

KENTISH COUNCIL



"Tasmania's Outdoor Art Gallery"

Minutes

Ordinary Meeting of Council

held at the Council Chambers, Town Hall, commencing at

7.00pm

July 18th 2006

KENTISH COUNCIL

NOTICE OF MEETING

Notice is hereby given of an Ordinary Meeting of the Kentish Council to be held Tuesday July 18th 2006 commencing at 7.00pm, at the Council Chambers, Town Hall, Sheffield.

Mark Crouch
General Manager
Kentish Council

12/07/2006

OPENING PRAYER

QUALIFIED PERSONS ADVICE ETC.

The *Local Government Act 1993* provides (in part) as follows:

- *A General Manager must ensure that any advice, information or recommendation given to the Council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.*
- *A Council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the General Manager certifies in writing that such advice was obtained and taken into account in providing general advice to the Council.*

I therefore certify that with respect to all advice, information or recommendation provided to the Council in or with this agenda:

1. The advice, information or recommendation is given by a person who has the qualification or experience necessary to give such advice, information or recommendation; and
2. where any advice is directly given by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.



Mark Crouch
GENERAL MANAGER

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SECTION 1

1.1 Leave of Absence. Nil

1.2 Present

Mayor Ian Braid in the Chair, Crs. W Sherriff, H Burrows, T Muir, D Jordan, M Haberle, J Deverell, K Lambert and D Thwaites

Council Officers

Mark Crouch (General Manager), Tony Bickford (Corporate Services and Finance Manager), Matthew Greskie (Manager of Technical Services), Darrin Cunningham (Community Development Manager) and Bronie Furley (Executive Support Officer)

Apologies: Nil

1.3 Confirmation of Minutes

Recommendation

That the Minutes of the following meetings be confirmed:

Minutes of Ordinary Meeting of Council 20/06/2006 (as circulated previously)

Minutes of the Closed Meeting of Council 20/06/2006 (as circulated previously)

Minutes of the Special Meeting of Council 27/06/2006 (as circulated previously)

Motion

Cr. Sherriff moved and Cr. Lambert seconded that the Minutes of the following meetings be confirmed:

Minutes of Ordinary Meeting of Council 20/06/2006

Minutes of the Closed Meeting of Council 20/06/2006

Minutes of the Special Meeting of Council 27/06/2006

CARRIED UNANIMOUSLY

1.4 Acceptance of proceedings of other meetings

Recommendation

That the proceedings of the following meetings be noted:

May 1st 2006 Railton Community Advisory Committee
(Attachment 1)

May 15th 2006 2008 Global Mural Fest & Conference Action
Group (Attachment 2)

May 31st 2006 KYC Start (Attachment 3)

May 31st 2006 Kentish Youth Services (Attachment 4)

June 5th 2006 Kentish Council Tourism Committee
(Attachment 5)

1.7 Declaration of Interests

In accordance with Part 2 Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2005, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the Local Government (Meeting Procedures) Regulations 2005

- Cr Haberle – Item 7.4.1 – Memorandum of Understanding between Kentish Council and University of Tasmania (UTAS) Faculty of Science Rural Clinical School – owner of rental property for UTAS
- Cr H Burrows- Item 12.1 – Sheffield Sewerage Treatment Plant - Adjoining Landowner
- Cr W Sherriff – Item 12.1 – Sheffield Sewerage Treatment Plant – Effected Landowner

SECTION 2

Guest Speaker – Nil

SECTION 3

Notices of Motion and Petitions -

3.1 Notice of Motion – Cradle Valley Sewerage Treatment Plant

Councillor Burrows, by correspondence dated 7th July 2006 (refer **Attachment 6**), gave notice to submit the following motion for consideration and decision by Councillors at the July 18th 2006 Ordinary Meeting of Council:

“That Council rescind part 3 of the Council resolution of June 21st 2005 and in its place add to part 2 the following:

Subject to an understanding and commitment by both Council and State Government that the proposed Sewerage Treatment Plant facility shall be designed, constructed and successfully commissioned by the State Government to meet all licensing and environmental requirements in accordance with their Partnership Agreement”.

Motion:

Cr. Burrows moved and Cr. Sherriff seconded that Council rescind part 3 of the Council resolution of June 21st 2005 and in its place add to part 2 the following:

Subject to an understanding and commitment by both Council and State Government that the proposed Sewerage Treatment Plant facility shall be designed, financed, constructed and successfully commissioned by the State Government to meet all licensing and environmental requirements in accordance with their Partnership Agreement”.

