- Delegations ensure more efficient management of community business, reducing administrative procedures and timeframes and enabling more direct engagement and outcomes. Good governance in the local government sector relies on a strong relationship between the Council and the General Manager – delegations promote trust and improve reliability and fairness.

It is considered best practice within the Tasmanian local government sector that all delegations should be delegated directly to the General Manager, who then holds the authority (unless specified within a particular Act) to sub-delegate under section 64 of the Act. This has been the standard practice of the Council, which will now be formalised in the Policy.

Additional principles surrounding the delegation of authority and the exercise of such authority have also been included in the Policy, together with a clear identification of the responsibilities of delegates.

These principles and provisions provide a clear framework and reference for the proper management and exercise of delegated authority.

CONSULTATION

This is largely a governance matter for which consultation is not required. The Policy was workshopped at the 13 February 2023 Councillor Workshop.

RESOURCE, FINANCIAL AND RISK IMPACTS

By formally delegating appropriate powers to the General Manager, the Council reduces legal and financial risk.

CORPORATE COMPLIANCE

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

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the Delegations Policy dated February 2023 be adopted.'

The Executive Officers report is supported."

The Executive Services Officer reports as follows:

"A copy of the Delegations Policy dated February 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Delegations Policy dated February 2023 (a copy being appended to and forming part of the minutes) be adopted.
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10.6 Common seal

The General Manager reports as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 24 January 2023 to 20 February 2023 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.”
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10.7 Contracts and agreements

The General Manager reports as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into for the period 24 January 2023 to 20 February 2023 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 Contracts and Agreements (a copy being appended to and forming part of the minutes) be received.”
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10.8 Correspondence addressed to the Mayor and Councillors

The General Manager reports as follows:

“A Schedule of Correspondence addressed to the Mayor and Councillors for the period 24 January 2023 to 20 February 2023 and which was addressed to the ‘Mayor and Councillors’ is appended. Reporting of this correspondence is required in accordance with Council policy.

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

The Executive Services Officer reports as follows:

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

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

10.9 Development application determinations

The Director Community Services reports as follows:

“A Schedule of Development Application Determinations made during the month of January 2023 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 Development Application Determinations (a copy being appended to and forming part of the minutes) be received.”

INFRASTRUCTURE SERVICES

10.10 Penguin Town Centre Masterplan: Penguin Foreshore Concept Plan (317/2021 – 15.11.2021)

The Director Infrastructure Services reports as follows:

“The Manager Asset Services has prepared the following report:

‘PURPOSE

The purpose of this report is to recommend adoption of the Penguin Town Centre Masterplan: Penguin Foreshore Concept Plan (the Plan) for the Penguin Library and Surrounds, including the playground and shared pathway.

The Plan takes the form of the revised Concept Drawing 2218–01, dated 08 February 2023. A copy of the Plan is appended to this report.

BACKGROUND

The Council received the Penguin Town Centre Masterplan at its November 2021 Council meeting.

DISCUSSION

Further investigation and review of designs, including a Councillor Workshop in January 2023 identified changes to the designs.

Feedback included changing the shared pathway construction from pavers to concrete to match the existing shared pathway construction; to reduce the size of the playground to align with the ‘Local’ classification in the Open Space and Recreation Plan 2012–2022; and to relocate the playground west on the foreshore to reduce foot traffic around the Big Penguin, which also opens up the foreshore space.

CONSULTATION

Extensive community consultation was undertaken by Complete Streets and John Mongard Landscape Architects, through a number of mechanisms. The community’s input and responses helped to inform the Masterplan. Complete Streets attended various Councillor Workshops and Council staff sessions throughout the development of the Masterplan.

The Penguin Library and Surrounds (Rev F) plan was presented at the 16 January 2023 Councillor Workshop.

RESOURCE, FINANCIAL AND RISK IMPACTS

This project is listed as a Capital Project in the Annual Plan 2022–2023. The budget of \$530,000 and has been funded by the Local Roads and Community Infrastructure Fund Round 3 (LRCI 3).

CORPORATE COMPLIANCE

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

The Shape of the Place

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

A Connected Central Coast

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

The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment
- Develop and manage sustainable built infrastructure
- Contribute to the preservation of the natural environment

CONCLUSION

It is recommended that the Penguin Town Centre Masterplan: Penguin Foreshore Concept Plan 2218–01 be adopted.'

The Manager Asset Services' report is supported."

The Executive Services Officer reports as follows:

"A copy of the Penguin Town Centre Masterplan: Penguin Foreshore Concept Plan 2218–01 dated 8 February 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Council adopt the Penguin Town Centre Masterplan: Penguin Foreshore Concept Plan 2218–01 dated 8 February 2023 (a copy being appended to and forming part of the minutes).

10.11 Central Coast Council Municipal Weed Management Plan (164/2018 – 25.06.2018)

The Director Infrastructure Services reports as follows:

“The Manager Asset Services has prepared the following report:

‘PURPOSE

The purpose of this report is to recommend adoption of the revised Central Coast Council Municipal Weed Management Plan (the Plan), adopted by Council at its meeting on 25 June 2018 (Minute No. 164/2018). A copy of the revised Plan is appended to this report.

BACKGROUND

In 2022, the Central Coast Council reviewed the Central Coast Weed Management Plan – June 2018.

Since the adoption of the 2018 Plan there has been structural changes and funding programs for weed management at both the State and Federal Government level, with focus included in this review.

DISCUSSION

The revised Plan provides a framework to continue strategic weed management with an emphasis on collaboration and “shared responsibility” by Central Coast stakeholders and community.

The review identified six notable changes:

Goals	Consolidated the Plan goals.
National Weed Programs	Inclusion of the National Established Weed Priorities (NEWP) Framework.
Draft Natural Resource Management Plan	Alignment to the Draft Central Coast Council Natural Resource Management Strategy.
Plan Actions	Consolidated the Plan Actions and alignment to goals.
Performance	Inclusion of Key Performance Indicator table to measure success.
Appendix	Declared and Non-Declared Weed table moved to Appendix.

CONSULTATION

The draft Plan was provided to the North West Weeds Working Group, partnering environmental community groups and the Council's Greening Asset Management Team (GAMT) for feedback.

The Plan was presented at a Councillor Workshop on 16 January 2023, with no further suggestions identified.

RESOURCE, FINANCIAL AND RISK IMPACTS

The budget allocation for the implementation of the Plan includes \$150,000 in 2022–2023 budget for weed management activities in Council managed road reserves and \$36,000 to implement the Plan actions.

CORPORATE COMPLIANCE

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

The Shape of the Place

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

A Connected Central Coast

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

The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment
- Develop and manage sustainable built infrastructure
- Contribute to the preservation of the natural environment.

CONCLUSION

It is recommended that the Central Coast Weed Management Plan dated February 2023 be adopted, and the associated projects listed in the Long-term Financial Plan.'

The Manager Asset Services' report is supported."

The Executive Services Officer reports as follows:

“A copy of the Central Coast Weed Management Plan dated February 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

■ “That the Council:

- 1 Adopt the Central Coast Weed Management Plan dated February 2023 (a copy being appended to and forming part of the minutes); and
- 2 List the associated projects in the Long-term Financial Plan.”

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10.12 Infrastructure Services determinations

The Director Infrastructure Services reports as follows:

“A Schedule of Infrastructure Services Determinations made during the month of January 2023 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reports as follows:

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

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

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C O R P O R A T E S E R V I C E S

10.13 Statutory determinations

The General Manager reports as follows:

“A Schedule of Statutory Determinations made during the month of January 2023 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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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
Recruitment process for General Manager	15(2)(a) Personnel matters, including complaints against an employee of the council and industrial relations matters

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

Recruitment process for General Manager	15(2)(a) Personnel matters, including complaints against an employee of the council and industrial relations matters
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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

Forth Community Representatives Committee

Minutes of the 89th meeting held at the Forth Community Hall

Thursday, 3 November 2022 – commencing at 4.03pm

1 PRESENT

Forth Community Representatives: Jessica Bennett, John French, Dianna Robb

Central Coast Council:

Sandra Ayton	(General Manager)
Paul Breden	(Director Infrastructure Services)
Daryl Connelly	(Director Community Services)
Allison Kable	(Community Development Officer)

Minutes taken by: Allison Kable

2 ACKNOWLEDGMENT OF COUNTRY

The Council acknowledges and pays respect to the traditional owners of lutruwita (Tasmania), the palawa/pakana people. We acknowledge the Punnilerpanner tribe of this Northern Country, and in doing so, we celebrate one of the world's oldest continuous cultures.

3 WELCOME/APOLOGIES

Apologies: Wendy Bennell

The General Manager chaired the meeting and welcomed everyone.

4 MINUTES OF PREVIOUS MEETING

■ Jess Bennett moved, and John French seconded: "That the minutes of the previous meeting held on Thursday, 4 August 2022 be accepted as a true and correct record."

Carried

5 MATTERS ARISING FROM PREVIOUS MINUTES

a Coastal Shared Pathway – Turners Beach to Leith (previous minute 4a)

Paul Breden advised work has started on the eastern side. Western side is nearly completed with concrete path up to subdivision an addition to the original project. A seating area is currently being constructed. This has been a long process, but the bridge section is close to complete which will allow people to walk across the river, joining Leith and Turners Beach.

The pathway is nearly completed at the Sulphur Creek to Penguin project, once finished, works will begin on the Leith to Don section.

b Forth Pathway Connection (previous minute 5a)

Remaining on agenda – due to current request for pathways within Forth area, no funding currently available – included within the Long Term Financial Plan as a strategic item.

c Eastern Fence along River Reserve (previous minute 5a)

The extension of the fence to be listed for consideration in the future – no budget this year as all available funds has been allocated to flood damage.

Concern was raised about the area requiring fencing for the upcoming Forth Pub 150 Years celebration.

Action: Allison to liaise with Forth Pub event manager to address risk.

d Traffic Review of Melrose Road to Turners Beach (previous minute 7b)

John French tabled the following questions:

Have the State Government, Department of State Growth (DSG) and Central Coast Council recently carried out a strategic and long-term review on major works and also major maintenance works for the road infrastructure and associated works on Forth Road, both east and west of Forth?

Considering predicted growth of the township, plus ordinary wear and tear on roads, updating of all matters to comply with current relevant regulations and codes. For example, road widths and shoulders, drainage, line of sight (property entrances), line marking and speed limits.

Paul Breaden advised Chinaman's bend north has been reviewed. Council sought black spot funding for the section north of Kindred Road but were unsuccessful.

General Manager informed the group that the Council undertook an audit of our major arterial roads and prioritised the areas to be addressed. Road surveys are done – items in the review were then listed to be addressed. Wilmot Road was an area that was identified and will be addressed as part of this process.

Paul advised Forth Hotel to the top of the hill upgrade – DSG have previously advised that it is not in its works program.

John commented that the line marking in the area has been upgraded poorly. Line of sight out of personal property is of concern. Vehicle entry on Melrose slip lane, speed limits, forth verge, road getting narrower, need to look at all

elements. Long term plan – 19 Years ago a touch up job was completed. John would like it flagged the need to start the process to obtain funding for the future of our main access road.

The General Manager advised Council has a 10 Year plan and will contact DSG to provide an update on DSG's long term plan in the area.

e Armco Barrier (previous minute 7a)

Handrail fixed and cleaned, item complete and can be removed from agenda.

6 MATTERS FOR CONSIDERATION

6.1 Council Update

Flood Update – Rain began Wednesday afternoon triggering call out mode to remove trees off roads. Thursday morning water levels in Penguin rose, Forth had not risen, Leven was flooding at Loongana and Gunns Plains. Thursday afternoon saw the loss of the bridge at Loongana and landslides at Loongana and Leven Canyon region.

Forestry roads to Guilford into Tewksbury has provided access in and out of Loongana for the interim however has added significant extra km and travel time. Landslides have resulted in closure of Leven Canyon due to access. Completion still expected to be a few weeks away.

On the Thursday, all access points to Gunns Plains were cut off for a day. Wings Wildlife were impacted heavily. All roads now open but still a lot of work to repair. Evacuation Centre opened on the Thursday night due to concerns with Isandula Dam being close to breaking point. Evacuation centre had a family from Penguin, and around 15 people on the Thursday night from the Isandula dam evacuation zone. Community bus was used as option for those without transport to evacuate the area.

On Friday barriers went up in Forth but the expected levels didn't eventuate. The retention work and releasing of dam levels prior to heavy rainfall was very effective.

At this stage clearing around the Forth Bridge is not happening as this would require closing the highway, using cranes or barge. Currently being monitored with the hope it will clear itself.

Heightened levels of anxiety were noted in the community regarding floods, particularly after 2016 and the mainland events. Every flood is different, and lots more debris was left in 2016. No properties affected this time, and damage was nowhere near the levels of 2016.

SES were at Forth the entire time, with sandbagging at fire station.

Infrastructure bill sitting around \$2m. Estimated CCC pays around 30%, based on determination of critical infrastructure.

Forth After School Care was closed as a precautionary measure.

b 2023 meeting dates

The group supported the proposed meeting dates.

c Forth Village Planning Information Session

An information session is to be held on 15 December at 3pm – 6pm. This is a drop-in session and we will provide an opportunity to learn more about the Heritage Study. The information will be available online, however anyone interested but unable to attend is encouraged to contact Council and arrange a time suitable to discuss.

Local area plan revision date – pathways priority. Government funding would be needed to allow this project to be considered in the short-term. There are not the resources at this stage to do concept plan. The Forth Pathway is sitting in the Council's long-term financial plans.

6.2 Community update

No update provided at this time.

6.3 Charter review and expressions of interest

Minor updates required for the Charter, including adding that term of membership is “while willing and remains eligible.” Only one representative is now required for Forth Valley Lions Club. Proxy clause to be added. Jess suggested if the sports precinct representative is not filled, it could be filled by an additional Community Representative.

