

Notice of Ordinary Council Meeting and

# Agenda

20 MARCH 2023

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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 at the Dial Park Function Centre, 11 Sports Complex Avenue, Penguin on 20 March 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 15<sup>th</sup> day of March 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

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## **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.

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**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 February 2023 and the special meeting of the Council held on 6 March 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 February 2023 and the special meeting of the Council held on 6 March 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.

- 27 February 2023 – Friends of the Ulverstone General Cemetery; Annual Plan 2023–2034 actions.
- 6 March 2023 – Ulverstone Showground Masterplan; TasNetworks.
- 14 March 2023 – Caves to Canyon; quarterly financial statements.

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.”
- .....
- .....
- .....

### **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:

- . Central Coast Community Safety Partnership meeting;
- . Meeting with the Minister for Local Government Nic Street MP;
- . Junior State Championships for Surf Life Saving Tasmania;
- . Loongana residents morning tea;
- . West Ulverstone Football Club Committee meeting;
- . Central Coast Citizenship Ceremony;
- . International Women’s Day 2023 – Women Leading Climate Change Action in NW Lutruwita – Tasmania Event;
- . Penguin RSL Annual Sub-Branch Luncheon;
- . Meeting with Tasmanian Community Fund;
- . Radio interview;
- . Ulverstone Repertory Theatre Society AGM;
- . Mersey-Leven Emergency Management Committee meeting;
- . Homelessness Roundtable with Minister for State Development Guy Barnett MP;

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- . LGAT Mayors Workshop;
  - . LGAT General Meeting; and
  - . Ten Days on The Island official launch.

The Deputy Mayor reports as follows:

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

- . Meeting with MAST and Anita Dow MP regarding capital upgrades at the Penguin boat ramp.

The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

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

### 3.3 Declarations of interest

The Mayor reports as follows:

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

The Executive Services Officer reports as follows:

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

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

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

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## 4 COUNCILLOR REPORTS

### 4.1 Councillor reports

The Executive Services Officer reports as follows:

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

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

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## 5 APPLICATIONS FOR LEAVE OF ABSENCE

### 5.1 Leave of absence

The Executive Services Officer reports as follows:

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

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

There are no applications for consideration at this meeting.”

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## **6 DEPUTATIONS**

### **6.1 Deputations**

The Executive Services Officer reports as follows:

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

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## **7 PETITIONS**

### **7.1 Petition – request for a dual-gate entrance to be installed the in the Small Dog Area of the Ulverstone Showground Off-leash Dog Park**

The Executive Services Officer reports as follows:

“The following petition was received on 27 February 2023:

‘SUBJECT MATTER	Request for a Dual Gate Entrance to be installed in Ulverstone’s Small Dog Park.
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STATEMENT OF SUBJECT MATTER AND ACTION REQUESTED	<p>Currently the “Small Dog” side of the Ulverstone dog park only has one gate. This causes problems when owners arrive or leave with their dogs as it is easy for dogs to escape onto the road. This is a hazard to both the dog and people driving their cars near the dog park and sportsground.</p> <p>In addition to the safety benefit, a dual gate entry would allow the owner to walk their dog on-leash into the park then unleash them in the confined</p>
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space before entering the park. This will prevent the current situation where people either unleash their dog before they enter the park (road hazard) or attempt to unleash their dog in the park whilst surrounded by lots of excited dogs (making it very hard to unleash their dog).

The undersigned request that the council install a dual gate entry in the “Small Dog” side of the Ulverstone dog park.

48 signatories, all collected from within the small dog park over the past 10 days (the petition was left in the park for people to sign).’

SIGNATORIES	Total No. Entries:	48
	Duplicates:	–
	Invalid:	–
	<b>TOTAL</b>	<b>48</b>

The petition is in compliance with s.57 of the *Local Government Act 1993* and accordingly is able to be tabled. In reviewing the petition, it should be noted that the compliant signatory count is 48.

In accordance with s.58 of the *Local Government Act 1993*, the General Manager is to table the petition at the next ordinary meeting of the Council, enabling the Council to receive it.

A report in relation to the subject matter has been provided at Agenda item 10.7. A copy of the petition is appended to this report.”

The Executive Services Officer reports as follows:

A suggested resolution is submitted for consideration.”

- “That the petition be received.”
- .....
- .....

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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.'

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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.”

Councillor	Question	Department
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## 8.2 Councillors' questions on notice

The Executive Services Officer reports as follows:

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

'30 (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.

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

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

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

No questions on notice have been received."

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## 9 PUBLIC QUESTION TIME

### 9.1 Public question time

The Mayor reports as follows:

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

Public question time will be conducted 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.



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- 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.
  - 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 20 February 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:

- Central Coast Chamber of Commerce and Industry – meeting held 1 February 2023;
- Central Coast Community Safety Partnership Committee – meeting held 22 February 2023; and
- Central Coast Youth Leaders Council – meeting held 23 February 2023.

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 Local Government Association of Tasmania – General Management Committee – 2023 Election

The General Manager reports as follows:

*“PURPOSE*

This report invites consideration of nominations for the Local Government Association of Tasmania’s 2023 election, in particular for the position of Committee Member of the General Management Committee.

*BACKGROUND*

The Returning Officer, Tasmanian Electoral Commission, has written as follows:

'The Tasmanian Electoral Commission has been asked to conduct the 2023 election of President and 6 members of the General Management Committee for a two-year term in accordance with the rules of the Local Government Association (LGAT) adopted at the AGM of the Association on 30 June 2021.

Nominations are now invited from LGAT members and must be received at my officer by 5.00pm Wednesday 19 April 2023.

Candidates will be notified of receipt of their nomination by this office.

#### **Election timetable**

Nominations open.....Monday 27 February 2023

Nominations close.....5:00pm Wednesday 19 April 2023

Ballot material posted (if ballot required).....Monday 24 April 2023

Close of postal ballot.....10:00am Thursday 15 June 2023

Declaration of result.....Thursday 15 June 2023

A nomination form and reply-paid envelope are enclosed.'

#### *DISCUSSION*

Attached is a copy of the Nomination Form and an extract from the LGAT rules, in which the General Management Committee's functions and composition are outlined, and the representative process detailed.

The majority of (current) members of the General Management Committee are Mayors but the membership is not limited to such.

Within the North West & West Coast Electoral District, nominations are invited for two candidates. One is to represent the member councils which have a population of 20,000 or more, and the other is to represent the remaining councils. All councils vote for both positions.

There are three councils in this District with a population of 20,000 or more. These are Burnie City, Central Coast and Devonport City.

#### *CONSULTATION*

Consultation is not required in respect of this matter.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

Apart from provision of briefings in respect of agenda items being considered by the General Management Committee, and travel costs to meetings, this representative role does not impact on the Council's resources.

*CORPORATE COMPLIANCE*

Corporate compliance is not relevant to this matter.

*CONCLUSION*

The Council's consideration of nominating a candidate is invited."

The Executive Services Officer reports as follows:

"Copies of the LGAT Rules (extract) and Nomination Form having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That Cr ..... be nominated as a candidate for election as Committee Member of the Local Government Association of Tasmania's General Management Committee, North West and West Coast Electoral District, population category 20,000 or more, for a two-year term, commencing in June 2023.

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### 10.3 Common seal

The General Manager reports as follows:

"A Schedule of Documents for Affixing of the Common Seal for the period 21 February 2023 to 20 March 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.”
- .....
- .....
- .....

#### 10.4 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 21 February 2023 to 20 March 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.”
- .....
- .....
- .....

## 10.5 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 21 February 2023 to 20 March 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

**10.6 Development application determinations**

The Director Community Services reports as follows:

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

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## INFRASTRUCTURE SERVICES

**10.7 Petition – Request for a dual-gate entrance to be installed the in the Small Dog Area of the Ulverstone Showground Off-leash Dog Park**

The Director Infrastructure Services reports as follows:

*“PURPOSE*

The purpose of this report is to respond to a petition received requesting a dual-gate entrance to be installed in the Small Dog Area of the Ulverstone Showground Off-leash Dog Park.