CARRIED UNANIMOUSLY

[Notice of Motion from Cr Burrows for 18/07/06 Council Meeting](#)

SECTION 4

4.1 Delegates Reports:

- **Joint Authorities – Representatives / Delegates Reports**

Nil

- **Mayor**

21-23 June	LGAT Conference - Hobart
3 rd July -	Meeting with Dan Norton – Tas Ports – Devonport City Council
6 th July	Meeting with Darko Jargich re development at Cradle Mountain
16 th July	Signing of Partnership Agreement – BBQ Mural Park

- **Councillors/Other Delegates Reports**

Nil

Recommendation:

That the Report be received and noted.

Motion:

Cr. Jordan moved and Cr. Muir seconded that the Report be received and noted.

CARRIED UNANIMOUSLY

SECTION 5

Correspondence for information only

Recommendation:

That item 1 'Issues to Follow Up from June 2006 Council Meeting' be received and noted (Attachment 7).

Motion:

Cr. Lambert moved and Cr. Burrows seconded that item 1 'Issues to Follow Up from June 2006 Council Meeting' be received and noted (Attachment 7).

CARRIED UNANIMOUSLY

SECTION 6

General Interest Items for Councillor Information

The following items are tabled for Councillor's information.

6.1	Dulverton Regional Waste Management Authority Minutes of Representatives meeting	26/05/2006
6.2	Cradle Coast Water Minutes of General Meeting	1/06/2006

SECTION 7

Officer's Reports

7.1 GENERAL MANAGER

7.1.1 Office Development – Expressions of Interest (EOI) – Architectural Services

Report Author: General Manager

File reference: Council Properties/Design & Construct

1. Background:

Council has advertised for EOI for Office Development Architectural Services.

Advertisements have been placed in regional papers, with expressions closing Friday July 7 2006.

The EOI document has been appended (refer **Attachment 8**)

2. Relationship to Strategic/Operational Plan:

Office development forms part of the Strategic Plan adopted by Council.

3. Council policy context: NA

4. Legislative impact: NA

5. Risk Management Impact: NA

6. Financial and Resources Impact:

Budget provision has been incorporated into the Council Budget 2006/2007.

7. Capital Works Business Case Evaluation: NC

8. Community and Other Consultation: NC

9. Officer Comments/Conclusions:

Council will need to be satisfied that the chosen architectural firm has the best 'fit' with Council and is given the best opportunity to develop offices to satisfy the needs of this organisation and community.

It is proposed to have a short listed number of firms present their ideas and vision as part of the selection process. I would seek to have these presentations late July, and for a firm chosen to undertake design work appointed at the August Council meeting.

Details of firms lodging expression of interest will be provided to Council at the meeting.

Officer Recommendation:

Based on the need to engage suitable architectural service to initiate design work for office development,

That

- 1. the report be received and noted.**
- 2. presentations by the short listed architectural firms be scheduled for the August 2006 Forum.**

Motion:

Based on the need to engage suitable architectural service to initiate design work for office development,

Cr. Jordan moved and Cr. Thwaites seconded that

- 1. the report be received and noted.***
- 2. presentations by the short listed architectural firms be scheduled for the August 2006 Forum.***

CARRIED UNANIMOUSLY

[Architectural Services EOI Office Development.doc](#)

7.1.2 Councillors Code of Conduct – Panel Membership Composition

Report Author: General Manager
File reference: Governance/Councillors

1. Background:

Pursuant to the *Local Government Act 1993*, and further to the Council adoption of a Code of Conduct for Councillors, Council needs to determine on the membership of the Code of Conduct Panel.

The Code of Conduct was adopted by Council at its June 20 2006 Council meeting.

Membership of the Panel was left open to enable consideration of the matter at the July 18 2006 Council meeting.

2. Relationship to Strategic/Operational Plan: NA

3. Council policy context:

The Code of Conduct forms part of Council policy.