ACTION: Alison to write to organisations listed in the Charter seeking nominations.

7 OTHER BUSINESS

Dianna Robb asked if the community can string lights on bridge for Christmas – Paul Braden advised it is a State Growth asset and that the Council is not responsible to approve the request.

Sandra thanked everyone for their contribution and support of the community and wished everyone a safe Christmas.

8 NEXT MEETING

The 90th meeting will be held on Thursday 2 February 2023 at the Forth Community Hall commencing at 4.00pm.

9 MEETING CLOSED

As there was no other business to discuss the meeting closed at 4:59pm.

Turners Beach Community Representatives Committee

Minutes of the meeting held at Turners Beach Hall
Thursday, 24 November 2022 commencing at 4.05pm

PRESENT

Community Representatives – Susan Spinks (Turners Beach Community Garden);
Merryn Gilham, Tim Horniblow (Landcare), and Lyn Norton Smith

Central Coast Council (CCC) Representatives – Sandra Ayton (General Manager);
Paul Breden (Director Infrastructure Services); and Allison Kable (Community
Development Officer)

Minute Taker – Allison Kable

1 WELCOME AND APOLOGIES

Sandra Ayton chaired the meeting and welcomed all those attending.

Apologies – Clynton Jaffray (Community Member) and Daryl Connelly (Director
Community Services)

2 ACKNOWLEDGEMENT OF COUNTRY

3 MINUTES OF PREVIOUS MEETING

Lyn Norton-Smith moved, and Tim Horniblow seconded, that the minutes of the meeting
held on 25 August 2022 be confirmed as a true and correct record with an amendment
noted to correct Landcare celebrating 25 years not 100.

Carried

4 MATTERS ARISING FROM PREVIOUS MINUTES

a Railway bridge and shared pathway (continuing Item)

Paul Breden advised the bridge is nearly completed. Discussed that Blackburn
Road does not connect to pathway. The connection from Leith to Don will
commence soon, as the Penguin to Sulphur Creek pathway is nearly completed.

b Street Scape and Traffic Management

Paul Breden advised the working group had a meeting last fortnight and
discussed incorporating more detail from the community consultation meeting.
The project will go to Council workshop on 5 December 2022, then released to
community. The funding will be added as a project in the Council's long-term
financial plan.

The group discussed and suggested it would be good to have an official opening of the path and provide opportunity for community to celebrate and talk about future plans for the area with Council.

c MoU for Makeover Activities

Allison advised that the Turners Beach 7 Day Makeover Group has been provided the draft MoU which captures the future 7 Day Makeover Group activities and the requirements around this, and this is currently being reviewed by the group.

5 MATTERS FOR CONSIDERATION

5.1 COUNCIL UPDATE

The proposed meeting dates for 2023 were tabled and received no objections.

5.2 COMMUNITY UPDATE

Lyn Norton-Smith – The Turners Beach Community Garden have been busy organising a fabulous Christmas event for the community. Reported a sense of community connection lost since La Mar closed.

Merryn Gilham – Asked about having public recycling and FOGO bins. Paul Breaden advised that at this stage we need further public support to ensure compliance in using each of the bins correctly and not using all the bins as general waste. FOGO and recycling at home has been successful, but not seeing the same level of support for this service in public areas.

5.3 CHARTER REVIEW

The suggestions received from Clynton Jaffray were read to the group and discussed along with elements of the charter, including purpose and composition and scope of the group.

6 OTHER BUSINESS

Susan advised that the hall is listed as the evacuation point for the caravan park and they have no means of gaining access. Allison will discuss arrangements with the caretaker of the caravan park.

7 NEXT MEETING

As there was no further business to discuss, the meeting closed at 4:55pm.

The next meeting of the Committee will be held at 4.00pm on Thursday, 23 February 2023 at the Turners Beach Hall.

A large, thick, olive green curved shape that starts from the top left, curves around the top and right, and ends at the bottom right, framing the text.

Central Coast Council

Code of Conduct of Councillors

February 2023

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 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. 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;
 - (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 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 (\$85 in 2022–23).

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 Office of Local Government (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 Office of Local Government to discuss whether the matter is something that the Office 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 Office of Local Government

Executive Building, 15 Murray Street, HOBART TAS 7000

GPO Box 123, HOBART TAS 7001

Phone: (03) 6232 7022

Email: localgovernment@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: contact@integrity.tas.gov.au

Web: www.integrity.tas.gov.au

Ombudsman Tasmania

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

GPO Box 960, 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

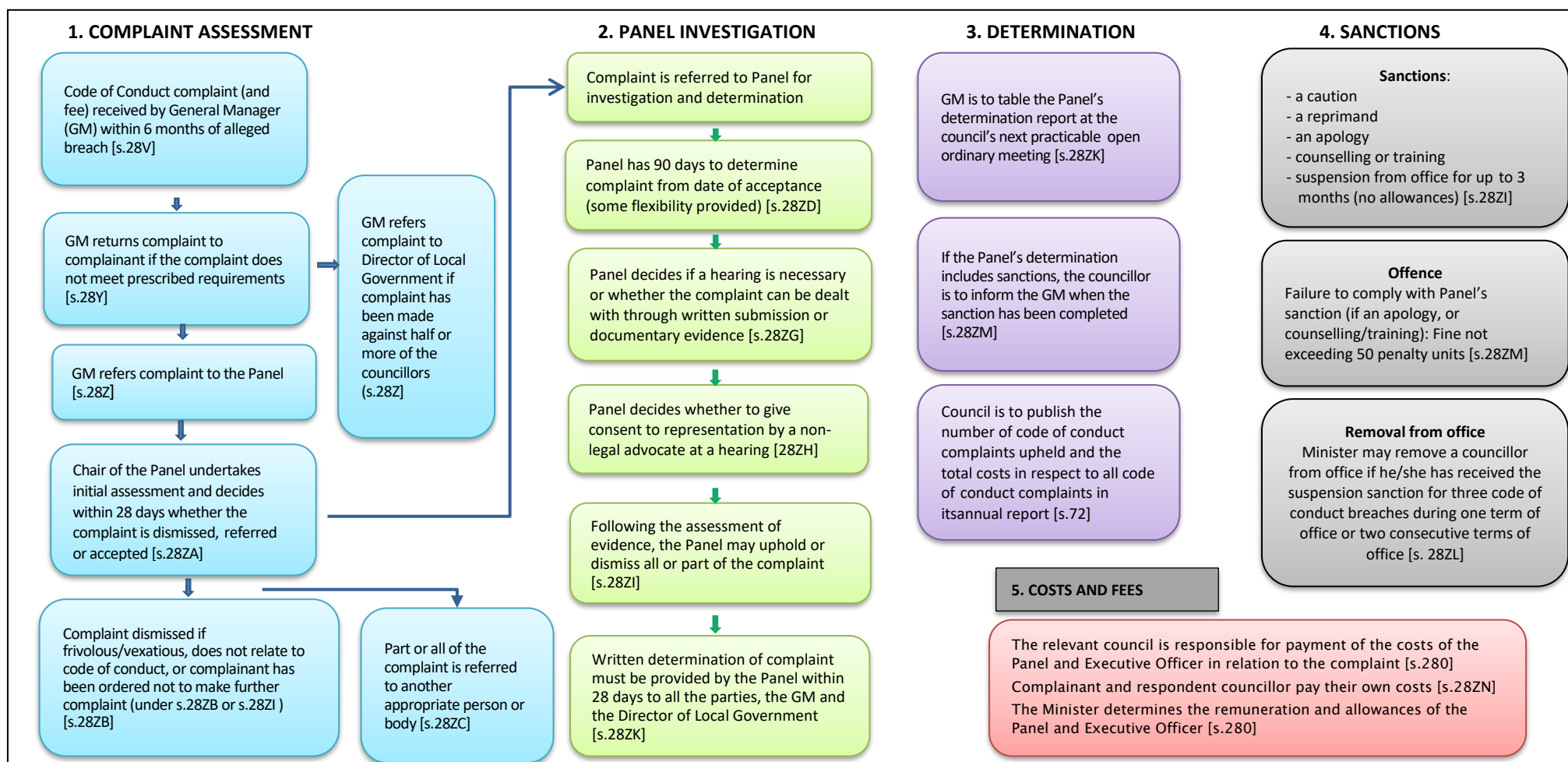
All councils adopt Model Code of Conduct for councillors made by Ministerial Order (with or without permitted variations) [s.28T]

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

Councillor Allowances and Expenses Policy

February 2023

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PURPOSE

The purpose of the Councillor Allowances and Expenses Policy is to establish a clear framework and guidelines for the payment of allowances and reimbursement of expenses to the Mayor, Deputy Mayor and Councillors, and to provide transparency in relation to such payments.

SCOPE

This Policy applies to the Mayor, Deputy Mayor and Councillors of Central Coast Council.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

This Policy was developed in accordance with:

RELEVANT LEGISLATION

- . *Local Government Act 1993* (section 340A and Schedule 5, section 1 and 2)
- . *Local Government (General) Regulations 2015* (Regulation 42, 43 and Schedule 4)

RELATED POLICIES/DOCUMENTS

- . Elected Members Professional Development Policy – 2022
- . Code of Conduct of Councillors – 2023

POLICY STATEMENT

This Policy provides for the implementation of legislative requirements relating to the payment of allowances and reimbursement of expenses to the Mayor, Deputy Mayor and Councillors, in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2015* (the Regulations).

This Policy provides guidelines for Councillors in relation to:

- . Councillor allowances;
- . expenses claims process;
- . communications expenses;
- . reporting of allowances and expenses;
- . provision of information technology and business facilities;
- . provision of Mayoral vehicle; and

- . Councillor insurance.

GUIDELINES

1 COUNCILLOR ALLOWANCES

The Council will pay allowances in accordance with section 340A of the Act and regulation 42 of the Regulations.

Section 340A of the Act entitles Councillors to prescribed allowances, as set out in Schedule 4 of the Regulations. Mayors and Deputy Mayors are entitled to allowances in addition to those payable to them as Councillors.

Regulation 42 establishes an indexation process so that allowances are adjusted from 1 November each year by multiplying the allowances for the previous year by the inflationary factor for the current year. Allowances can be paid in monthly or fortnightly instalments and all allowances will be paid in arrears.

A Councillor may decline all, or part, of their allowance by notifying the General Manager in writing.

2 COUNCILLOR EXPENSES

Regulation 43 specifies that a Councillor is entitled to be reimbursed for reasonable expenses in carrying out their duties and functions as a Councillor, in accordance with the policy adopted under Schedule 5 of the Act (this Policy).

On a half-yearly basis in the months of December and June, the Council will reimburse claims for:

- 5.1 Travelling that has occurred as a result of a decision of the Council or the General Manager. Expenses incurred travelling to and from Councillor Workshops and Council Meetings are automatically recorded, calculated and reimbursed. The travel allowance payable will be at the "Vehicle allowance" rates specified in the Local Government Industry Award 2010 (as amended from time to time).
- 5.2 Care of any person who is dependent on the Councillor, where a copy of an account of the carer is provided and the period of the care matches the approved business of the Council.
- 5.3 Reasonable costs of registration fees, accommodation and meals in respect to the attendance of the Councillor at an approved conference, seminar, forum or event. Reference to the Elected Members Professional Development Policy – February 2022 (section 5.3 to 5.5 in particular) will be made when claiming and assessing the reimbursement of these expenses.

All expenses claims will be submitted in writing and must include receipts where available. The payment of these claims will be made as part of the next direct deposit of the Councillor allowance.

The Council recommends that Councillors retain records of expenses for taxation purposes.

Where in the opinion of the General Manager, a claim for reimbursement of expenses appears to be ineligible under this Policy, the claim may be refused.

3 COMMUNICATIONS EXPENSES

The Council will pay Councillors an amount of \$50.00 per month for expenses relating to telephone and internet use. This payment will be made at the time of the direct deposit of the Councillor allowances.

4 REPORTING OF ALLOWANCES AND EXPENSES

To provide transparency and in accordance with section 72(1)(cb) of the Act, a Statement of Allowances and Expenses Paid to Elected Members is included in the Council's Annual Report, listing separate totals for Councillors' allowances and expenses for the financial year.

5 PROVISION OF FACILITIES

The Council will provide a laptop (remaining the property of the Council at all times) for use for Council business. Each laptop will be installed with required software, including Microsoft Office and Docs on Tap. Other software deemed necessary for Council business may be requested and installed upon approval by the General Manager.

Training in Docs On Tap will be provided as part of the induction process for Councillors. Any other training for Councillors (e.g. in the use of Microsoft Office) can be arranged on request to the Executive Services Officer.

Support for the operation of the laptop will be provided by the Information Technology (IT) Team during office hours. This support is primarily for equipment problems, not training. Any equipment failures are to be reported to the IT Team so that repairs can be arranged. After-hours support will not be available.

When the laptop is to be replaced or a Councillor leaves the Council, the equipment is to be returned to the IT Team for removal of data prior to reallocation or disposal.

Councillors will be supplied with a Council email address which will remain active for the duration of the Councillor's term of office.

Councillors will be provided with Council business cards.

Councillors will be provided with parking permits for use on Council business in the Central Coast area.

6 *PROVISION OF MAYORAL VEHICLE*

The Council will provide a fully serviced sedan (the sedan remaining the property of the Council at all times) for the Mayor in the exercise of their duties and functions as Mayor. The vehicle is to be garaged at the Mayor's residence.

7 *COUNCILLOR INSURANCE*

The Council will provide Councillors with insurance cover against loss arising from any claims incurred by them in their capacity as Councillors under the Directors and Officers Liability Policy, together with personal accident insurance cover for Councillors (subject to age limit) whilst engaged in Council activities, including travel to and from place of work and residence.