*BACKGROUND*

Currently the Small Dog Area of the Ulverstone Showground Off-leash Dog Park only has one gate. This causes problems when owners arrive or leave with their dogs, as it is easy for dogs to escape onto the road. This presents a hazard to both the dogs and drivers near the dog park.

In addition to the safety benefits of installing a dual-gate entrance, this would also allow the owner to walk their dog on-leash into the dog park, then unleash them in a confined space before entering the park. A dual-gate will prevent the current situation where owners either unleash their dog before they enter the park (road hazard) or attempt to unleash their dog in the park whilst surrounded by other – often excited – dogs (making it difficult to unleash their dog).

A copy of the petition is appended to this report.

*DISCUSSION*

The Council provides unrestricted dog training and exercise areas at two of its Regional Open Spaces, one at the Dial Regional Sports Complex and one at the Ulverstone Showground, in accordance with the Dog Management Policy 2020.

Although these dog exercise areas are mentioned several times in the Council’s Open Space and Recreation Plan 2012–2022, specific service provisions and/or actions are not identified.

Following consideration of the petition, the request for a dual-gate installation in the Small Dog Area at the Ulverstone Showground is supported. Additionally, the installation of a dual-gate at the dog training and exercise area at the Dial Regional Sports Complex is recommended for the same reasons, with service provision and



actions to be included in the revision of the Open Space and Recreation Plan 2012–2022.

*CONSULTATION*

The issues raised in the petition were considered in consultation with Council staff.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

To fund the estimated cost of the installation of dual-gates at the Ulverstone Showground Small Dog Area and the Dial Regional Sports Complex dog training and exercise area, a capital budget of \$30,000 is proposed for the 2023–2024 Budget Estimates.

*CORPORATE COMPLIANCE*

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

The Shape of the Place

- . Improve the value and use of open space

A Connected Central Coast

- . 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

Council Sustainability and Governance

- . Improve service provision.

*CONCLUSION*

It is recommended that the Council approve the petitioned request for the installation of a dual-gate entrance in the Small Dog Area of the Ulverstone Showground Off-leash Dog Park. In addition, it is recommended that a similar dual-gate entrance be installed at the dog training and exercise area at the Dial Regional Sports Complex.

To fund this project, it is recommended that the Council list a capital budget of \$30,000 within the 2023–2024 Budget Estimates.

The Executive Services Officer reports as follows:

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

■ “That the Council:

- 1 In relation to the petition ‘Request for a Dual Gate Entrance to be installed in Ulverstone’s Small Dog Park’ (a copy being appended to and forming part of the minutes), approve the installation of a dual-gate entrance in the Small Dog Area of the Ulverstone Showground Off-leash Dog Park;
  - 2 Approve the installation of a dual-gate entrance at the dog training and exercise area at the Dial Regional Sports Complex; and
  - 3 List a capital budget of \$30,000 (total) in the 2023–2024 Budget Estimates for the two installations.”
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## 10.8 Infrastructure Services determinations

The Director Infrastructure Services reports as follows:

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

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CORPORATE SERVICES

**10.9 Statutory determinations**

The General Manager reports as follows:

“A Schedule of Statutory Determinations made during the month of 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 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:

<b>Matter</b>	<b><i>Local Government (Meeting Procedures) Regulations 2015</i> reference</b>
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

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:

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

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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.”

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# Associated Reports And Documents

**Central Coast Chamber of Commerce & Industry**  
**MEETING MINUTES Wed 1<sup>st</sup> Feb 2023 @ 7:00pm**  
**Location: Switch Tasmania, 3 Gollan Street, Ulverstone**

1. Meeting Opened
2. In Attendance Ben Hiscutt, Craig Heppell, Stuart Edwards, Simone Dobson, Kate Wylie, Howard Smith, Sarah Scott, Ben Parsons

Apologies: Amanda Diprose, Paul Verity, Annette Overton

3. Minutes of Previous Meeting 11th January 2023 N/A

- 3.1 Acceptance of these Minutes

Moved By:

Seconded By:

Objections:

4. Business Arising from the Previous Minutes

- 4.1 Ongoing

Business Wall of Fame - Back of Olivers Wall is earmarked for a big screen TV. So we will approach Council to put it on the fence behind the light horse area behind the Hive as a starting point. Once we get up and going we can look at moving it, trying to find a high level foot traffic area.

Benny suggested that we need a high foot traffic area, maybe underneath the new big screen in Apex Park, or the arcade between Woolworths and Reibey St  
Cash Wednesday - 8 Business' have taken it up. With more interested. Craig to follow up with the Advocate to promote it. All business' are reporting positive feedback.

Business Expo - \$47 for Members and \$77 for non-members. Ben to contact the tiny homes people at Penguin. We need to aim to get 10 big ones in the next week and go from there.

New business called Turners Beach Retreat, looking to spread their name so worth approaching. Harvest Moon carrot festival is the day before, so there will be lots of business' around for this.

Need to double check the Public Liability Insurance

Craig to talk to Rotary and Howard to Lions club to do food vans

Once we exhaust our members, approach Devonport and Burnie Chambers to get their members involved

5. Reports Presidents

Craig has been approached by Jodie Gough from Ignite women for the CCCI to sponsor a Coffee Van for their international womens day function at the Gnomon room. It was decided that we would do this again, and Craig could promote our business expo. This is the 8th March

Treasurers - As per Simone's E-mail

Promotions Officer

#### 6. Events

October 2022	Drinks – Boscobel
November 2022	
December 2022	
January 2023	
February 2023	
March 2023	
April 2023	Business Expo 2nd April
May 2023	
June 2023	
July 2023	Commence Planning for Awards – AGM
August 2023	
September 2023	

#### 7. Correspondence

In  
Out



8. Committee Member Tabled Submissions

9. Report from Community Safety Partnership Meeting

10. Council Rep Report

11. General Business

Kate forwarded to Simone an E-mail from council about Child Care and Industrial Drive

Craig is looking to become 7AD's weekly real estate expert

Howard attended the Burnie CC breakfast, they talked about the cruise ships coming into Burnie. 6 Ships so far haven't been able to come in due to weather and other issues.

Kate plugged the business expo at the recent council meeting. Council thinks it will be good. Sandra Ayton is not renewing her contract from July 2023, General Manager job will be advertised Australia wide.

Craig to approach the council regarding the breakfast that they use to run to allow our members to talk to Council Management about business issues they are facing.

12. Meeting Closed 9pm

Next Meeting 1st March 2023.

## Central Coast Community Safety Partnership Committee

Minutes of a meeting held in the Council Chambers

Wednesday, 22 February 2023 – Commencing at 10.00am

### 1 PRESENT

**Cr Cheryl Fuller** (Mayor – CCC); **Sandra Ayton** (General Manager – CCC); **Paul Broaden** (Director Infrastructure Services – CCC); **Allison Kable** (Community Development Officer – CCC); **Alex Bonde** (Tasmania Police); **Simon Douglas** (Ulverstone Neighbourhood House); –and **Simon Dent** (Principal Ulverstone Secondary College [USC] Schools Representative)

### 2 WELCOME

The Mayor, Cr Cheryl Fuller, welcomed everyone to the meeting and read the Acknowledgement 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 APOLOGIES

**Garth Johnston**; (Community Rep); **Cr Kate Wylie** (Councillor –CCC); **Lynn Norton-Smith** (Community Rep); **Jenelle Wells** (Health Promotion Consultant [Mersey]); **Robert Tucker** (Central Coast Chamber of Commerce & Industry); **Sam van der Meulen** (Housing Choices)

### 4 MINUTES OF PREVIOUS MEETING

■ Sandra Ayton moved, and Allison Kable seconded, “That the minutes from the meeting held on Wednesday, 26 October 2022 be confirmed as a true and correct record”.