4. Legislative impact:

28G. Establishment of Code of Conduct Panel

- (1)*** *A council must establish a Code of Conduct Panel to hear and determine a complaint in respect of the alleged failure of a councillor to comply with a provision of the code of conduct.*
- (2)*** *A Code of Conduct Panel is to consist of 2 members appointed by the council of whom one is a person of good standing in the community and is not or has not been a councillor or employee of that council within the previous 5 years.*
- (3)*** *The person of good standing appointed under subsection (2) is the chairperson of a Code of Conduct Panel.*
- (4)*** *At the first ordinary meeting after an ordinary election, a council is to nominate 3 councillors, other than the mayor.*
- (5)*** *The chairperson of a Code of Conduct Panel is to select one of the councillors nominated under subsection (4) to be the second member of the Code of Conduct Panel in respect of a complaint.*

(6) Both members of a Code of Conduct Panel must be present to hear and determine a complaint.

5. **Risk Management Impact: NA**
6. **Financial and Resources Impact: NA**
7. **Capital Works Business Case Evaluation: NA**
8. **Community and Other Consultation: NA**
9. **Officer Comments/Conclusions:**

Councillors have had an opportunity to informally discuss the composition of the Panel Chair and membership.

Council needs to formalise the Panel membership.

It is hoped the Panel is not required or convened!

Officer Recommendation:

That Council

1. **pursuant to S 28G(3) of the Local Government Act 1993 appoint John MacMillan as Chairman of the Kentish Council Code of Conduct Panel.**
2. **pursuant to S 28G(4) of the local Government Act 1993 appoint Councillors John Deverell, Kathryn Lambert and Don Thwaites as Panel Members.**

Motion:

Cr. Muir moved and Cr. Burrows seconded that

1. ***pursuant to S 28G(3) of the Local Government Act 1993 appoint John MacMillan as Chairman of the Kentish Council Code of Conduct Panel.***
2. ***pursuant to S 28G(4) of the local Government Act 1993 appoint Councillors John Deverell, Kathryn Lambert and Don Thwaites as Panel Members.***

CARRIED UNANIMOUSLY

7.1.3 Cradle Coast Natural Resources Management (NRM) Weed Control Incentive Program

Report Author: General Manager

File reference: Environmental Management/Programs

1. Background:

As part of funding under the Australian Government's Natural Heritage Trust, the Cradle Coast Natural Resources Management group has been able to secure funding for the above weed control initiative.

At the current time, Kentish Council has no weed management or control plan.

The funding initiative will enable Council to prepare a Kentish specific Weed Management Plan. This plan can then be used as the basis for further weed management initiatives over coming years.

Work has been undertaken on a regional plan but insufficient detail or work has been carried out on the particular needs within Kentish.

Refer agenda attachment – Grant Funding Agreement (**Attachment 9**)

2. Relationship to Strategic/Operational Plan: NA

3. Council policy context:

Council has no policy or weed management plan currently.

4. Legislative impact: NC

5. Risk Management Impact:

Kentish needs to undertake work in this area to ensure existing weed infestations are minimised, as well as for strategic weed management work in the coming years.

6. Financial and Resources Impact:

The total cost for the preparation of the plan is estimated to be in the vicinity of \$7500.

The Council Budget 2006/2007 makes provision for Special Project grant funds of \$5000, and works of \$7500 – net estimated cost to Council \$2500.

7. Capital Works Business Case Evaluation: NIL

8. Community and Other Consultation:

The preparation of the plan will be undertaken by The Write Business and the Mt Roland Rivercare Catchment Inc.

9. Officer Comments/Conclusions: NIL

Officer Recommendation:

That in relation to the Cradle Coast Regional Weed Strategy Local Government Weeds Incentive Program;

Council formalises a Grant Funding Agreement with the Cradle Coast Authority to undertake in 2006/2007 the preparation of a Weed Management Plan for Kentish Council with grant funding totalling \$5000 plus GST.

Motion:

That in relation to the Cradle Coast Regional Weed Strategy Local Government Weeds Incentive Program;

Cr. Jordan moved and Cr. Deverell seconded that Council formalises a Grant Funding Agreement with the Cradle Coast Authority to undertake in 2006/2007 the preparation of a Weed Management Plan for Kentish Council with grant funding totalling \$5000 plus GST.

CARRIED UNANIMOUSLY

[Unsigned agreement from the Cradle Coast NRM for the Weed Control Incentive Program.](#)

7.1.4 Measuring Council Performance in Tasmania 2004/2005 – (the KPI Report)

Report Author: General Manager

File reference: Corporate Management/Performance

1. Background:

This is the sixth Key Performance Indicator (KPI) report on measuring Council performance in Tasmania, and deals with data from the 2004-2005 financial year. It also provides five-year comparisons over the 2000-2001 to 2004-2005 financial years. The presentation of five years of data enables us to look at the trends in performance of Councils in Tasmania. In addition, this report continues to provide opportunities to share knowledge about Local Government performance in Tasmania. It also represents the continued and unique collaborative effort across the three spheres of government in Tasmania.