REVIEW

This Policy will be reviewed within three months after a local government election, unless organisational or legislative changes require more frequent review.

SANDRA AYTON
GENERAL MANAGER

Date of approval: / /
Approved by:

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Central Coast Council

Customer Service Charter

February 2023

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1 PURPOSE

The Customer Service Charter specifies the Central Coast Council's customer service principles and standards and provides guidance to staff and customers in relation to communications, service provision and the management of complaints.

2 CUSTOMER SERVICE PRINCIPLES

2.1 Honesty and Integrity

- (a) We will treat you with respect and be courteous at all times.
- (b) We will be open, honest and genuine in all of our interactions with you.
- (c) We will be consistent and impartial in administering our statutory and regulatory functions.
- (d) We will do what we say we'll do.

2.2 Professionalism

- (a) We will always be polite, listen to your enquiry and respond in an objective and timely manner.
- (b) We will endeavour to correct things promptly when they have gone wrong.
- (c) We will provide you with relevant information and explore other options where available.
- (d) Enquiries will be responded to within the timeframes set out in section 3 of this document.

2.3 Privacy

- (a) We will respect our customers' privacy and handle personal and confidential information in accordance with the *Personal Information Protection Act 2004*.
- (b) We will only access confidential information for authorised work-related tasks.

3 CUSTOMER SERVICE STANDARDS

3.1 Contact by Telephone

- (a) Our staff will answer telephone enquiries promptly and courteously.
- (b) We aim to answer all questions at the first point of contact.
- (c) If specialist attention is needed and the person required is available, they will answer the call. Where the person required is not available, the call will be returned within one working day.

3.2 Contact in Writing

- (a) We aim to acknowledge and respond to both written and electronic communication within 10 working days.
- (b) If we cannot respond within the set timeframes, we will make contact to explain the reason for the delay and when a full reply can be expected.
- (c) We will use language that is clear and concise.

3.3 Service Requests

- (a) Where a service request is urgent and the matter places the safety of the community at a high risk, the matter will be dealt with immediately.
- (b) Where the matter is urgent and there is little risk to the safety of the community, the matter will be responded to within 24 hours.
- (c) Routine service requests will be dealt with according to the policies and procedures of the Council and guidelines as required by legislation.

Full contact details for the Council are provided in section 6 of this document.

4 MUTUAL RESPECT

When interacting with the Council, we expect that you treat staff, Councillors and other community members with respect and civility. We ask that when requested you make every effort to provide accurate information and work with us to solve problems. The Council does not accept anti-social behaviour, such as offensive or abusive language, threatening behaviours, or harassment.

Should you exhibit any of these behaviours, the Council will terminate communication with you. This could mean walking away, terminating a phone call, or blocking your email address. If a staff member feels threatened by your behaviour, the police may be notified.

Should unacceptable behaviour towards the Council continue, or you will not accept that the Council is unable to provide any further assistance, the General Manager

may limit or cease contact with you. A decision of this nature will be communicated in writing.

5 COMPLAINTS MANAGEMENT

The Council is committed to its Customer Service Principles and Standards. Part of this commitment is ensuring the fair management of complaints.

This Charter helps ensure that the Council addresses every complaint received on its individual merits through a clear and consistent process.

Council recognises that members of the public have the right to complain and have complaints handled objectively.

5.1 Complaint Definition

For the purpose of this Charter, a complaint is a communication to the Council (either verbal or written) expressing dissatisfaction with a Council service or decision, or the behaviour of a Council employee, particularly as it relates to the Customer Service Standards of this Charter.

A complaint must relate to matters that the Council has the ability to resolve and must be of a nature that can be properly investigated.

It is important to note that a complaint is not an enquiry (appeal for information), request (appeal for assistance or action), or disagreement (conflicting opinion to a decision or policy of the Council).

This Charter does not cover complaints relating to:

- Decisions made or services provided by the Council under legislation (Act, Regulation, Rule or By-law) that makes special provision for appeal or review.
- An alleged breach under the Code of Conduct of Councillors.
- Complaints against parties outside of the Council.
- Complaints made on social media platforms.

5.2 Lodging a Complaint

To lodge a complaint, please contact the Council (contact details provided in section 6) and provide the following information:

- (a) Your full name, address and contact details.
- (b) Sufficient details for the complaint to be actioned, such as:
 - location and time of event;
 - who was involved, including names of Council staff;
 - any documents or reference numbers relating to the complaint;
 - what happened; and
 - how you would like the complaint resolved.

In general, the more information you provide about a complaint, the better it can be addressed and resolved.

Where verbal complaints are made a record will be raised within the Council's Records Management System.

Anonymous complaints may be accepted where there is a potential risk to persons or property, providing there is sufficient information to enable proper investigation.

5.3 Refusing a Complaint

All complaints will be treated with seriousness, however if the complaint is found to be malicious, or is a repeated complaint to which a response has previously been given, the Council may decide to take no further action. The customer will be informed of this decision in writing by the General Manager.

Where a complaint is more appropriately dealt with by an external body or through a statutory review process, Council will provide the relevant contact details.

5.4 Managing a Complaint

Once a complaint is accepted, the Council's process for managing the complaint is:

- (a) The Council will acknowledge receipt of your complaint in accordance with our Customer Service Standards.
- (b) If we are unable to resolve your complaint within 10 working days, we will contact you to explain why and advise the timeframe in which we will be able to resolve it.
- (c) We will ensure all of our correspondence includes the name and contact details of the Officer dealing with the matter.
- (d) If you are not satisfied that your complaint has been adequately resolved you can request that a review goes to the General Manager, who will undertake an investigation of the complaint. The General Manager will inform you of the outcome of the investigation in writing.

5.5 Further Complaint Options

If you are dissatisfied with the outcome of the General Manager's investigation of your complaint, you may contact the Mayor, or escalate your complaint further by contacting:

- (a) The Ombudsman
GPO Box 960
HOBART TAS 7001
Phone: 1800 001 170
Email: ombudsman@ombudsman.tas.gov.au

- (b) The Director
Office of Local Government
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001
Phone: 03 6232 7022
Email: localgovernment@dpac.tas.gov.au

While you can refer your complaint directly to these bodies at any time, we strongly encourage you to approach the Council to investigate your complaint first.

5.6 Reporting of Complaints

In accordance with the *Local Government Act 1993*, the General Manager provides the Council with a report once a year detailing the number and the nature of complaints received.

6 CONTACTING THE COUNCIL

6.1 In Person

- (a) The Council's Administration Centre at 19 King Edward Street, Ulverstone is open Monday to Friday from 8.30am – 4.30pm (closed on Public Holidays).
- (b) The Penguin Service Centre at 78 Main Road, Penguin is open Monday to Friday from 9.30am – 12.00pm and 12.30pm – 3.00pm (closed on Public Holidays).

6.2 By Phone

- (a) The Council's telephone number is (03) 6429 8900. The switchboard is operational Monday to Friday from 8.00am – 4.30pm (closed on Public Holidays).
- (b) The Council's after-hours telephone number for limited emergency services is (03) 6429 8999.
- (c) If you are a non-English speaker or need assistance translating you can call the Translating and Interpreting Service on 131 450 for assistance.
- (d) If you are deaf, or have a hearing or speech impairment, the Council accepts calls through the National Relay Service on 1800 555 660.

6.3 Email or Website

- (a) Email: admin@centralcoast.tas.gov.au
- (b) Online: <http://www.centralcoast.tas.gov.au>

6.4 In Writing

The General Manager
Central Coast Council
PO Box 220
ULVERSTONE TAS 7315

6.5 Service Request

A service request may be lodged for a range of issues, including matters relating to Council infrastructure, services and the reporting of nuisances.

To make a service request, please use one of the following options:

- (a) Complete an online Service Request on the Council's website.
- (b) Complete a Service Request form. These forms are available from the Administration or Service Centres.
- (c) Telephone (03) 6429 8900.

7 ACCESS TO THE CUSTOMER SERVICE CHARTER

The Customer Service Charter is available for public inspection at the Council's Administration Centre during opening hours, or on the Council's website.

8 RELATED LEGISLATION

This Charter was developed in accordance with:

- *Local Government Act 1993*
- *Local Government (General) Regulations 2015*
- *Personal Information and Protection Act 2004*
- *Right to Information Act 2009*

9 REVIEW

The Customer Service Charter will be reviewed within twelve months after each council election, unless organisational or legislative changes require more frequent review.

Central Coast Council

Delegations Policy

February 2023

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PURPOSE

The purpose of the Delegations Policy is to establish a clear framework for delegating authority and the responsible exercise of delegated authority within the Council, in accordance with sections 22, 62 and 64 of the *Local Government Act 1993* (the Act).

SCOPE

This Policy applies to the General Manager, Council staff and Council and Special Committees.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

This Policy was developed in accordance with:

RELEVANT LEGISLATION

- Local Government Act 1993

RELATED POLICIES/DOCUMENTS

- Delegations Register

POLICY STATEMENT

Delegations enable the Council to be able to carry out its functions and powers, by granting the General Manager and Council staff appropriate authorities on its behalf.

In accordance with section 22 of the Act, the Council may delegate functions and powers to the General Manager to ensure that operational requirements and strategic objectives are met. In addition, section 64 of the Act permits the General Manager to sub-delegate powers and functions to appropriately qualified and/or experienced staff, where specific duties and functions are assigned to their role.

The considered best practice within the Tasmanian local government sector is that all delegations should be delegated directly to the General Manager, who then holds the authority (unless specified within a particular Act) to sub-delegate under section 64 of the Act.

PRINCIPLES

The following principles apply to the delegation of authority and the exercise of delegated authority within the Council:

- Any delegation made does not diminish the power of the Council or General Manager to act in any matter.
- The delegate is acting in their name on behalf of Council.
- A delegation of authority and powers will only apply to the delegate's area of accountability.

- No delegate can sub-delegate their authority or power (other than the General Manager).
- In the event of the delegate's dismissal, resignation or reallocation of duties, the delegation is to be revised accordingly.
- A delegation cannot be exercised where the delegate would be put in a conflict of interest situation.
- All Council staff delegated authority under section 20(A) of the Act, must be issued with an identity card.

DELEGATIONS MANAGEMENT

The Council will make a delegation to the General Manager in accordance with section 22 of the Act:

'22. Delegation by council

(1) Subject to subsection (2), a council, in writing, may delegate with or without conditions to the general manager, controlling authority, a council committee or a special committee, any of its functions or powers under this or any other Act, other than–

(a) this power of delegation, unless authorized by the council;
and

(b) the powers referred to in subsection (3).'

Once the General Manager has received their delegations in writing, they may sub-delegate to Council staff in accordance with section 64 the Act:

'64. Delegation by general manager

(1) The general manager, in writing, may delegate to an employee of the council –

(a) any functions or powers under this or any other Act, other than this power of delegation; and

(b) any functions or powers delegated by the council which the council authorised the general manager to delegate.'

Delegations must be made in writing in the form of an Instrument of Delegation. This Instrument of Delegation must contain any applicable restrictions/conditions and be signed by both the delegator and delegate.

Delegations are to be reviewed biennially to ensure accuracy and compliance.

The Council or the General Manager may vary or repeal any delegation, subject to the Act or other legislative requirements.

All delegations made are to be kept on a register in accordance with section 22(4) of the Act and are to be available for inspection at a public office.

RESPONSIBILITIES OF THE DELEGATE

The following responsibilities apply to the General Manager and all Council staff with delegated authority:

- A delegate must become familiar with the delegation and have an appropriate understanding of the requirements of any related legislation and Council policies.
- Delegations are to be exercised within the framework of the Act, Council Policies and other legislative requirements.
- Delegated authority must be exercised by the most appropriate staff member in terms of level of decision making and responsibility.
- A delegation must be exercised in accordance with any conditions attached to the delegation.
- A delegate is not obliged to exercise the delegation given to them, where the delegate believes special circumstances exist that require the matter to be dealt with by the General Manager or the Council.

REVIEW

This Policy will be reviewed every four years by the Council, unless organisational or legislative changes require more frequent review.

SANDRA AYTON
GENERAL MANAGER

Date of approval: / /
Approved by:

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

Period: 24 January to 20 February 2023

Final Plan of Survey
7C Forth Road, Turners Beach
DA2021260 – 2 lot subdivision

Final Plan of Survey
72 Forth Road and 8 Grants Court, Turners Beach
DA2022082 – boundary adjustment

A handwritten signature in black ink that reads 'Sandra Ayton'.

Sandra Ayton
GENERAL MANAGER



SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the common seal)

Period: 24 January to 20 February 2023

Nil

A handwritten signature in black ink that reads 'Sandra Ayton'.