Carried

### 5 MATTERS ARISING FROM PREVIOUS MEETING

#### 5.1 CCCSP Champion Award

Mayor Fuller presented the CCCSP Champion Award to Julie Brumby. Mayor Fuller shared information regarding Julie’s history and the work that she has done specifically with Ulverstone Secondary College’s Youth to receive this award. Julie then shared about the work she does, her history working in indigenous and Indonesian communities and the

importance that it has to her. Julie advised that she was very grateful and very humbled.

## 6 COMMUNITY SAFETY ACTION PLAN 2017–2022

The Mayor advised that the meeting focus would be on the development of the collective Community Safety Action Plan. Sandra Ayton also advised that the Action Plan was drafted with the goal of achieving safer community accreditation as well as from community input. Sandra advised that the committee are to review the gaps in the current plan and identify the next steps.

Sandra advised that Central Coast would be the first council in Tasmania to attempt to achieve this accreditation.

Allison Kable provided all attendees with a draft of the Safety Action Plan Review.

Allison reported that most of the components of the current plan have been achieved. It was discussed that Allison be in contact with a liaison person that has been involved in the education system to review what has happened in the education areas as well as what still needs to be achieved. Allison also noted that homelessness has not been captured entirely in the current plan, and this could be an addition going forward after community consultation.

Allison will touch base with the accreditation panel to seek guidance on next steps.

Allison reported that Minister Felix Ellis is currently conducting a survey online relating to community safety and crime and she will see if this data can be made available to the committee. She will also advise Minister Ellis of the Community Safety Partnership Committee and the work that the group is trying to achieve.

Simon Dent advised that it would be beneficial on the Draft plan update provided to add who will be responsible for driving the actions that need to be achieved.

**ACTION** – Allison to work with the current group to ensure that all the activities are included in the current plan and touch base with the accreditation panel to seek guidance on next steps.

**ACTION** – Allison will begin developing the new plan, beginning with a timeline and scope and she will communicate this information with the committee. Also aim to develop who is responsible for advancing each area.

**ACTION** – Alison to contact Minister Ellis's office regarding survey data.

## 7 REPORTS

### 7.1 Crime Report.....Tasmania Police

Alex Bonde reported that Tasmania Police have appointed Donna Adams as the new Commissioner. Ms Adams is beginning to influence a lot of positive change with an aim of improving community safety.

Alex advised that there have been 65 offences across the Central Coast since the last meeting, with around half of these having been resolved.

More recently youths on bikes and scooters have been noted to be causing issues for members of the community, especially for elderly residents.

Notices of hooning have been issued around the Ulverstone Rowing Club and Buttons Creek area.

Slight increase in offences in Penguin area.

Alex advised Police would be increasing their presence in these areas.

Tasmania Police are facing resourcing challenges, however recruitment is currently underway and the community will see the effect of this in the near future.

The committee discussed with Alex issues of hooning on Leith Road which he will investigate.

Sandra spoke to Alex regarding the concerns from the Access and Inclusion Working Group about scooters, skateboards and bikes around town and residents' concerns for safety. Alex will liaise with other municipalities regarding this. The group spoke about which areas scooters and skateboards are prohibited.

Simon advised that he has noticed an increase in reports of graffiti, vandalism, and domestic violence. Alex advised that if anyone is aware of something then to please report it and also the importance of letting Tas Police know. Alex will provide the Council with content to be shared on Council's social media and in the e-newsletter.

**ACTION:** Alex Bonde to investigate reports of hooning in Leith and update the committee at the next meeting.

**ACTION:** Alex to liaise with other municipalities about scooter and bike safety concerns and provide an update to the committee at the next meeting.

**ACTION:** Alex to provide content to be shared on social media and in the e-newsletter regarding the importance of reporting incidences to Tasmania Police.

7.4 Education (all schools) Report.....**Simon Dent**

Simon highlighted of the importance of community and respect and trying to influence better choices.

7.5 Ulverstone Neighbourhood House Report.....**Simon Douglas**

Simon advised that community programs are starting to pick up since COVID-19. A large range of parenting and first aid programs are now available at the house.

Discussion was held about introducing a calendar to promote different components of community safety over the course of a year so that everything is not happening at once. This will be added as an agenda item for the April meeting.

7.9 Council Report.....**Mayor Cheryl Fuller**

Mayor Fuller advised that the Council has been focusing on homelessness discussions and have meeting with the Minister for Housing in the coming weeks.

The provision of safe parking spaces was discussed, and this will be brought into the conversation with the Minister. Council will then look to facilitate a community roundtable. Discussion was held with the group about community food vans and what groups or organisations may be providing food to the shelter. Gran's Van will be coming to Sulphur Creek as well as the Rock Church in Penguin to provide a meal one day a week.

## **8 GENERAL BUSINESS**

8.1 2023 Meeting Dates.....**Sandra Ayton**

The group supported the proposed meeting dates.

8.2 Shared Pathway Safety.....**Cheryl Fuller**

Mayor Fuller advised of potential safety issues regarding people backing out of their driveway and potentially creating some media or communication about safely reversing.

## **9 NEXT MEETING**

The next meeting is to be held on Wednesday, 26 April 2023 at 10.00am, in the Council Chamber, 19 King Edward Street, Ulverstone.

As there was no further business the meeting closed at 11.30am.

# Central Coast Youth Leaders Council

Thursday, 23<sup>rd</sup> February 2023

Commencing at 9.15am

Doc ID:



## PRESENT

Sandra Ayton General Manager, Daryl Connelly Director Community Services, Cr Amanda Diprose and Cr Sophie Lehmann [CCC]; Simon Dent (Principal, Ulverstone Secondary College [USC]); and Matthew Brooks (Student Reps – [USC]); Angela McAuliffe (Principal Penguin District School PDS); Emma Bracken and Kaitlee Ray (Student Rep – [PDS]) and Kelly Dernehl (Teacher Leighland Christian School [LCS]); George Anderson and Alex Keddie (Student Reps – [LCS]) Melissa Budgeon (Community Wellbeing Officer [CCC]);



Ulverstone  
SECONDARY COLLEGE

## 2 Acknowledgement of Country

*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 Meeting notes confirmed – 9<sup>th</sup> June 2022.

## 4 Apologies – nil.

## 5 INTRODUCTIONS

*Introduction* – each member introduced themselves and provided an insight into youth issue that they are passionate about.

## 6 Terms of Reference for the Committee

Melissa provided an overview of the Terms of Reference for the committee (providing a copy), outlining the themes and activities undertaken by the group in previous years.

Youth Voice Mayors' round table – Street activation consultation, Combined schools YNOT workshop etc.

Youth Leadership Development National Leadership Camps, JCP leadership sessions and events including Fight MND Pledge for a Plunge, Youth Week Social Event.

Youth Pathways and Future Opportunities All about the Arts, Careers Conversation Event.



7

## Central Coast Council Youth Strategy Development

Daryl shared the recent work of the West Tamar Council – Future Shapers Game Changers – Youth Strategy 2023–2026. A short video showcasing the West Tamar Council Youth Advisory Council project was shared with the group. Daryl proposed that being involved with developing a strategy for the Central Coast is a project that the Youth Leaders Council may like to consider. From the discussion it was suggested that the group support the development of the strategy and provide a strong 'Youth Voice' to the



strategy, assisting Council to develop achievable actions that address issues and ideas. Suggested that actions that were able to be implemented within in the school community, be a priority.

**Action:** Melissa to develop a draft survey based on the West Tamar Council model for consideration at the next meeting.

#### 8 **Group Discussion –Outcomes for YLC in 2023**

The student representatives had a separate small group discussion regarding the development of the role of the YLC in contributing to the Strategy. They would also like to be able to undertake other skill development activities. It was highlighted that the students are an avenue for the youth to have a voice on issues that are concerning youth in our community currently. Students from this committee to steer the discussion through assisting with the development of the survey and facilitating group workshops and actively involved in consultation would be purposeful. It was also recognised that the available time of the student reps can be limited with competing demands, but learning new skills and playing a role in implementing actions from the plan at school would be beneficial. Connections between the schools is important, and the YLC provides this valuable opportunity to network.

There was agreement that a Microsoft Teams site would be established to facilitate communications amongst the group.

**Action:** Melissa to map the year ahead for circulation prior to the next meeting.

**Action:** Melissa to set up Microsoft Teams for the group.

#### 9 **NEXT MEETING**

The next scheduled full meeting of the Central Coast Youth Leaders Council is to be held on Thursday 23<sup>rd</sup> of March, 9.15am at Penguin District School. The sharing of the Chairperson role can be rotated with student representatives from the hosting school having the opportunity to learn about the protocols of chairing a meeting.

As there was no further business to discuss the meeting concluded at 10.30am.



# Local Government Association of Tasmania Nomination Form

Nomination of a candidate for election of President or Committee Member of the General Management Committee, Local Government Association of Tasmania.

Nominations are invited and must be lodged, posted, or emailed to be received by the Returning Officer at the address shown below **before 5 pm on Wednesday 19 April 2023**. This nomination must be accompanied by a copy of the Resolution passed by the Council that lawfully nominated the candidate for election. Candidates will be notified of receipt of the nominations by this office.

It is the responsibility of the candidate to ensure that the nomination form is received by the Returning Officer before the close of nominations. Late nominations cannot be accepted.

Each member is entitled to:

- nominate one elected Councillor of a Member Council for the position of President of the Local Government Association of Tasmania: and
- nominate one elected Councillor of a Member Council for the position of Committee Member of the General Management Committee. Members can only nominate a Councillor within their own electoral district and population category.

## Candidate

Family Name:	Given names:	Member Council:
Position of: <input type="checkbox"/> President <input type="checkbox"/> Committee Member		
Postal address:	Email address:	
Given names for ballot paper: (if different from above)	Contact phone numbers: Mobile	
I accept the nomination as a candidate for election to the position shown above.		
Signature.....		Date.....

## Nominator

Name of Member Council:	
Hereby nominates the above-named candidate for election.	
Name of person authorised to lodge nomination behalf of Member Council:	
.....	Contact mobile number: .....
Endorsed at council meeting held on:	<b>This nomination must be accompanied by a copy of the Resolution passed by the Council that lawfully nominated the candidate for election.</b>
Date. ....	
Signature of authorised person ..... Date.....	

The address for lodgement at the Tasmanian Electoral Commission is:

Level 3, TasWater Building, 169 Main Road, MOONAH TAS 7009 Phone: (03) 6208 8724

Postal Address: PO Box 307, MOONAH TAS 7009

Email: [nominations@tec.tas.gov.au](mailto:nominations@tec.tas.gov.au)

PTO

# Electoral Districts

(for the purpose of electing members to the General Management Committee)

## NORTH WEST AND WEST COAST ELECTORAL DISTRICT

Members within the electoral district having a population less than 20,000 – ***one position***

Circular Head Council

King Island Council

Kentish Council

Latrobe Council

Waratah-Wynyard Council

West Coast Council

Members within the electoral district having a population of 20,000 or more – ***one position***

Burnie City Council

Central Coast Council

Devonport City Council

## NORTHERN ELECTORAL DISTRICT

Members within the electoral district having a population less than 20,000 – ***one position***

Break O'Day Council

Dorset Council

Flinders Council

George Town Council

Northern Midlands Council

Members within the electoral district having a population of 20,000 or more – ***one position***

Launceston City Council

Meander Valley Council

West Tamar Council

## SOUTHERN ELECTORAL DISTRICT

Members within the electoral district having a population less than 20,000 – ***one position***

Brighton Council

Central Highlands Council

Derwent Valley Council

Glamorgan-Spring Bay Council

Huon Valley Council

Southern Midlands Council

Sorell Council

Tasman Council

Members within the electoral district having a population of 20,000 or more – ***one position***

Clarence City Council

Glenorchy City Council

Kingborough Council

# GENERAL MANAGEMENT COMMITTEE AND OTHER COMMITTEES

## **17. FUNCTION OF THE GENERAL MANAGEMENT COMMITTEE**

- (a) The functions of the General Management Committee include:
  - (i) appointing and reviewing the performance of the Chief Executive Officer of the Association;
  - (ii) determining Association Policy, with such policy to be ratified at a Meeting of the Association;
  - (iii) providing strategic direction to the Association in accordance with policies resolved by Meetings of the Association;
  - (iv) carrying out such delegations as may be made to it by Meetings of the Association;
  - (v) providing for the good management and administration of the Association;
  - (vi) ensuring that the accounts of the Association are:
    - (A) prepared in accordance with these Rules; and
    - (B) circulated to all Members not less than 14 days prior to the date of the Annual General Meeting;
  - (vii) investing the funds of the Association;
  - (viii) borrowing, raising or securing the payment of money in such manner as the General Management Committee may think fit;
  - (ix) taking or holding mortgages, liens, charges, and any other form of security to secure payment of the purchase price or any part thereof;
  - (x) making nominations to various statutory and other bodies related to the operations of Local Government;
  - (xi) nominating representatives to the Australian Local Government Association in accordance with Rule 30;

- (xii) approving the appointment of the members of the Board of LGAT ASSIST;
  - (xiii) Determining if a Meeting of the Association will be held by telephone or other technology (whether audio or audio-visual) in accordance with Rule 11(d); and
  - (xiv) In accordance with Rule 16(h)(ii), determining the method of voting (in lieu of electronic voting buttons and placards) at a Meeting of the Association held solely or partly by using technology as permitted by Rule 11(d).
  - (xv) determine any other procedures relating to the conduct of the members of the General Management Committee as it considers appropriate.
- (b) The General Management Committee may, by resolution, delegate with or without conditions any of its powers, functions or delegations other than this power of delegation, to an employee, contractor or other entity.
  - (c) The General Management Committee may determine by simple majority in its absolute discretion all matters relating to the setting up or operation of any Board or Committee to which it delegates any of its powers, duties or discretions.

## **18. COMPOSITION OF THE GENERAL MANAGEMENT COMMITTEE**

- (a) The General Management Committee shall consist of:
  - (i) the President;
  - (ii) provided the Hobart City Council is a current Member, the Lord Mayor of the Hobart City Council or his or her proxy; and
  - (iii) six members to be elected, as provided in Rule 18(b), from the three electoral districts set out in Rule 19.
- (b) The 3 electoral districts referred to in Rule 19 shall elect 2 members as follows:
  - (i) one from a Member within the electoral district having a population of 20,000 or more; and
  - (ii) one from a Member within the electoral district having a population of less than 20,000.

- (c) Where a member of the General Management Committee is subsequently elected President, a recount of votes for the Population category in the electoral district the President represented shall be held to fill the vacancy. If there are no votes to recount, the Council or Councils concerned shall fill the vacancy in accordance with Rule 20 in so far as practicable.

**19. ELECTORAL DISTRICTS FOR THE PURPOSE OF ELECTING MEMBERS TO THE GENERAL MANAGEMENT COMMITTEE**

The 3 electoral districts for the purposes of electing members to the General Management Committee are as follows:

- (a) NORTH WEST & WEST COAST ELECTORAL DISTRICT comprising the Burnie City Council, the Devonport City Council, the Central Coast Council, the Circular Head Council, the King Island Council, the Waratah-Wynyard Council, the Kentish Council, the Latrobe Council, and the West Coast Council;
- (b) NORTHERN ELECTORAL DISTRICT comprising the Launceston City Council, the Break O'Day Council, the Flinders Council, the Meander Valley Council, the West Tamar Council, the Dorset Council, the George Town Council, and the Northern Midlands Council; an
- (c) SOUTHERN ELECTORAL DISTRICT comprising the Clarence City Council, the Glenorchy City Council, the Kingborough Council, the Brighton Council, the Glamorgan-Spring Bay Council, the Derwent Valley Council, the Southern Midlands Council, the Central Highlands Council, the Huon Valley Council, the Sorell Council, and the Tasman Council.