Sandra Ayton
GENERAL MANAGER



**SCHEDULE OF CORRESPONDENCE RECEIVED ADDRESSED TO
MAYOR AND COUNCILLORS**

Period: 24 January to 20 February 2023

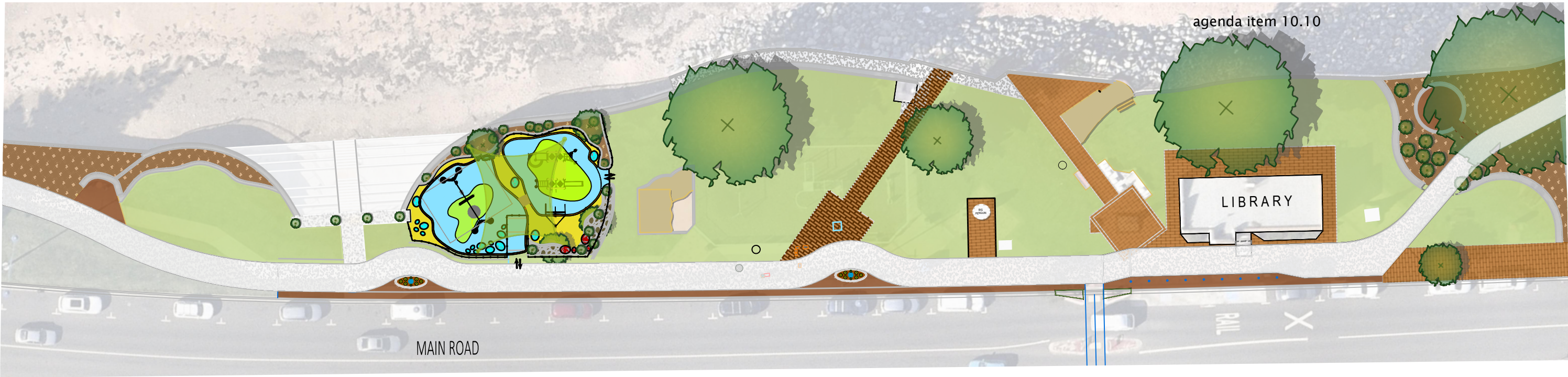
- . An email from a local volunteer requesting a review of regulations regarding the allowance of pets on Council property.
- . An email from the Department of Infrastructure, Transport, Regional Development, Communications and the Arts – Digital Inclusion and Sustainable Communications Branch requesting that the Council help share information regarding the safety of Enhanced Electromagnetic Energy from telecommunications.
- . An email from the Central Coast Chamber of Commerce and Industry regarding the Chamber's proposal for a Business Wall of Fame.
- . An email from a local business owner concerning the road closures associated with the Penguin Running Festival – 12 February 2023.

A handwritten signature in grey ink that reads 'Sandra Ayton'.

Sandra Ayton
GENERAL MANAGER

Central Coast Council
List of Development Applications Determined
Period from 1 January 2023 to 31 January 2023

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA2018294 - 1	257A Penguin Road WEST ULVERSTONE,TAS,7315	Minor amendment of a Permit.	Minor Amendment - Revised GeoTon Pty Ltd report, dwelling design and wastewater system location for Lot 1	19/12/2022	9/01/2023	0	\$3,000.00
DA2022201	90 River Road WEST ULVERSTONE,TAS,7315	Discretionary	Subdivision - 2 residential lots	20/07/2022	30/01/2023	10	\$15,000.00
DA2022237 - 1	47 Wilmot Road FORTH,TAS,7310	Permitted	Residential - domestic storage and machinery shed	9/12/2022	17/01/2023	29	\$0.00
DA2022255	1 Kilowatt Court ULVERSTONE,TAS,7315	Discretionary	Equipment and Machinery Sales and Hire and Storage	12/09/2022	27/01/2023	38	\$500,000.00
DA2022319	198 Allport Street East LEITH,TAS,7315	Discretionary	Residential - demolition of existing shed and construction of new dwelling and sheds x 2 -	22/11/2022	27/01/2023	39	\$600,000.00
DA2022320	1369 Loongana Road LOONGANA,TAS,7315	Permitted	Subdivision - 3 Resource Development Lots	22/11/2022	24/01/2023	14	\$0.00
DA2022321	107-107A Reibey Street ULVERSTONE,TAS,7315	Discretionary	Business and Professional Services, Community Meeting and Entertainment & Hotel Industry - Change of Use - All uses - hours of operation	22/11/2022	5/01/2023	34	\$0.00
DA2022322	6 Brockmarsh Place WEST ULVERSTONE,TAS,7315	Discretionary	Residential - shed and two awnings (one retrospective and one new)	23/11/2022	23/01/2023	54	\$100,000.00
DA2022332	56 & 58 River Road WEST ULVERSTONE,TAS,7315	Permitted	Subdivision - Adjustment of Boundary	7/12/2022	5/01/2023	14	\$50,000.00
DA2022339	21 Blue Wren Lane WEST ULVERSTONE,TAS,7315	Discretionary	Residential - retrospective shed	13/12/2022	23/01/2023	34	\$25,000.00
DA2022342	355 Nine Mile Road SULPHUR CREEK,TAS,7316	Discretionary	Residential and Resource Development - shed with concrete slab floor	14/12/2022	19/01/2023	31	\$110,000.00
DA2022343	236 Preservation Drive SULPHUR CREEK,TAS,7316	Discretionary	Residential - dwelling extension - second storey	14/12/2022	23/01/2023	38	\$300,000.00
DA2022349	9 Stubbs Road TURNERS BEACH,TAS,7315	Discretionary	Residential - single dwelling and shed	19/12/2022	27/01/2023	35	\$700,000.00
DA2022352	12 Bertha Street WEST ULVERSTONE,TAS,7315	Discretionary	Residential - single dwelling	21/12/2022	19/01/2023	27	\$250,000.00
DA2022354	50 Main Street ULVERSTONE,TAS,7315	Permitted	Signage – retrospective application for one blade sign and one wall sign	22/12/2022	30/01/2023	6	\$11,000.00
DA2023005	58 King Edward Street ULVERSTONE,TAS,7315	Permitted	Residential - shed and demolition of existing garage	13/01/2023	23/01/2023	4	\$35,000.00



PROPOSED SITE PLAN
N.T.S.



Legend

Playground Fence

Big Penguin (No change)

Soft fall

Soft fall Blue

Soft fall orange

Sculpture (Structure)

Proposed shared pathway

Sand

Playground bridge over sand

Grass

Existing Deck

Proposed Mulch/Garden

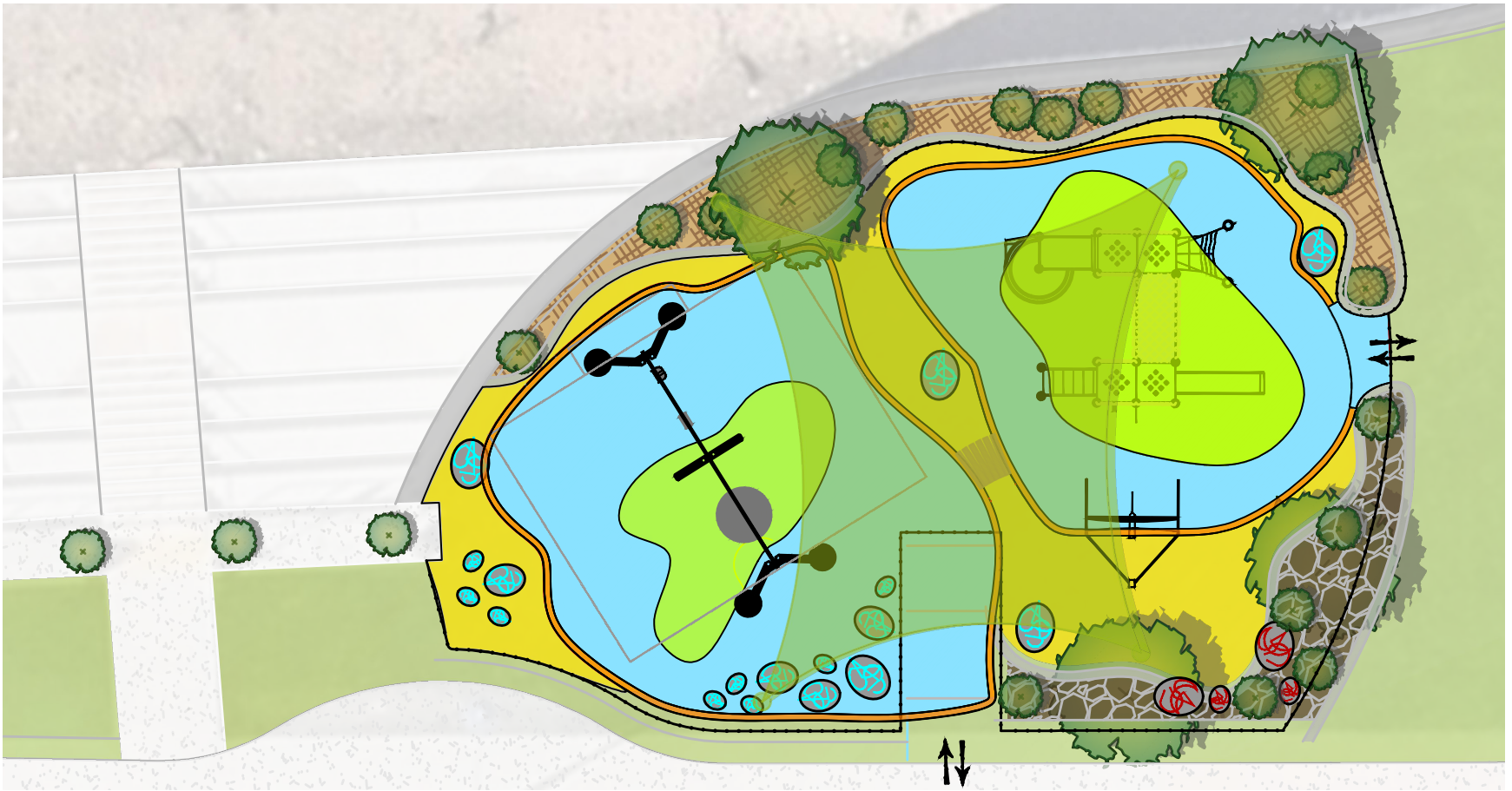
Existing Tree

Street Furniture

Shade

Existing lightpole

Footpath pavers



PROPOSED PLAYGROUND PLAN
N.T.S.



Revision Table	-	-	-
	-	-	-
	-	-	-
	-	-	-
	H	ISSUE FOR COUNCIL APPROVAL	08/02/23
	G	ISSUE FOR REVIEW	14/12/22
	ISSUE	DESCRIPTION	DATE

Drawing Scale
N.T.S.

AS/NZS 4801:2001
Occupational Health and Safety Management
FM 533849

INFRASTRUCTURE SERVICES

Role	Name	Checked
Designer	RHB	-
Drafter	SR	-
Approved	 Paul Breden Director Infrastructure Services	

Project Name
PENGUIN TOWN CENTRE
Project Address / Description
MASTERPLAN PENGUIN FORESHORE CONCEPT PLAN

Sheet Name		
SHARED PATHWAY & PLAYGROUND		
Project No.	Sheet No.	Sheet Size
2218	01	A3
Drawing Issue		
CONCEPT		

Central Coast Council

Weed Management Plan 2023



February 2023

Publication Details

Date Produced: February 2023

This document was compiled by Louise Murphy and Mark Wisniewski.

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Cover Image: Spanish Heath – *Erica lusitanica*. Photo courtesy of Louise Murphy

ACKNOWLEDGEMENT OF COUNTRY

The Central Coast Council acknowledges and pays respect to the traditional owners of Lutruwita (Tasmania), the Palawa–Pakana people.

We acknowledge the Punnilerpanner tribe of the Northern Country, and in doing so, we celebrate one of the world's oldest continuous cultures. We also acknowledge the rich diversity in Aboriginal community including individuals and groups who share a responsibility to care for Country and culture, both now and into the future.

We pay our respects to Elders, past, present, and emerging.

EXECUTIVE SUMMARY

The Weed Management Plan provides a framework for weed action within the Central Coast Council area.

The Council has made encouraging progress on tackling weed issues on Council managed land to date. This has been achieved through the combined efforts of local volunteer community groups and Council staff, with strategic planning in local reserves and a coordinated and sustained level of on-ground works. With much of the community supporting native vegetation, forestry, and agricultural land, only a relatively small percentage of land falls under Council management. One of the important challenges within the Central Coast is to take a strategic and collaborative approach to achieve weed management outcomes across the whole of the area.

The Central Coast Council Weed Management Plan 2022 identifies key management issues and addresses the following principal goals:

- . Responsibility for weed control is shared by the Central Coast Council, stakeholders and community. Weed management practices supports healthy, diverse, and connected natural environments
- . Weed management supports profitable, productive, and sustainable primary industries.
- . Weed management is supported by coordinated, collaborative and innovative leadership

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INTRODUCTION

Weed management is an essential component of any activity involving environmental landscapes be they natural or manmade. Weeds pose not only significant economic, but also health and ecological risks to land managers. Left unchecked, weeds can change and impact landscapes in a way that prevents the natural systems of an area operating correctly. This in turn can lead to a lack of biodiversity and loss of species and species habitat. When weed species replace native vegetation, they can form dense areas of vegetation that shade and smother native species and may alter key environmental events such as the frequency of fire.

BACKGROUND

3.1 The Central Coast Council area

The Central Coast Council covers an area of approximately 900 square kilometres and is nestled between Bass Strait on the northern perimeter and Black Bluff range to the south, with the Blythe River forming the western boundary, and the Forth River on the eastern boundary. The landscape is composed of gentle shores and rolling hills which are interspersed with rugged ranges.

The total population of the Central Coast is around 21,000, and of this total approximately 85% live on the coastal fringe. The principal towns are Ulverstone and Penguin, and between them have around 17,500 residents.

The climate is mild maritime, with an average daily maximum of 12°C in the winter, and 20°C in summer. The minimum average annual temperatures range from 6°C in winter, to 12° C in summer. Add to the climate an average annual rainfall of 900 millimetres and rich agricultural land, and the result is primary production contributes to more than 50% of business turnover. Vegetable crops, livestock production and timber harvesting are all traditional mainstay pursuits, while niche markets of essential oil crops, opium poppies, organic vegetables, flowers, fruits and various high-end-farm-to-plate themed produce continue to grow.

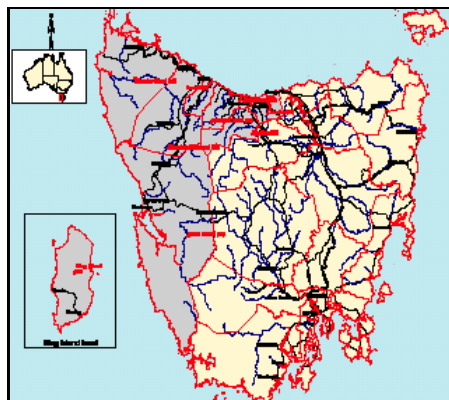


Figure 1: Indicates the National, State and Regional context – Cradle Coast Region shaded.

Source: Cradle Coast Authority.

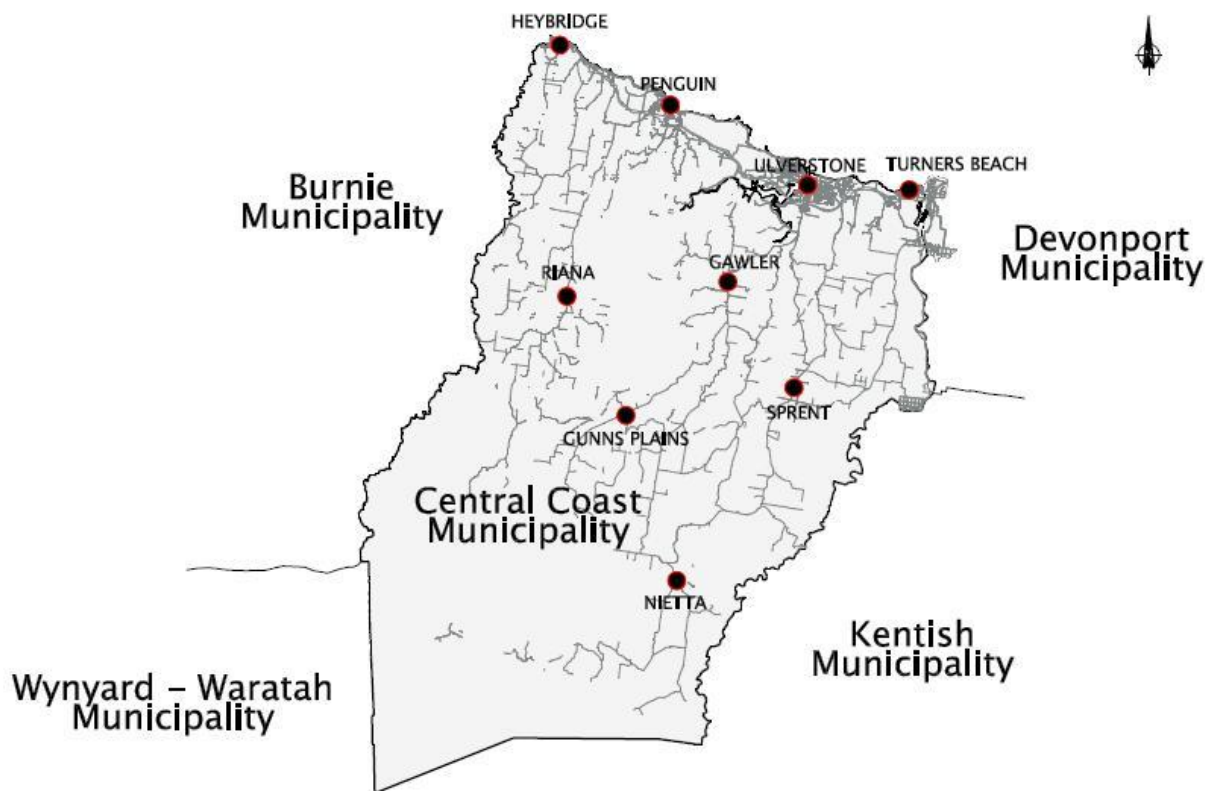


Figure 2 – Central Coast and its neighbours.

Source: Central Coast Council.

3.2 Central Coast Council Municipal Weed Management Plan 2007

Funding was made available through the National Heritage Trust Weeds Program (no longer in existence) to produce the original Central Coast Council Municipal Weed Management Plan in 2007 (1). The document was an opportunity for the Central Coast Council to review existing weed management processes and practices and modify these to ensure consistency of weed management between regional and municipal levels. Around the same time the Cradle Coast Regional Weed Strategy (2) was produced, and then updated in 2010. Additional funding was made available through Cradle Coast NRM to initiate a mapping program but when the grant ended (before the data had been uploaded to the Natural Value Atlas, as intended), the internal focus switched to various, individually managed, singular on-ground efforts. In the absence of a dedicated Weeds Officer at the Central Coast Council and no one to carry the Municipal Weed Management Plan forward, the momentum was lost, coinciding with internal and external funding cuts typical of a general, national trend away from weed issues.

3.3 Central Coast Council Weed Management Plan 2022

The aims and objectives of this Plan are similar to the original Central Coast Council Municipal Weed Management Plan 2007 (1). The Plan specifically covers weed management on Council managed land; owned and leased.

This includes the majority of the coastal Crown Land reserves, parks, reserves, recreation grounds, buffer zones, cemeteries, green belts, foreshore zones, road reservations and miscellaneous properties such as gravel pits and aged person facilities. There are also Council owned land parcels that are leased from the Central Coast Council for recreational purposes by clubs etc., e.g. the Cradle Coast Mountain Bike Club, the Penguin Golf Club, Turners Beach Bowls Club, O.C Ling Caravan Park etc. and while these lease holders are responsible for all land management issues, the Council must have processes in place to ensure that weed control is undertaken on that land. This Plan aims to include management of weeds on private land, initially by mapping weeds across the Central Coast area, with a long-term objective to become active in reporting and inspecting, plus advising, and promoting public awareness.

The gradual withdrawal of overall financial support for weeds over the past 10 years has resulted in a drastic decline in local, State and Federal resource allocation for weed dedicated staff and abandonment of past projects and targets. The situation leaves weed control in the hands of local councils, private landowners and managers and facility managers. With a consistent, realistic, applied approach from within the Central Coast Council, objectives can be achieved, and with a proven track record successes can be built upon for the long-term. Private land issues will only be reachable when weeds on public land are under effective control.

GOALS

The goals and objectives of this Plan align with those of the Australian Weeds Strategy 2017–2027 (3) and the Central Coast Council Natural Resource Management Plan and are informed by the Tasmanian Weed Act 1999 (4). Our goals are:

- 1 Responsibility for regional weed control is shared by all stakeholders and community.
- 2 Weed management practices support healthy, diverse, and connected natural environments.
- 3 Weed management supports profitable, productive, and sustainable primary industries.
- 4 Weed management is supported by coordinated, collaborative and innovative leadership.

The objectives of this Plan, outcomes we expect to see, and the strategies to achieve them, are outlined below (Table 1: Vision, Goals, Outcomes and Strategies of the Central Coast Council Weed Management Plan).

Table 1: Vision, Goals, Outcomes and Strategies of the Central Coast Council Weed Management Plan

Vision			
Government, Key Stakeholders, and the people of the Central Coast region working together to protect the environment, economy and community from the negative impacts of weeds			
Goals	Shared Responsibility	Sustainable Landscapes	Collaborative Leadership and Innovation
	<p>1 Responsibility for weed control is shared by all stakeholders and community.</p>	<p>2 Weed management practices supports healthy, diverse, and connected natural environments.</p> <p>3 Weed management supports profitable, productive, and sustainable primary industries.</p>	<p>4 Weed management is supported by coordinated, collaborative and innovative leadership.</p>
Objectives	<ul style="list-style-type: none"> Promote weed management and behavioural change in the community Provide the foundation for all Key Stakeholders within Central Coast to work together, and to fully utilise knowledge and expertise. Increase community awareness and encourage ownership and participation in weed management. 	<ul style="list-style-type: none"> Improve effectiveness in prevention and response to new weed incursions. Reduce the impacts of weeds with a focus given to areas of med-high biodiversity as identified in the NRM Plan. Understand the impacts of changing climate on weed management practices. 	<ul style="list-style-type: none"> Provide a framework for more detailed planning, monitoring, and reporting of weed management programs. Support leading practice in weed management through ongoing creation and sharing of knowledge and spatial information.

<p>Outcomes</p>	<ul style="list-style-type: none"> Community, industry, and government are sharing responsibility for weed Management and have clear understanding of their roles and obligations. People have the skills, knowledge, and capacity to deliver weed management activities. Awareness of weed management within Central Coast has improved, with communication and engagement, proactive and inclusive. 	<ul style="list-style-type: none"> Weed management is integrated across all tenures. Weeds are monitored at landscape and immerging issues are proactively managed. Weed management is protecting landscape health and key assets important to regional biodiversity. Sensitive Aboriginal cultural heritage areas and areas of high conservation values are protected. Weed biosecurity emergencies and high-risk pathways are well managed. Impacts on high priority assets have been minimised through risk-based weed management programs. 	<ul style="list-style-type: none"> Engagement, collaboration, and involvement of local people in decision making are coordinated. Relevant and timely information supports decision making by the throughout Central Coast and the North West Weeds Advisory Group. Information, monitoring, performance evaluation and reporting systems. A strong evidence and knowledge base is supporting innovation and strengthening research. Changes in weed behaviour under a changing climate are being understood and monitored.
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DEFINITION

According to the Australian Weed Strategy 2017–2027 (3), a weed is considered pragmatically as a plant that requires some form of action to reduce its negative effects on the economy, the environment, human health, and amenity.

Weeds of National Significance (WoNS) and declared weeds were once a basis for prioritisation, and a means for funding opportunities for land managers (Figure 1). However, the significance of these declarations has lessened in recent years and both WoNS and declared weeds no longer have the funding and resourcing that are necessary for ongoing management action and eradication programs. The reduction in focus at National and State level on these weeds has had a flow-on effect to many land managers in the region. Weeds that were once a high eradication priority are now relegated to a watch and act status in many areas.



Figure 1: Current governance arrangements relating to the WoNS initiative.

However, recent efforts have been made by the Australian Government to reinvigorate the WoNS programs with the development of the draft Nations Established Weed Priorities Framework (5).

LEGISLATION

Plant Quarantine Act (1997)

The *Plant Quarantine Act (1997)* (6) provides for the quarantine of plants and the control of pests and diseases. Biosecurity Tasmania regulates and prohibits the importation of pest plants, animals, and diseases into Tasmania.

Weed Management Act (1999)

The *Weed Management Act 1999* (4) was proclaimed on 1 September 2000. It is the principal legislation concerned with the management of declared weeds in Tasmania. Under the Act, the State Government may:

- . Prohibit the introduction of declared weeds into Tasmania.
- . Undertake the eradication of declared weed species.
- . Take action aimed at preventing the spread of declared weeds within Tasmania.
- . Require that action be taken against declared weed species where this is necessary to alleviate or prevent a problem.

The Act provides for the eradication and control of ‘declared weeds’. There are currently 146 weeds declared under the Act. The importation and sale of these plants is prohibited. All declared plants have a Statutory Weed Management Plan outlining the minimum management requirements of each species across all municipalities. With respect to each declared weed, municipalities are either Zone A or B. In Zone A municipalities, eradication is required, while in Zone B municipalities the goal is containment to prevent further spread.

The Department of Natural Resources and Environment’s Invasive Species Section responsible for preparation and revision of Statutory Weed Management Plans for declared weeds. The plans, and a list of Tasmanian declared weeds are found at: [Weeds Indexes | Department of Natural Resources and Environment Tasmania \(nre.tas.gov.au\)](#) Declared weeds known to be in the Central Coast area are listed in Appendix

LINKS TO NATIONAL, STATE, REGIONAL AND LOCAL WEED STRATEGIES

1 [Australian Weeds Strategy 2017 to 2027](#)

The *Australian Weeds Strategy 2017 to 2027* (3) was released by the Department of Natural Resources and Environment Tasmania on behalf of the Invasive Plants and Animals Committee. The document replaces the *National Weed Strategy 1997*. (7)

The Strategy has three goals:

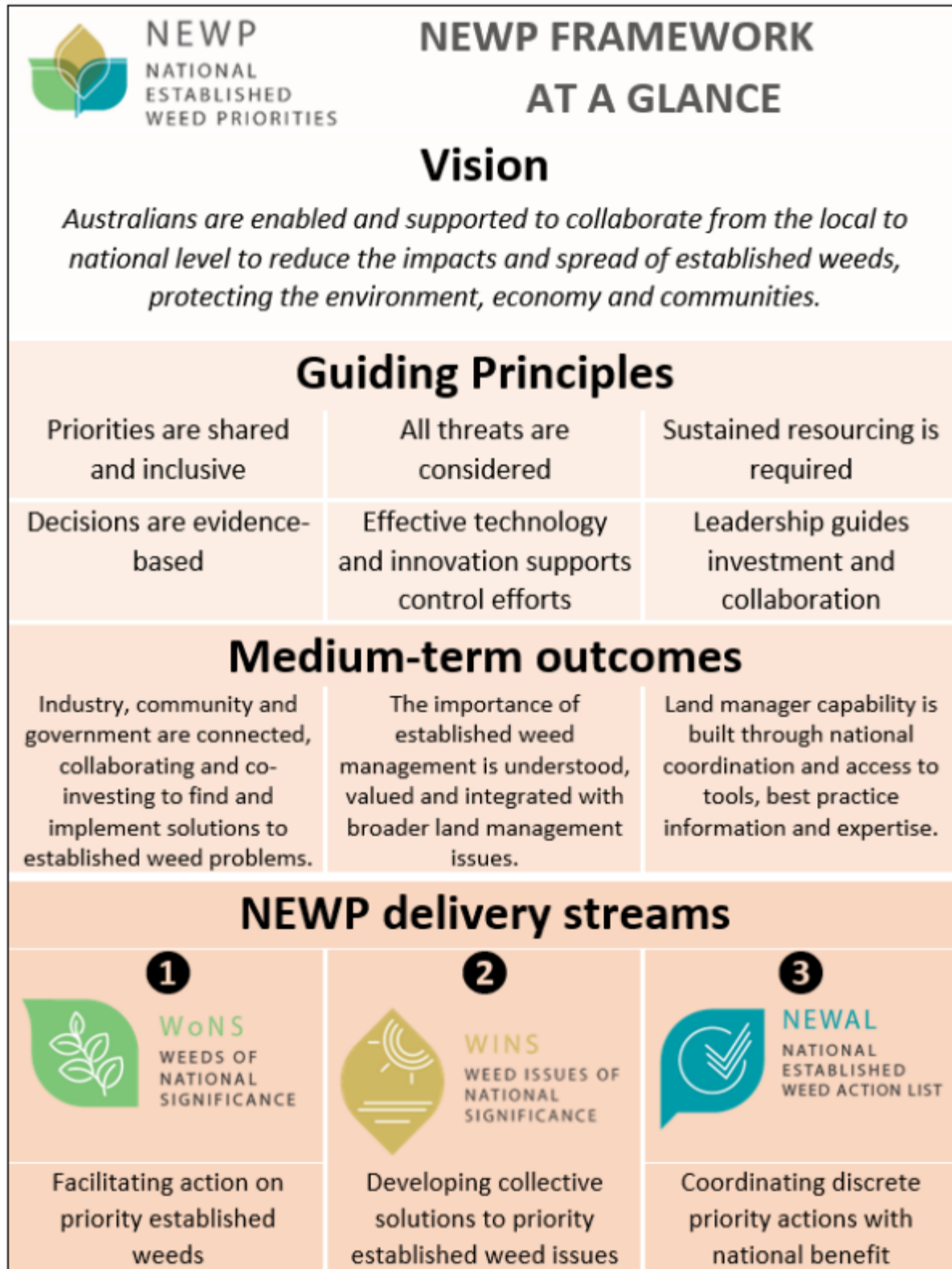
- 1 Prevention, detection, and early intervention.
- 2 Minimise the impact of established weeds.
- 3 Enhance Australia’s capacity and commitment to weed management.