**20. CONDUCT OF ELECTIONS FOR MEMBERSHIP TO THE GENERAL MANAGEMENT COMMITTEE**

Elections for the General Management Committee shall be conducted in accordance with the following procedures:

- (a) The Chief Executive Officer shall request the Electoral Commissioner of Tasmania to appoint a Returning Officer for the election unless otherwise determined by the General Management Committee.
- (b) Not less than four months prior to the Annual General Meeting:
  - (i) following a Council Election; and
  - (ii) in each Mid Term Year;

the Returning Officer shall request nominations for the General Management Committee from Members within the 3 electoral districts.
- (c) Each Member is entitled to make only one nomination and if more than one is received all nominations from that Member will be null and void.

- (d) In making a nomination, a Member is not restricted to nominating an elected member from its own Council provided that the nomination is for an elected member from a Member Council in the same electoral district and the same Population category as the nominating Member.
- (e) Nominations:
  - (i) are to be submitted on a form approved and issued by the Returning Officer;
  - (ii) must be accompanied by a copy of a certified copy of the Resolution passed by the Member at a duly convened meeting of the Member that lawfully nominated the candidate for election to the General Management Committee; and
  - (iii) shall close on a date determined by the Returning Officer;
- (f) Nominations cannot be withdrawn after the closing of nominations.
- (g) If at the end of the time for nominations the number of candidates for any office:
  - (i) does not exceed the number then to be elected, those candidates shall be deemed to be duly elected; or
  - (ii) exceeds that number, a poll shall be conducted by postal ballot in accordance with these Rules.
- (h) The Returning Officer shall prepare a postal ballot paper and material for each electoral district detailing nominations within each Population category. Candidates shall be listed on the ballot paper in alphabetical order.
- (i) The postal voting material shall be posted by registered mail to the Mayor of each Member Council within 10 Business Days of the close of nominations. The Mayor shall complete the ballot paper according to the policy or practice of his or her Council.
- (j) Each Member shall have one vote for both population categories within its electoral district.
- (k) The ballot is to close at a date and time determined by the Returning Officer but at least seven (7) days prior to the Annual General Meeting of that year.
- (l) Procedure for the conduct of the scrutiny shall comply as closely as practicable with that for the election of Mayors of Councils.

- (m) Upon completion of the scrutiny, the Returning Officer shall declare the result of the election and provide written advice of the result including scrutiny details to each candidate and the Chief Executive Officer.
- (n) Where more than 1 nomination is received for a Population category within an electoral district, the person polling second shall automatically be the proxy.
- (o) If at the ordinary elections for the General Management Committee there is only one nomination for a Population category, or if the position of proxy for a Population category becomes vacant and there were no further nominations at the last General Management Committee elections from which to draw a proxy, the Chief Executive Officer is to call nominations from Members in the Population category and, if a ballot is necessary, conduct a ballot as soon as practicable.



## **21. TERM OF OFFICE**

- (a) Subject to Rule 21(c), members of the General Management Committee shall take up office at the conclusion of the Annual General Meeting at which his or her election is declared and shall hold office for a 2 year term concluding at the end of the relevant Annual General Meeting or as determined by the Annual General Meeting.
- (b) The office of any member of the General Management Committee shall be vacated if that member:
  - (i) resigns by notice in writing addressed to the Chief Executive Officer;
  - (ii) is absent without leave for three consecutive meetings of the General Management Committee;
  - (iii) ceases to be a Councillor or Alderman; or
  - (iv) has not been lawfully nominated as a candidate for election to the General Management Committee in accordance with Rule 20.
- (c) The term of office of the General Management Committee may be extended by any Meeting of the Association for such periods as it determines.
- (d) A casual vacancy on the General Management Committee shall be filled as soon as practicable by the conduct of a by-election in accordance with Rule 20.

## **22. CALLING MEETINGS OF THE GENERAL MANAGEMENT COMMITTEE**

- (a) The General Management Committee shall determine the frequency, date, time and venue of its meetings.
- (b) At least 7 days before the date of holding any meeting of the General Management Committee, notice of the time and place and of the business to be brought forward at the meeting shall be given to each Member by the Chief Executive Officer.
- (c) Meetings of the General Management Committee may be held by telephone or other technology (whether audio or audio-visual) as determined by the General Management Committee.
- (d) A resolution signed by the majority of members of the General Management Committee or the written acceptance (including by email transmission) of a resolution by the majority of members of the General Management

Committee shall be deemed to be a resolution made at a meeting of the General Management Committee.

**23. QUORUM FOR AND VOTING AT GENERAL MANAGEMENT COMMITTEE**

- (a) At any meeting of the General Management Committee, no business shall be transacted unless:
  - (i) there is a majority of the General Management Committee present; and
  - (ii) there is at least one representative of a Member having a population of 20,000 or more; and
  - (iii) there is at least one representative of a Member having a population of less than 20,000.
- (b) Each member of the General Management Committee shall have one vote.

**24. WHO MAY ATTEND MEETINGS OF THE GENERAL MANAGEMENT COMMITTEE**

Meetings of the General Management Committee may be attended by:

- (a) any Councillor or Alderman from any Member Council; and
  - (b) such other persons as the Committee determines,
- and, with the permission of the President, they may address the Committee.

**25. PRESIDENT**

- (a) The President shall be a Councillor or Alderman of a Member Council.
- (b) The functions of the President are to:
  - (i) chair Meetings of the Association and the General Management Committee;
  - (ii) be the spokesperson of the Association;
  - (iii) provide leadership and direction in furthering the objects of the Association.
- (c) The President has the power to delegate any of his or her functions to other members of the General Management Committee.
- (d) At any Meeting of the Association and of the General Management Committee at which the President is present, he or she:

- (i) has no deliberative vote on any question at a Meeting of the Association by virtue of being in the chair, but may exercise the vote or votes of a Member as the Voting Representative;
- (ii) in the case of equality of votes on any matter, does not have a casting vote.

## **26. ELECTION OF PRESIDENT**

Elections for the President shall be conducted in accordance with the following procedures:

- (a) The Chief Executive Officer shall request the Electoral Commissioner of Tasmania to appoint a Returning Officer for the election unless otherwise determined by the General Management Committee.
- (b) The Returning Officer shall request nominations for the office of President at the following times:
  - (i) Not less than four months prior to the Annual General Meeting:
    - (A) following a Council Election; and
    - (B) in each Mid Term Year;
  - (ii) where a President vacates the office of President pursuant to Rule 27(b);
  - (iii) where the President gives advance notice that he or she intends to resign or cease to be a Councillor or Alderman pursuant to Rule 27(c).
- (c) Each Member is entitled to make only one nomination and if more than one is received all nominations from that Member will be null and void.
- (d) Nominations for the office of President:
  - (i) shall be submitted on a form approved and issued by the Returning Officer;
  - (ii) must be accompanied by a copy of a certified copy of the resolution passed by the Member at a duly convened meeting of the Member that lawfully nominated the candidate for election as the President; and
  - (iii) shall close on the date determined by the Returning Officer.

- (e) Nominations cannot be withdrawn after the close of nominations.
- (f) If upon the close of nominations:
  - (i) only one nomination has been received, that candidate shall be deemed duly elected; or
  - (ii) more than one nomination has been received, a poll shall be conducted by postal ballot in accordance with these Rules.
- (g) The Returning Officer shall prepare a postal ballot paper and material. Candidates shall be listed on the ballot paper in alphabetical order.
- (h) The postal voting material shall be posted by registered mail to the Mayor of each Member within 10 working days of the close of nominations.
- (i) Each Member is entitled to one vote.
- (j) The Mayor shall complete the ballot paper according to the policy or practice of his or her Council.
- (k) Subject to Rule 26(l) the ballot is to close at a date and time determined by the Returning Officer but at least seven (7) days prior to the Annual General Meeting of that year.
- (l) If an election is called pursuant to Rule 27(b) or 27(c), the ballot shall close at a date determined by the Returning Officer.
- (m) Procedure for the conduct of the scrutiny shall comply as closely as practicable with that for the election of Mayors of Councils.
- (n) Upon completion of the scrutiny, the Returning Officer shall declare the result of the election and provide written advice of the result including scrutiny details to each candidate and the Chief Executive Officer.

## **27. TERM OF OFFICE OF PRESIDENT**

- (a) Subject to Rule 27(d), the President shall take up office at the conclusion of the Annual General Meeting following his or her election and shall hold office for a two year term concluding at the end of the relevant Annual General Meeting.
- (b) The office of the President shall be vacated if the President:
  - (i) resigns by notice in writing addressed to the Chief Executive Officer;

- (ii) is absent without leave for three consecutive meetings of the General Management Committee;
- (iii) ceases to be a Councillor or Alderman; or
- (iv) has not been lawfully nominated as a candidate for election as President in accordance with Rule 26,

and if the office of President becomes vacant more than nine months before the next AGM where a President is due to take up office in accordance with Rule 27(a), a new President shall be elected in accordance with the procedures in Rule 26.

- (c) If the President gives notice in writing to the Chief Executive Officer that he or she:

- (i) intends to resign as President; or
- (ii) intends to cease being a Councillor or Alderman,

and if the office of President becomes vacant more than nine months before the next AGM where a President is due to take up office in accordance with Rule 27(a), a new President shall be elected in accordance with the procedures in Rule 26.

- (d) Where a President is elected in an election held by operation of Rule 27(b) or 27(c), they shall take up office at the time of declaration of their election or at the date the office of President is vacated, whichever is later.
- (e) If the office of President becomes vacant within nine months of the next Annual General Meeting where a President is due to take up office in accordance with Rule 27(a), the Vice President shall assume office as President until a new President is elected at that Annual General Meeting in accordance with Rule 26.
- (f) The term of office of the President may be extended by any Meeting of the Association for such periods as it determines.

**28      VICE PRESIDENT**

- (a)    At its first meeting following the Annual General Meeting, the General Management Committee shall elect one of its members to be the Vice President of the Association.
- (b)    Where the President is absent or ill, the Vice President shall be the acting President.
- (c)    If the term of office of the General Management Committee is extended under Rule 21(c) the term of office of the Vice-President shall be extended for the same period of time as that of the General Management Committee.
- (d)    If, on any count, 2 or more candidates for Vice President have an equal number of votes, the President is to decide which of them is to be elected by the drawing or casting of lots in the manner prescribed in Rule 29(b).

**29. DRAWING OR CASTING OF LOTS**

- (a) If, in an election or appointment under these Rules, 2 or more candidates have an equal number of votes and if applicable, the Returning Officer is unable or not otherwise empowered to resolve which candidate is to be elected or appointed, a drawing or casting of lots in the manner prescribed in Rule 29(b) is to apply.
- (b) To draw or cast lots, the Returning Officer (or President in the appointment of the Vice President) is to –
  - (i) make out, in respect of each candidate to be included in the draw, a slip bearing that candidate's name; and
  - (ii) place each slip in a non-transparent container sufficiently large to allow them to move about freely when shaken or rotated; and
  - (iii) shake or rotate the container and permit any other person present who wishes to do so to shake or rotate the container; and
  - (iv) take out of the container one of the enclosed slips; and
  - (v) record the name of the candidate which appeared on that slip.
- (c) The candidate elected or appointed is the candidate whose name is first recorded in accordance with Rule 29(b)(v).

**30. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**

- (a) The President and the Vice President shall be the Tasmanian delegates to the Annual General Meeting of the ALGA unless otherwise determined by a Meeting of the Association.
- (b) The President and the Vice President shall be the Tasmanian delegates to the Executive of the ALGA unless otherwise determined by the General Management Committee
- (c) Due to the absence or incapacity of the President or Vice President, the General Management Committee may nominate alternate delegates to the Executive of the ALGA.



### **31. SUB-COMMITTEES**

- (a) The General Management Committee or a Meeting of the Association may appoint Sub-committees as required.
- (b) The composition of Sub-committees shall:
  - (i) include a member of the General Management Committee who shall be the Chair of the Sub-committee;
  - (ii) as far as possible, comprise such elected members and employees from Members as the General Management Committee determines as being appropriate;
  - (iii) be representative of the diversities of the composition of the Association, taking into account population categories, specific interest groups within Member Councils, and regional diversities; and
  - (iv) contain such employees of Members who may be appropriate in assisting with consideration of the specific issue being examined by the Sub-committee.
- (c) A Sub-committee shall:
  - (i) carry out such delegations as may be given to it by a Meeting of the Association, in which case the Sub-committee need only report back to General Meetings upon progress of the matter; or
  - (ii) investigate and report upon the specific issue to a Meeting of the Association; and
  - (iii) act in accordance with policies established by a Meeting of the Association.
- (d) At any meeting of a Sub-committee, no business shall be transacted unless there is a majority of the Sub-committee present.

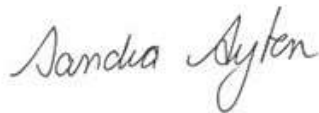
**SCHEDULE OF DOCUMENTS FOR AFFIXING OF  
THE COMMON SEAL**

Period: 21 February to 20 March 2023

Part 5 Agreement  
17 Warren Drive, Penguin  
DA2022250- condition on Planning Permit

Part 5 Agreement  
360 Masters Road, Riana and CT105570/2  
DA2022250-1 - condition No. 3 on Planning Permit

Part 5 Agreement  
360 Masters Road, Riana and CT105570/2  
DA2022250-1 - condition No. 4 on Planning Permit



Sandra Ayton  
GENERAL MANAGER

**SCHEDULE OF CONTRACTS AND AGREEMENTS**

*(Other than those approved under the common seal)*

Period: 21 February to 20 March 2023

**Tenancy Agreement**

The Central Coast Council and the Resident  
Unit 2 Banyandah, 19 Helen Street, Ulverstone  
Commencing date: 31 March 2023




Sandra Ayton  
GENERAL MANAGER

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

Period: 21 February to 20 March 2023

- . An email from a ratepayer listing a number of concerns and questions for the Council.
- . A letter from sixteen residents of Ironcliffe Road, Penguin expressing concerns regarding events at a neighbouring business.