The Strategy outlines eight principles underpinning our national biosecurity system:

- 1 Biosecurity is a shared responsibility between all governments, industry, natural resource managers, custodians or users, and the community.
- 2 In practical terms, zero biosecurity risk is unattainable.
- 3 The pre-border, border and post-border elements of the biosecurity continuum are managed to minimise the likelihood of biosecurity incidents and mitigate their impacts.
- 4 The biosecurity continuum is managed through a nationally integrated system that recognises and defines the roles and responsibilities of all sectors and sets out cooperative activities.
- 5 Activity is undertaken, and investment is allocated according to a cost-effective, science-based and risk-management approach, prioritising the allocation of resources to the areas of greatest return.
- 6 Relevant parties contribute to the cost of biosecurity activities.
- 7 Risk creators and beneficiaries contribute to the cost of risk management measures in proportion to the risks created and/or benefits gained (subject to the efficiency of doing so).
 - a Governments contribute to the cost of risk management measures in proportion to the public good accruing from them.
 - b Governments, industry, and other relevant parties are involved in decision-making, according to their roles, responsibilities and contributions.
- 8 Australia's biosecurity arrangements comply with its international rights and obligations

2 National Established Weed Priorities

In March 2022 a draft framework was initiated through the Weeds Working Group of the Environment and Invasives Committee with funding provided by the Australian Government's Department of Agriculture, Water and the Environment. The philosophy of the National Established Weed Priorities Framework (5) is collaboration and co-leadership among stakeholders in industry, community, and government. The Framework describes and guides the development of a long-term, national program for established weeds that is shaped by and developed for land managers of established weeds. It establishes governance and support to work together to determine and act upon Australia's established weed priorities.



WEED ACTION IN OUR REGION

3 Cradle Coast Regional Weed Management Strategy

The Northwest Weed Advisory Group, made up of industry, private, public and government stakeholders from all over the North West meet quarterly to oversee the *Cradle Coast Regional Weed Management Strategy 2010 (2)*.

The *Cradle Coast Regional Weed Management Strategy 2010 (2)* establishes a management framework (e.g. a network of weed officers, information exchange) and promotes a coordinated, cooperative approach to weed management across all land tenures for the region. The Strategy aims to identify priorities and possible weed management actions that could be undertaken in the Cradle Coast region.

The vision for weed management in the Cradle Coast region is:

A region leading the way in protecting natural resources from the impacts of weeds through practical and integrated management involving members of the Cradle Coast community and all levels of government and industry.

Key recommendations of the Strategy that have consequence to municipal management are:

- . Managing regional weed targets cooperatively, partnering for cost effectiveness with an aim to establish an enthusiastic, well informed and widespread network of people involved in weed management;
- . Employment of a Municipal Weed Management Officer to become part of a supported network that is represented by all municipalities;
- . Prevent new weed infestations, rapid response to new or expanding incursions;
- . Manage and map existing weeds;
- . Development of a Municipal Weed Management Plan;
- . Participation of Municipal Weed Officer in quarterly meetings with Regional Officers and Weed Officers from other municipalities to promote co-operation and coordination of weed management activities across the Region.

4 The Central Coast Council Weed action

The Council has already begun a coordinated approach to weed management by implementing collaborative weed control program focused on Spanish heath. The Spanish heath program is an agreement with four other councils located along the North West Coast utilising the Weed Action Fund to help finance the targeted removal of Spanish heath from identified and prioritised areas. Similar coordinated approaches should be investigated for other WoNS within the Central Coast area.

A roadside marker program was trialled in coordination with contractors and Council's Works Group. The trial saw several roads targeted within the Central Coast that had issues with weed spread through mechanical operations. No-slash zones were set up in areas with weeds such as Blue Periwinkle (*Vinca major*) to prevent spread out of those zones. The program ran in conjunction with targeted spray regime that reduced the population of the weeds within the unslashed areas. The trial was a success, and it is recommended that it be expanded across the entire Central Coast as part of the weed management plan.

5 Landcare, Coastcare and Friends of Groups

The Central Coast Council has many active volunteer community groups who undertake to manage and maintain natural areas; generally, weed control and revegetation. Their ongoing commitment and contributions to the areas they maintain is invaluable to the Central Coast and they are recognised as a highly valuable asset. The Council provides them with financial and directional support and is involved in planning actions undertake by the groups. In most cases the groups are working under the guidance of a Management Plan (see 4.3.7 below). The groups are:

Turners Beach CoastCare	Friends of the Leven
Friends of the Dunes	Ulverstone CoastCare
East Penguin CoastCare	Sulphur Creek CoastCare
Friends of Reid Street	Friends of East Ulverstone Beach
Riverside Avenue Community Group	+ various individuals who care for foreshore and riparian area

6 Municipal documents of relevance

The Central Coast Council are currently developing a new Natural Resource Management (NRM) Strategy which utilises geographic information system (GIS) data for the region, overlayed by Council management boundaries, lessees, and tenancies. The purpose of the strategy is to focus resources on the areas of high natural values and areas of natural significance. With the lens of the strategy then applied to help develop good environmental, economic, and social management plans underneath the guidelines

Within the Central Coast area parts of the reserved land owned by Crown Land Services is leased to the Council, and under this agreement the Council accept responsibility for weeds. A number of management plans exist for key 'public areas' managed by the Council. In addition, there are several enthusiastic volunteer groups who carry out activities aimed at the preservation or restoration of natural values in specific areas, and in some areas the activities are also guided by management plans.

WEEDS OF THE CENTRAL COAST MUNICIPAL AREA

Overview

Right across Tasmania a range of weed problems exist which result in reduced productivity of agricultural land, plus the degradation of environmental values in bushland, waterways and coastal reserves. In many instances plants from urban areas have 'escaped' and are invading bush and coastal land. This situation is also reflected within the Central Coast Council.

A weed mapping trial is being undertaken on a species-specific basis and added into the GIS systems utilised by Council. The aim of the mapping program is to enhance the current biodiversity index maps. The information will be invaluable to help prioritisation of resources, focus future planning, and help identify potential threats. The program is currently targeting Spanish heath (*Erica lusitanica*) under the NRM North – Weed Action Funds. Depending on the outcome of this trial it is hoped that more weeds will be mapped and added to the GIS systems.

Many weeds impact the Central Coast and several of them pose significant risk to sensitive and bio-diverse areas of importance. Several of these weeds have their own management plans developed. It is recommended that these plans are reviewed under the lens of the new NRM strategy. Weeds which cause significant impact in the Central Coast Municipal area listed in Table 4 and Table 5 in the Appendix.

7 Declared Weeds

Each WoNS within the Central Coast area is also a declared weed.

Twenty-three other plants declared under the Tasmanian Weed Management Act (1999) (4) have been identified within the Central Coast area (Table 4). Included are minimum management

requirements for each weed as outlined in the current Statutory Weed Management Plans under the Act, together with specific actions to be undertaken by the Council.

As a minimum under the Legislation, Zone A weeds are to be eradicated, while Zone B weeds are to be contained. However, in some cases setting of Central Coast Council sub-municipal Zone A/Zone B boundaries may be greatly advantageous to the management of weeds in the Central Coast Municipal area. Other declared weeds for which sub-municipal boundaries may be appropriate include willow, English broom and Montpellier broom, and Spanish heath. As the Central Coast Municipal weed mapping program becomes more comprehensive, it is recommended that the Natural Resources/Weeds Officer, in conjunction with Council and DPIPW, move to establish and enforce other appropriate sub-municipal Zone A and Zone B boundaries.

8 Regionally, Locally Significant Weeds, Environmental Weeds

There are several weeds, some declared, others not, some deemed Environmental Weeds, which are having significant local impacts and may otherwise be ignored because they are not necessarily on the State or Federal target lists (Table 5: List of environmental weeds potentially found in the Central Coast Municipal area). There are also many weeds which are high profile in the minds of the public – this may be because the weed/s are affecting agricultural productivity or simply affecting lawns, e.g. capeweed (*Arctotheca calendula*). Regionally, Spanish heath is an emerging threat that if left unmanaged will rapidly become an insurmountable issue for North-west Tasmania. Similarly, Fox Gloves (*Digitalis pupurea*) is emerging as a significant threat to the region. Currently there is a push from the local community for action on this threat and action by the Tasmanian Government is being sought by the Northwest Weed Advisory Group, backed by the Cradle Coast Authority and NRM North.

PLAN ACTIONS

9 Central Coast Council Plan Implementation

This section covers actions required to achieve the goals set out in this plan. The actions developed are associated regional measures of performance are based on best available information and scientific relevance to weed management. Objectives contain multiple actions to assist in achieving the goals and are identified in Table 2 below.

Table 2: Goals, objectives, and actions of the Central Coast Council Weed Management Plan

GOAL 1. Responsibility for weed control is shared by the CENTRAL COAST stakeholders and community	
Objectives	Actions
1.1 Promote weed management and behavioural change in the community.	1.1.1 Promote and attend local events with a NRM focus to educate and inform of weed management practices encouraging behavioral change within Central Coast.
1.2 Provide the foundation for all Key Stakeholders within Central Coast to work together, and to fully utilise knowledge and expertise.	1.2.1 Develop partnerships and support tenure neutral weed management. 1.2.2 Foster network, alliance and Aboriginal engagement that support communities and stakeholders in weed management activities. 1.2.3 Provide support and resources to community groups to assist with management of key areas of interest
1.3 Increase community awareness and encourage ownership and participation in weed management.	1.3.1 Enhance existing communication networks to increase effective dissemination of weed management information and understanding of shared responsibility. 1.3.2 Work with local schools to develop knowledge and capacity in weed management practices

GOAL 2. Weed management practices supports healthy, diverse, and connected natural environments

and

GOAL 3. Weed management supports profitable, productive, and sustainable primary industries.

Objectives	Actions
2 –3.1. Improve effectiveness in prevention and response to new weed incursions.	<p>2–3.1.1 Develop standardised and consistent planning for:</p> <ul style="list-style-type: none"> Weeds listed in Table 2 as identified under the NRM Plan New weed incursion, including rapid response plans and associated cost sharing arrangement <p>2–3.1.2 Meet Statutory weed management responsibilities.</p> <p>2–3.2.3 Ensure management occurs for high priority weeds in alignment with relevant State, Regional, and CCC objectives.</p> <p>2–3.1.4 Promote integrated management practices and best practice weed management to minimise the spread and reduce the impacts of established weeds.</p>
2 –3.2. Reduce the impacts of weeds with a focus given to areas of med–high biodiversity as identified in the NRM Plan.	<p>2–3.2.1 Support the ongoing development and coordination of cooperative programs in priority sites.</p> <p>2–3.2.2 Actively manage, and preference resource high priority areas as flagged under the CCC NRM Plan.</p> <p>2–3.2.3 Continue to contribute to state and national arrangements for managing established weeds.</p>
2 –3.3. Understand the impacts of changing climate/s on weed management practices.	<p>2–3.3.1 Use the information collected from research, local community groups, contractors and works department, and regional stakeholder bodies to inform an adaptive management approach to CCC weed management projects, plans, programs and policies.</p>

GOAL 4. Weed management is supported by coordinated, collaborative and innovative leadership

Objectives	Actions
4.1. Provide a framework for more detailed planning, monitoring, and reporting of weed management programs.	<p>4.1.1 Work in collaborative partnerships with all stakeholders to implement this plan.</p> <p>4.1.2 Support the functions and business needs of the Northwest Weed Advisory Group.</p> <p>4.1.3 Develop strategies for integrated departmental planning and reporting actions that reduce the risk of weed spread and inhabitation.</p> <p>4.1.4 Share information with other jurisdictions and regional partners on approach, progress, and innovation with weed management.</p>
4.2 Support leading practice in weed management through ongoing creation and sharing of knowledge and spatial information.	<p>4.2.1 Using GIS database and Council NRM Plan develop a list of priority weeds for action.</p> <p>4.2.2 Work with GIS officer, Works Depot and Contractors to identify and apply locational coordinates to priority weeds.</p> <p>4.2.3 Share new weed sites to the Natural Values Assets website as data becomes available.</p>

ACHIEVING EFFECTIVE CONTROL OF WEEDS**10 Resources**

Generally, resources to directly implement weed control are the responsibility of the land manager. However, coordination of efforts at the Regional and Municipal levels, and good sources of information on identification and treatment methods can greatly improve results of weed control actions.