Sandra Ayton  
GENERAL MANAGER

**Central Coast Council**  
**List of Development Applications Determined**  
**Period from 1 February 2023 to 28 February 2023**

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA2020338 - 1	17 Warreen Drive PENGUIN,TAS,7316	Minor amendment of a Permit.	Residential - 2 lots - revised Bushfire Hazard Management Plan	30/01/2023	7/02/2023	7	\$0.00
DA2021091 - 1	21 Braddon Street WEST ULVERSTONE,TAS,7315	Discretionary	Residential – subdivision - two lots and construction of new dwelling	2/02/2023	6/02/2023	3	\$0.00
DA2022268	4 Griffin Place SULPHUR CREEK,TAS,7316	Discretionary	Residential - multiple dwellings x 2	28/09/2022	21/02/2023	29	\$700,000.00
DA2022317	34 Braddon Street WEST ULVERSTONE,TAS,7315	Discretionary	Residential - dwelling extension, shed extension and fencing	21/11/2022	22/02/2023	29	\$1,000,000.00
DA2022329	5 & 7 Charles Street ULVERSTONE,TAS,7315	Discretionary	Subdivision - relocation of boundaries and Residential - dwelling additions for 7 Charles Street	2/12/2022	16/02/2023	64	\$350,000.00
DA2022344	20 South Road PENGUIN,TAS,7316	Discretionary	Residential - single dwelling	14/12/2022	8/02/2023	22	\$329,396.00
DA2022351	239 Penguin Road WEST ULVERSTONE,TAS,7315	Discretionary	Residential - single dwelling and shed	21/12/2022	8/02/2023	22	\$600,000.00
DA2023003	44 Industrial Drive ULVERSTONE,TAS,7315	Discretionary	Resource Processing - Dangerous Goods Storage Bunds x 4 (hexane x 4 storage tanks, kerosene storage, raffinate storage and wet marc drying pan)	12/01/2023	23/02/2023	31	\$900,000.00
DA2023004	9 Dry Street LEITH,TAS,7315	Discretionary	Visitor Accommodation - change of use to be a 1 bedroom studio and conjoined 2 bedroom unit	12/01/2023	24/02/2023	21	\$5,000.00
DA2023009	39A Walker Street ULVERSTONE,TAS,7315	Discretionary	Residential - single dwelling	17/01/2023	24/02/2023	25	\$330,000.00
DA2023018	237 Picketts Road ABBOTSHAM,TAS,7315	Permitted	Residential - deck	3/02/2023	21/02/2023	5	\$0.00
DA2023032	18 Risby Street ULVERSTONE,TAS,7315	Permitted	Visitor Accommodation - house	20/02/2023	24/02/2023	2	\$0.00

**Subject Matter: Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park**

**Statement:**

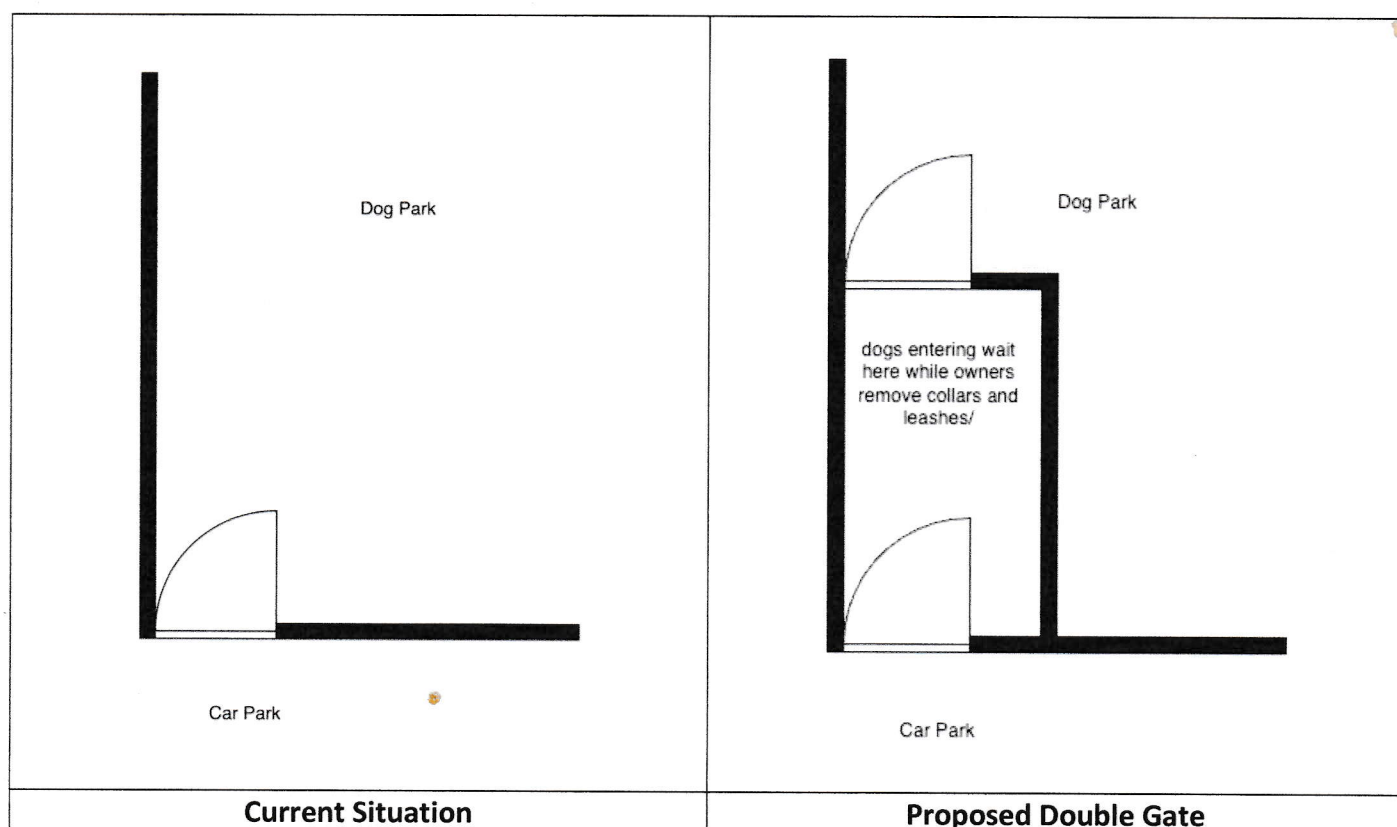
Currently the "Small Dog" side of the Ulverstone dog park only has one gate. This causes problems when owners arrive or leave with their dogs as it is easy for dogs to escape onto the road. This is a hazard to both the dog and people driving their cars near the dog park and sportsground.

In addition to the safety benefit, a dual gate entry would allow the owner to walk their dog **on-leash** into the park then unleash them in the **confined space** before entering the park. This will prevent the current situation where people either unleash their dog before they enter the park (road hazard) or attempt to unleash their dog in the park whilst surrounded by lots of excited dogs (making it very hard to unleash their dog).

The undersigned request that the council install a dual gate entry in the Small Dog" side of the Ulverstone dog park.

**Signatories:**

48 signatories, all collected from within the small dog park over the past 10 days (the petition was left in the park for people to sign)



## Petition to Central Coast Council

**Subject Matter:** Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park

**Statement:**

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The undersigned request that the council install a dual gate entry in the Small Dog" side of the Ulverstone dog park.

Print Name	Print Address	Signature
J PERRY	77 UPPER MAUD ST	J Perry
E. Bessell	10 Berkeley CRT DEVONPORT. 7310	EM Bessell
M. Bessell	10 BERKELEY CRT DEVONPORT	M Bessell
K. Westley	89 QUEENST. WEST ULV.	K Westley
R Smith	38 KETHBORO RD T. BROWN	R Smith
T Swindale	97 Clara St ULV.	T Swindale
G WATTS	48 JOHN ST	GLENN WATTS
Josh	Flinders Drive	Josh
R. Brown	Riggs RD Kindred	R Brown
V Br Pearson	Tasma Pde, Ulverstone	V Br Pearson



## Petition to Central Coast Council

**Subject Matter: Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park**

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Print Name	Print Address	Signature
Wendy Thompson	8 Resby St.	W Thompson
Wendy McGlane	8 Helen St.	Wendy McGlane
Lesley Ostenfeld	99 main St	L Ostenfeld
S. Robertson	12 Penguin Rd.	S Robertson
Tony Lance	101 main St. ULV	T Lance
FRANK SCHOON	10 TIMARA WAY	FRANK SCHOON
Kathy Clark	Austintery unit 2 210 main Rd	Kathy Clark
Wendy Quarell	_____	Wendy Quarell
Alyssa Hicks	Somerset 7322	Alyssa Hicks
GEOFF LEA	ALICE ST ULVERSTONE	GEOFF LEA



## Petition to Central Coast Council

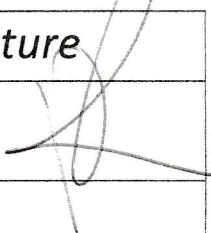

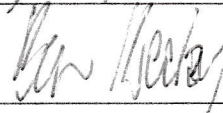
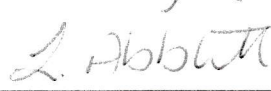
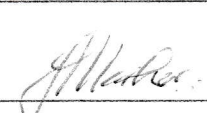
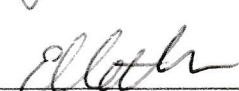




**Subject Matter:** Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park

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The undersigned request that the council install a dual gate entry in the "Small Dog" side of the Ulverstone dog park.