When and if grant funding is available and obtainable it is important that any targeted control is part of a long-term and committed control regime because such funding is typically a one-off without support for follow-up and on-going requirements.

Weed management is often a long-term process and a correspondingly long-term commitment to funding is required. Failure to allocate sufficient funds for follow-up monitoring and maintenance works often leads to a waste of the initial investment. Preparation of weed management plans will assist land managers to overcome many of these issues. Amongst other things, a weed management plan assists in predicting the level of resources required over time to adequately address particular weed management issues, thereby assisting planning and budgetary processes. Alternatively, if the weed problem is greater than available resources can initially control, the preparation of a weed management plan enables funding to be used to greatest effect by prioritising available resources.

Key performance indicators (KPIs) have been linked to actions to support the aims and objectives of this plan (Table 3). For the plan to be effective continuing review of KPIs is crucial and yearly assessment of the relevance of KPIs is recommended.

Table 3 Key Performance Indicators for weed management in the Central Coast Council Municipal area. Indicators are associated with the action numbers they pertain to, and monitoring and responsibility are defined.

Action	Measurement	Target	Source	Review	Responsibility
1.1.1 1.2.2 2-3.1 4.1	Active attendance at events held by local and regional stakeholders, industry, community groups and governance bodies.	10 a year	NRM Officer	Annually	NRM Officer Relevant Works Department Personnel
1.1.1 2-3.3.1 3.1.4 4.1.4	Create and distribute weed management promotional material, campaigns, events, media releases, social media, websites, e-newsletters, brochures and other publications.	4 per year	Council website Council document management system	Quarterly	NRM Officer Relevant Council Departments

Action	Measurement	Target	Source	Review	Responsibility
1.1.1 1.2.2 1.2.3 4.1.4	Gather and maintain relevant and Up to date management materials and equipment for educational and instructive purposes.	No less than 10 pieces of any given material is currently in stock	Equipment audit	Annually	NRM Officer
4.2	Weed maps are up to date with new sites added and currently well controlled sites noted for ongoing monitoring.		ListMap Council GIS system Weed database app	Quarterly	GIS Officer NRM Officer
4.2	Staff are recording and actively monitoring target weeds	All on-ground staff install and utilising weed app	ListMap Weed app to be selection	Monthly	Manager Construction & Maintenance Works Department Staff
2-3.1	Target weeds are reducing in prevalence in the CENTRAL COAST	50 per cent reduction of weed pressures in key target areas over 5 years	Visual Auditing of known weed sites	Annually	NRM Officer Manage Works Services
1.2.1 1.2.2 2-3.2.2 2-3.2.3	Develop and/or actively participate in collaborative weed management programmes with other LGA, local and state governance bodies, community	1 project a year	Information record of contacts and agreements	Annually	NRM Officer

Action	Measurement	Target	Source	Review	Responsibility
4.1	groups and stakeholders		Budget audits Share folders		
4.1 4.2	On-ground management activities and reports are interdepartmentally accessible with up to date information	Increase in knowledge across council of NRM relevant information	Share Folders	Annually	All Council

11 Weed identification and treatment methods

There is a range of information available to assist with identification and treatment of weeds, including:

DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT TASMANIA SERVICE SHEETS

The Department of Natural Resources and Environment Tasmania prepares and publishes a variety of service sheets detailing best practice control measures for declared and other weeds, with sheets currently available for a range of weeds and herbicides registered in Tasmania.

Service sheets can be found here:

<https://nre.tas.gov.au/invasive-species/weeds>

GUIDELINES FOR SAFE AND EFFECTIVE HERBICIDE USE NEAR WATERWAYS – NRE

The Tasmanian Department of NRE have developed documents that provide guidelines for best practice management of waterways and wetlands in Tasmania (8). They incorporate legislative requirements and provide advice on many aspects of management of waterways, including herbicide usage in or near waterways, use of additives and application details.

These documents can be found on the Department website here:

https://nre.tas.gov.au/Documents/herbicide_guidelinesFINAL2012.pdf

TASMANIAN WASHDOWN GUIDELINES FOR WEED AND DISEASE CONTROL

NRE have developed The Washdown Guidelines (9) is a useful document about machinery hygiene. These guidelines establish a standard for washdown and provide a guide to prescribing its application where codes of practice or other environmental management plans are not in place.

The document can be found here:

<https://nre.tas.gov.au/Documents/Washdown-Guidelines-Edition-1.pdf>

NRE have also developed a specific manual for preventing spread of pest species and pathogens in freshwater environments (10). This manual provides information on how to prevent the spread of freshwater pests and pathogens in Tasmanian waterways, wetlands, swamps, and boggy areas. Although the document is not directly relating to weed control, it provides useful guidelines and information that is transferable.

The document can be found here:

https://nre.tas.gov.au/Documents/15130802_52keepingitcleanspreadswe.pdf

WEED AND DISEASE PLANNING AND HYGIENE GUIDELINES

Weed and Disease Planning and Hygiene Guidelines (11) provide reference resource for those organisations, groups and individuals undertaking weed management planning or have a requirement to ensure they have appropriate hygiene controls in place to prevent the accidental spread of weeds or diseases.

Whilst the Guide is designed to assist contractors and consultants involved in the planning and implementation of developments, it also provides a useful tool for landowners and community groups involved in weed management and hygiene planning.

The guidelines can be found here:

<https://nre.tas.gov.au/Documents/Weed%20Management%20and%20Hygiene%20Guidelines.pdf>

OTHER USEFUL RESOURCES

The [Tasmanian Weeds Facebook page](#) is an excellent networking link to other weed/land managers who share information, questions and answers about weed identification and control methods, tips and hints and is especially useful starting point when you cannot identify something – a photo post will result in many suggestions and guesses. The limits here are that there is no efficient way of searching through past conversations to find relevant information.

The Natural Values Atlas (NVA) contains site records for threatened flora or fauna or geo-conservation sites of significance. Note, however that data relating to north-western region of Tasmania generally, is currently incomplete and/or limited, although updates to the datasets is

still ongoing. Where the data exists, a search of an area can be conducted before disturbance/spraying occurs to check for potential concerns or impacts on threatened plant or animal species, for example. There is also a dedicated section for weed records although it is not yet updated with Central Coast Council data.

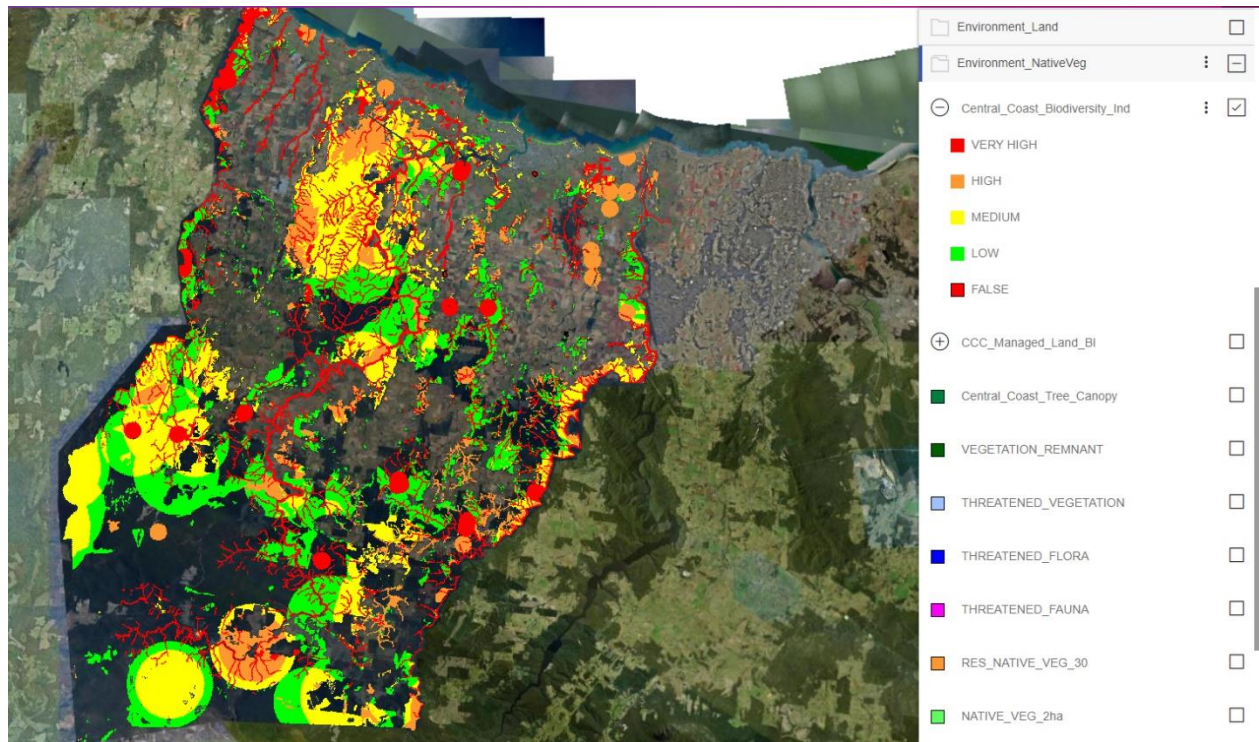
The NVA can be found here: www.naturalvaluesatlas.tas.gov.au

Coastal Weeds of the Cradle Coast Region (12) booklet describes control methods and includes colour pictures for fifty coastal and environmental weeds of the Cradle Coast Region and is available from Cradle Coast NRM or the Central Coast Council.

A whole of Tasmanian equivalent is available here: [Coastal Weeds of Tasmania | Department of Natural Resources and Environment Tasmania \(nre.tas.gov.au\)](http://Coastal Weeds of Tasmania | Department of Natural Resources and Environment Tasmania (nre.tas.gov.au))

iNaturalist is a joint initiative of the California Academy of Sciences and the National Geographic Society. They have developed an app that is available on both iOS and android platforms that is capable of mapping and sharing fauna/flora photos, sites and information. All information is regularly integrated into the ListMap system. This is useful for capturing the weed issues across the entire state of Tasmania.

Draft Biodiversity Index screenshot



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APPENDIX 1

Table 4: Declared weeds of the Central Coast Municipality. WONS are listed in bold print. Individual weeds are shaded to indicate that a NRE Service Sheet is available. When this is the case, management of the particular weed should follow the recommendations of the Service Sheet.

COMMON NAME BOTANICAL NAME	STATUS	WMP RECOMMENDATION	CENTRAL COAST COUNCIL ACTION
AFRICAN BOXTHORN <i>Lycium ferocissimum</i>	Localised infestations – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries and prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE service sheet. Liaise with landowners as required, provide control information.
ASPARAGUS FERN <i>Asparagus scandens</i>	Isolated occurrences	Implement integrated control program for eradication	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required.
BLACKBERRY <i>Rubus fruticosus agg.</i>	Widespread – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries and prevention of spread to Zone A municipalities.	Control on council managed land as per DPIPWE service sheet. Liaise with landowners as required, provide control information. Access funding programs if available. Identify and record sites.
BONESEED <i>Chrysanthemoides monilifera</i>	Localised infestations – Zone B	Implement integrated control for eradication and prevent future occurrences	Control on Council managed land as per DPIPWE service sheet with aim of eradication. Access funding programs if available. Identify and record sites.
BRIDAL CREEPER <i>Asparagus asparagoides</i>	Localised infestations	Implement integrated control program for eradication	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required. Identify and record sites.
CALIFORNIAN THISTLE <i>Cirsium arvense</i>	Localised infestations – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries &	Control on Council managed land as per DPIPWE service sheet. Liaise with landowners as required, provide control information.

COMMON NAME BOTANICAL NAME	STATUS	WMP RECOMMENDATION	CENTRAL COAST COUNCIL ACTION
prevention of spread to Zone A municipalities.			
CAPE TULIP <i>Homeria species</i>	Localised infestations	Implement integrated control program for eradication	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required.
CARTHAMUS LANATUS Saffron thistle	Localised infestations		Control on Council managed land as per DPIPWE service sheet. Liaise with landowners as required, provide control information.
CROW GARLIC <i>Allium vineale</i>	Not recorded in the Central Coast area	Prevention and early detection	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required. DPIPWE control guide available.
DATURA <i>Datura species</i>	Isolated occurrences	Eradicate existing infestations & prevent future occurrences	Liaise with DPIPWE. Control on Council managed land. Liaise with landowners as required, provide control information.
SLENDER THISTLE <i>Carduus pycnocephalus</i>	Widespread – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE control guide. Liaise with landowners as required, provide control information.
SLENDER THISTLE <i>Carduus tenuiflorus</i>	Widespread – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE control guide. Liaise with landowners as required, provide control information.
ELISHA'S TEARS <i>Leycesteria formosa</i>	Localised Infestations – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries &	Control on Council managed land. Liaise with landowners as required, provide control information.

COMMON NAME BOTANICAL NAME	STATUS	WMP RECOMMENDATION	CENTRAL COAST COUNCIL ACTION
prevention of spread to Zone A municipalities.			
ENGLISH BROOM <i>Cytisus scoparius</i>	Localised infestation – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries and prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE service sheet. Identify and record sites. Liaise with landowners as required, provide control information.
FENNEL <i>Foeniculum vulgare</i>	Widespread – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries and prevention of spread to Zone A municipalities.	Control on Council managed land. Liaise with landowners as required, provide control information.
FLAX-LEAF BROOM (<i>Genista linifolia</i>)	Isolated occurrences – Zone A	Implement integrated control program from eradication and prevent future occurrences	Liaise with DPIPWE Biosecurity
GORSE <i>Ulex europaeus</i>	Localized infestations – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on council managed land as per DPIPWE service sheet. Liaise with landowners as required, provide control information. Access funding programs if available. Identify and record sites.
HOLLY (<i>Ilex aquifolium</i>)	Isolated occurrences Zone – B	Implement integrated control program from eradication and prevent future occurrences	Liaise with DPIPWE Biosecurity
HOREHOUND <i>Marrubium vulgare</i>	Localised Infestations – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE service sheet. Liaise with landowners as required, provide control information

COMMON NAME BOTANICAL NAME	STATUS	WMP RECOMMENDATION	CENTRAL COAST COUNCIL ACTION
MONTPELLIER BROOM <i>Genista monspessulana</i>	Widespread – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE service sheet. Identify and record sites. Liaise with landowners as required, provide control information.
NODDING THISTLE <i>Carduus nutans</i>	Isolated occurrences	Eradicate existing infestations and prevent future occurrences	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required. DPIPWE control guide available.
PAMPAS GRASSES <i>Cortaderia species</i>	Localised infestations	Implement integrated control program for eradication	Continue to implement Council eradication program. Liaise with landowners as required. Identify and record sites.
PATERSON'S CURSE OR SALVATION JANE <i>Echium plantagineum</i>	Isolated occurrences – Zone A	Eradicate existing populations & prevent future occurrences	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required. DPIPWE service sheet available.
RAGWORT <i>Senecio jacobaea</i>	Widespread – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on Council managed land as per DPIPWE service sheet Liaise with landowners as required, provide control information. Identify and record sites.
SPANISH HEATH <i>Erica lusitanica</i>	Localised infestations – Zone B	Containment within municipal boundaries, protection of specified areas within municipal boundaries & prevention of spread to Zone A municipalities.	Control on Council managed land. Liaise with landowners as required, provide control information.
ST JOHN'S WORT <i>Hypericum perforatum</i>	Localised infestations	Implement integrated control program for eradication and prevent future occurrences	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified

COMMON NAME BOTANICAL NAME	STATUS	WMP RECOMMENDATION	CENTRAL COAST COUNCIL ACTION
PARROTS FEATHER <i>Myriophyllum aquaticum</i>	Isolated occurrences	Implement integrated control program for eradication and prevent future occurrences	and implement actions as required. Liaise with DPIPWE Biosecurity
VIPER'S BUGLOSS <i>Echium vulgare</i>	Isolated occurrences	Eradicate existing populations & prevent future occurrences	Liaise with DPIPWE. Control on Council managed land. Liaise with landowners as required, provide control information.
WHITE-EDGED NIGHTSHADE <i>Solanum marginatum</i>	Isolated occurrences	Implement integrated control program for eradication	Liaise with DPIPWE Biosecurity Inspector if potential sites are identified and implement actions as required.
WILLOW <i>Salix species</i>	Widespread Crack Willow – Zone B Other Taxa – Zone A	Containment within municipal boundaries, protection of specified areas within municipal boundaries and prevention of spread to Zone A municipalities.	Control on council managed land. Liaise with landowners as required, provide control information. Access funding programs if available. Identify and record sites.

Table 5: List of environmental weeds potentially found in the Central Coast Municipal area.

ENVIRONMENTAL WEEDS: CENTRAL COAST MUNICIPAL AREA	
BOTANICAL NAME	COMMON NAME
<i>Acanthus mollis</i>	Bears Breeches
<i>Acetosella vulgaris</i>	Sheep Sorrel
<i>Acer pseudoplatanus</i>	Sycamore Maple
<i>Agapanthus praecox</i>	Agapanthus
<i>Allium triquetrum</i>	Three-Cornered Garlic
<i>Ammophila arenaria</i>	Marram Grass
<i>Anagallis arvensis</i>	Scarlet Pimpernel

ENVIRONMENTAL WEEDS: CENTRAL COAST MUNICIPAL AREA	
BOTANICAL NAME	COMMON NAME
<i>Arctotheca calendula</i>	Cape Weed
<i>Arrhenatherum elatius</i> var. <i>bulbosum</i>	Onion Twitch
<i>Bambusa</i> sp.	Bamboo
<i>Bignonia capreolata</i>	Orange tecoma
<i>Bromus</i> sp.	Brome
<i>Cakile maritime</i>	Sea rocket
<i>Callitriche stagnalis</i>	Starwort
<i>Calystegia sepium</i>	Greater Bindweed
<i>Calystegia soldanella</i>	Lesser Bindweed
<i>Canna</i> sp.	Canna Lily
<i>Cotoneaster</i> sp.	Cotoneaster varieties
<i>Centranthus ruber</i>	Red Valerian
<i>Chamaecytisus palmensis</i>	Lucerne tree
<i>Chenopodium album</i>	Fat Hen
<i>Conium maculatum</i>	Hemlock
<i>Coprosma repens</i>	Mirror Bush
<i>Crataegus monogyna</i>	Hawthorn
<i>Crocasmia x crocosmifolia</i>	Montbretia
<i>Cupressus macrocarpa</i>	Monterey cypress
<i>Dactylis glomerata</i>	Cocksfoot
<i>Dahlia</i> sp.	Tree dahlia
<i>Delairea odorata</i>	Cape Ivy
<i>Elymus repens</i>	Rope Twitch
<i>Epilobium</i> sp.	A Willow-herb
<i>Euphorbia lathyris</i>	Caper spurge
<i>Euphorbia paralias</i>	Sea Spurge
<i>Euphorbia peplus</i>	Petty Spurge
<i>Fumaria muralis</i>	Fumitory
<i>Fuchsia magellanica</i>	Fuchsia
<i>Galium aparine</i>	Cleavers (Sticky weed)

ENVIRONMENTAL WEEDS: CENTRAL COAST MUNICIPAL AREA	
BOTANICAL NAME	COMMON NAME
<i>Gazania rigens</i>	Gazania
<i>Geranium mille</i>	Dove's foot cranesbill
<i>Glyceria maxima</i>	Poa Aquatica
<i>Hedera helix</i>	English Ivy
<i>Holcus</i> sp.	Fog grass
<i>Hypochoeris radicata</i>	Flatweed
<i>Jasminum polyanthum</i>	Jasmine
<i>Lamium scandens</i>	Aluminium plant
<i>Leycesteria formosa</i>	Elisha's Tears
<i>Ligustrum vulgare</i>	Privet
<i>Lonicera japonica</i>	Japanese Honeysuckle
<i>Lotus</i> sp.	Lotus
<i>Malus x domestica</i>	Apple
<i>Malva sylvestris</i>	Mallow
<i>Medicago polymorpha</i>	Burr medic
<i>Mentha spicata</i>	Spearmint
<i>Myosotis sylvertris</i>	Forget-me-not
<i>Nasturtium officinalis</i>	Water Cress
<i>Ostospermum fruticosum</i>	Trailing daisy
<i>Oxalis</i> sp.	Oxalis
<i>Papaver</i> sp.	Opium Poppy
<i>Paraserianthes lapantha</i>	Cape Wattle
<i>Passiflora mollissima</i>	Banana Passionfruit
<i>Pelargonium</i> sp.	Geranium
<i>Phormium tenax</i>	New Zealand Flax
<i>Pinus radiata</i>	Radiata Pine
<i>Picris echioides</i>	Ox-tongue
<i>Pittosporum undulatum</i>	Sweet pittosporum
<i>Plantago</i> sp.	Plantain, Ribwort
<i>Polygonum aviculare</i>	Wireweed

ENVIRONMENTAL WEEDS: CENTRAL COAST MUNICIPAL AREA	
BOTANICAL NAME	COMMON NAME
<i>Prunus cerasifera</i>	Cherry plum
<i>Prunus laurocerasus</i>	Cherry laurel
<i>Psoralea pinnata</i>	Blue Butterfly-Bush
<i>Ranunculus repens</i>	Buttercup
<i>Raphanus raphanistrum</i>	Wild Radish
<i>Rorippa nasturtium-aquaticum</i>	Watercress
<i>Rosa rubiginosa</i>	Briar Rose
<i>Rubus idaeus</i>	Raspberry
<i>Rumex</i> sp.	Docks, Sorrel
<i>Sambucus nigra</i>	Elderberry
<i>Sisymbrium officinale</i>	Hedge Mustard
<i>Solanum nigrum</i>	Black-berry Nightshade
<i>Solanum tuberosum</i>	Potato
<i>Sollya heterophylla</i>	Bluebell creeper
<i>Sonchus</i> sp.	Sowthistle
<i>Stellaria media</i>	Chickweed
<i>Symphytum officinale</i>	Comfrey
<i>Taraxacum officinale</i>	Dandelion
<i>Tradescantia albiflora</i>	Wandering Jew
<i>Tragopogon porrifolius</i>	Salsify
<i>Trifolium repens</i>	White Clover
<i>Tropaeolum majus</i>	Nasturtium
<i>Typha latifolia</i>	Cumbungi
<i>Verbascum virgatum</i>	Mullein
<i>Vicia</i> sp.	Vetches
<i>Vinca major</i>	Blue Periwinkle
<i>Watsonia species</i>	Watsonia
<i>Zantedeschia aethiopica</i>	Arum lily

Glyceria maxima (Poa aquatica) is a waterway weed which has the potential to severely degrade waterways and spreads quite rapidly. It is recommended that distribution of this weed be mapped as an urgent priority, and that it be considered for nomination for declaration under the Weed Management Act.

APPENDIX 2

List of

- . East Ulverstone Coastal Reserve Management Plan
- . Turners Beach Vegetation and Fire Management Plan
- . Integrated Natural Resources Management Plan
- . Sulphur Creek Coastal Reserve and Habitat Management Plan
- . Turners Beach Gables Management Park Plan
- . Riverside Avenue Management Plan
- . Bushways Vegetation Assessment and Work Plan for Reid Street Reserve
- . Central Coast Council Coastal Management Plan
- . West Ulverstone Penguin Habitat Plan
- . Threatened Species Strategy
- . Leven Canyon Reserve Plan
- . Vegetation Management Strategy

SCHEDULE OF INFRASTRUCTURE SERVICES DETERMINATIONS

Period: 1 January 2023 to 31 January 2023

Approval of Roadworks and Services

Developer: Thomas Guard
Location: 21 Dial Road, Penguin
No. of Lots: Five
Engineer: Steve Chaffey



Paul Breaden
DIRECTOR INFRASTRUCTURE SERVICES



SCHEDULE OF STATUTORY DETERMINATIONS MADE UNDER DELEGATION

Period: 1 January 2023 to 31 January 2023

Building Permits and Certificates

Building Permits – Category 4	Number Issued	Cost of Works
Additions / Alterations	0	0
Demolition Permits	0	0
New Dwellings	2	\$880,000
Outbuildings	1	\$389,000
Units	0	0
Other	0	0
Permit of Substantial Compliance	0	
Notifiable Works – Category 3	Number Issued	Combined \$ Amount
Additions / Alterations	1	\$45,000
Demolition Permits	0	0
New Dwellings	2	\$1,137,000
Outbuildings	0	0
Units	1	\$1,700,000
Other	2	\$158,000

Plumbing Permits and Certificates

Plumbing Permits – Category 4	Number Issued	–
Plumbing Permit	0	
Notifiable Works – Category 3		
Certificate of Likely Compliance	7	

Fire Abatements Notices

Fire Abatement Notices Issued	Property Cleared by Contractor
16	7

SCHEDULE OF OTHER REGULATORY SERVICES STATUTORY RESPONSIBILITIES

Period: 1 December 2022 to 31 December 2022

Dogs Impounded by Central Coast Council

Number of Dogs Impounded	Dogs Claimed	Dogs Surrendered
2	2	0

Animal Licences, Offences, Permits

Licence, Offence, Permits	Number Issued
Barking dog complaints	0
Declaration of dangerous dogs	0
Dog attacks on other dogs	0
Dog attacks on persons	1
Dog attacks on livestock	0
Kennel licences issued	1
Kennel licences renewed	0
Permits under <i>Animal Control By-law No.1 of 2018</i>	1
Unregistered dogs located by Compliance	9
Wandering livestock	1

Dog Infringement Notices Issued

Off-lead in On-Lead Locations	Cautions Issued	Infringements Issued
Buttons Beach	0	0
Midway Beach	0	0
Penguin Beach	2	0
Turners Beach	9	0
Other Public locations	0	0
Other Dog Offences	0	0

Food Business Registrations

Food Business Registration Type	Number of Registrations Issued	Number of Registrations Renewed
Fixed	1	0
Mobile	1	0
Not Notifiable	0	0
Temporary	3	0

Patrols of Free Camping Areas

Camping Area	Patrols Conducted	Cautions Issued
Bannons Park	2	0
Forth Recreation Ground	10	0
Halls Point [Closed Area]	7	0
Nicholson Point	5	0
Penguin Surf Life Saving Precinct	7	0

Traffic Infringement Notices for Parking Offences

Traffic Infringement Location	Number Issued	Percentage
Alexandra Road	0	0%
Bannons Carpark	2	20%
Coles/Furner's Carpark	0	0%
Crescent Street, Ulverstone	0	0%
King Edward Street, Ulverstone	0	0%
Main Road, Penguin	0	0%
North Reibey Street Carpark	0	0%
Reibey Street	8	80%
Victoria Street	0	0%
Wongi Lane	0	0%
Other	0	0%



Sandra Ayton
GENERAL MANAGER