Print Name	Print Address	Signature
B. Euseik	Hold a fundraiser Don't rely on ratepayers money	
G. Stephens	use dog licence fees Josephine St Ulverstone	
Ben Keeley	15 Elizabeth St Wau	
Lisa Abbott		
Loes Mather	1 Bladen St West Ulverstone	
Elisje Mather	Turners Beach	
Riris Kristiandiny	Leith	
Angela Aitken	Ulverstone	
Craig Aitken	Ulverstone	
Glenn Evans	Ulverstone	

Please also consider an emergency access gate for each side.

## Petition to Central Coast Council




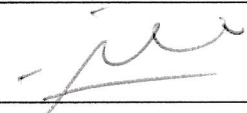
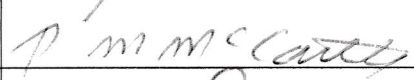
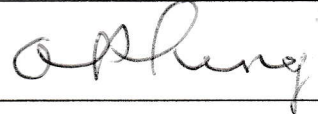

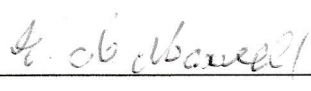
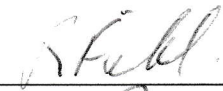

**Subject Matter:** Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park

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Print Name	Print Address	Signature
BRONWYN COOK	ALICE ST, WEST ULVERSTONE	
Maggie Vienna	Chinderah NSW	
SANDRA JARMAN	Hensby CRT	
KERRY GILLARD	24 FORTH RD, T/B EACH	
Sammy McLeath	1/43 Amherst ST	
Tommy Ling	526 BASS HWY Hoop Bridge	
LARA FIELD	28 Penguin Rd Ulverstone	
Margy M.	46/13 Hobbs Pde ULO	
ROSS FIELD	28 Penguin Rd U/W	
GREG PERRY	77 UPPER MAUD ST	



## Petition to Central Coast Council


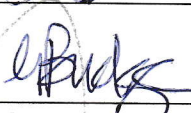

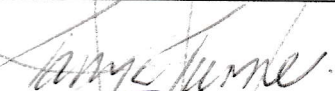
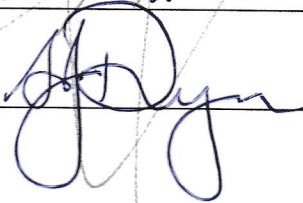
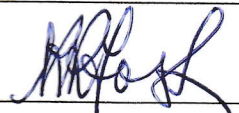
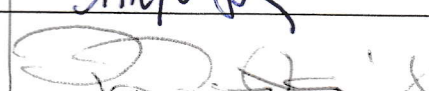
**Subject Matter:** Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park

### Statement:

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Print Name	Print Address	Signature
Adam McLaughlin	12 Richardson St, West Ulverstone	
Gail Budge	10 Main St, Ulverstone	
G Thompson	Risby St	
ANNE TURNER	ULVERSTONE	
Sarah Reynier	Ulverstone	
CAN WE PLEASE HAVE EXTENDED CLOSING HRS? IT COOLS DOWN BY 7:30pm, BUT THEN GATES LOCK. GATES SHOULD LOCK at 8:30pm, during daylight savings.		
KEVIN FOSTER	109 TREVOR ST. ULV	
P. Rosta	4 Oceanside Sulphur Creek	

Also would be very happy to pay comage for flood lights to be available in winter months - dark at 5pm & 6pm  
\*\*\*pleaseee\*\*\*

## Petition to Central Coast Council

**Subject Matter: Request for a Dual Gate Entrance to be installed in Ulverstone's Small Dog Park**

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[illegible]

## **Petition to Central Coast Council**

### **Person Lodging Petition:**

The person lodging this petition is:

Bronwyn Cook  
8 Alice Street, West Ulverstone

## SCHEDULE OF INFRASTRUCTURE SERVICES DETERMINATIONS

Period: 1 February 2023 to 28 February 2023

### *Approval of Roadworks and Services*

Developer: NAK Developments (TAS) Pty Ltd  
Location: 18, 27 and 28 Parsons Street, Ulverstone  
No. of Lots: Sixteen and road  
Engineer: Mark Westerberg (PDA)

Developer: John Trueman  
Location: 35 River Avenue, Heybridge  
No. of Lots: Four  
Engineer: Mark Westerberg (PDA)

Developer: Peter Dixon  
Location: 20 Ellis Street, West Ulverstone  
No. of Lots: Two  
Engineer: Chris Matin



Paul Breaden  
DIRECTOR INFRASTRUCTURE SERVICES

## SCHEDULE OF STATUTORY DETERMINATIONS MADE UNDER DELEGATION

Period: 1 February 2023 to 28 February 2023

### Building Permits and Certificates

Building Permits – Category 4	Number Issued	Cost of Works
Additions / Alterations	0	0
Demolition Permits	0	0
New Dwellings	1	350,000
Outbuildings	0	0
Units	0	0
Other	1	1,000,000
Permit of Substantial Compliance	0	0
Notifiable Works – Category 3	Number Issued	Combined \$ Amount
Additions / Alterations	3	862,000
Demolition Permits	0	0
New Dwellings	3	1,789,976
Outbuildings	7	308,000
Units	0	0
Other	2	19,000

### Plumbing Permits and Certificates

Plumbing Permits – Category 4	Number Issued	–
Plumbing Permit	3	
Notifiable Works – Category 3		
Certificate of Likely Compliance	6	

### Fire Abatements Notices

Fire Abatement Notices Issued	Property Cleared by Contractor
5	1

## SCHEDULE OF OTHER REGULATORY SERVICES STATUTORY RESPONSIBILITIES

Period: 1 February 2023 to 28 February 2023

### Dogs Impounded by Central Coast Council

Number of Dogs Impounded	Dogs Claimed	Dogs Surrendered
4	3	1

### Animal Licences, Offences, Permits

Licence, Offence, Permits	Number Issued
Barking dog complaints	6
Declaration of dangerous dogs	3
Dog attacks on other dogs / cats	4
Dog attacks on persons	2
Dog attacks on livestock / wildlife	1
Kennel licences issued	0
Kennel licences renewed	0
Permits under <i>Animal Control By-law No.1 of 2018</i>	0
Unregistered dogs located by Compliance	7
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	0	0
Turners Beach	0	2
Other Public locations	0	0
<b>Other Dog Offences</b>	0	6

### Food Business Registrations

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



### Patrols of Free Camping Areas

Camping Area	Patrols Conducted	Cautions Issued
Bannons Park	2	0
Forth Recreation Ground	20	24
Halls Point [Closed Area]	10	2
Nicholson Point	10	0
Penguin Surf Life Saving Precinct	1	2

### Traffic Infringement Notices for Parking Offences

Traffic Infringement Location	Number Issued	Percentage
Alexandra Road	0	0
Bannons Carpark	0	0
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	0	0
Victoria Street	0	0
Wongi Lane	0	0
Other	0	0



Sandra Ayton  
GENERAL MANAGER