Since the first report for the 1999-2000 financial year, data collection processes have been automated and designed to minimise the reporting burden on Councils wherever possible. During the current year, some more minor changes were made to the consolidated data collection process. As reporting processes were refined and improved, the data validation process proved challenging. The diligence and timeliness with which most Councils responded to that challenge was commendable.

Where possible, there have been no changes to the 49 performance indicators. In some cases the Committee has needed to fine tune an indicator, and the table for any such indicator is marked with various symbols and explanatory comment. Councils were provided with their KPIs for validation and review and, as a result, some Councils have amended some data supplied in previous years. The amended KPIs are highlighted in the tables.

At this stage, the report does not contain measures of customer satisfaction with services. It still remains an objective of the Committee to report on customer satisfaction in future years. The Committee considers that, as the recent amendments to the *Local Government Act 1993* become effective, this may stimulate and encourage reporting activities on customer service in the future. The Committee is aware that a customer satisfaction survey has been proposed for October 2006. The Local Government Association of Tasmania will be managing the project and it is proposed that some of the results will be presented in next year's KPI report.

This report includes some graphical representations of indicator trends for the period 2000-2001 to 2004-2005. A number of trends have become increasingly apparent:

The data indicates a consistent downward trend in the debt-service ratio on a statewide basis. (Debt is usually incurred to fund infrastructure and other major capital works).

In terms of the sources of total Council revenue, the data continues to show that the city Councils are raising a greater proportion of their revenue from rates relative to the smaller Councils, and that smaller Councils are more dependent on grants. The introduction of the new formula for the distribution of General Purpose Financial Assistance Grants will mean that this trend is likely to continue in future years, as the formula is phased in.

Over the last six years, there has been a consistent reduction in the level of rates outstanding at the end of the financial year. The data displays a downward trend indicating that Councils are working hard to reduce the level of rates outstanding. Most Councils now have a level of rates outstanding at less than 5.0%.

There has been a general increase in the number of employees per 1000 population. This may represent the complexity of an additional range of services being provided by Local Government.

The data also shows that there continues to be a reduction of number of hours lost through injury, particularly for the smaller Councils. Most Councils are providing significantly increased resources for occupational health and safety measures which may be the reason for this decline.

Staff turnover rates are increasing, particularly for the smaller and medium Councils. This may reflect greater employment opportunities in the regions with a strengthening State economy and the difficulty in recruiting and retaining staff, particularly in technical fields.

There has been a steady increase in the level of electronic service delivery as the Councils promote, and communities adopt, the newer technologies.

Generally there continues to be a steady increase in the number of days required to obtain approvals for permitted use planning applications.

The number of building and planning applications lodged was slightly lower than for 2003-2004.

There has been a steady decline in the number of breaks in the water reticulation systems. The cities group has steadily increased the recreational and cultural facilities expenditure per capita.

Building on past reports, the Committee includes appendices containing Councils' financial information, based on international standards used by the Australian Bureau of Statistics to prepare and publish Government Finance Statistics, and other statistics to provide contextual information on Tasmanian Councils.

This KPI report is a starting point for information sharing. Other opportunities exist, such as the LGAT's "councilconnect" project that brings e-commerce and other information to the community (available at: www.councilconnect.tas.gov). The LGAT site provides the opportunity to further investigate the KPI data.

The Committee has received positive feedback from Councils, researchers and State Government bodies. The Committee will continue to strive to improve the accuracy and integrity of the data set.

The Committee is currently undertaking a review of all 49 indicators and some changes can be expected in next year's report. Local Government, State Government and the Australian Bureau of Statistics are assisting the Committee with the review.

The KPI report is published and distributed by the Local Government Office, in the Department of Premier and Cabinet, on behalf of the Committee. While the Local Government Office provides executive and administrative support, it has given the Project an independence and objectivity that is vital if it is to maintain broad community acceptance and the support by all Tasmanian Councils.

- 2. Relationship to Strategic/Operational Plan: NA**
- 3. Council policy context: NA**
- 4. Legislative impact: NA**
- 5. Risk Management Impact: NA**
- 6. Financial and Resources Impact: NA**
- 7. Capital Works Business Case Evaluation: NA**
- 8. Community and Other Consultation: Nil**

9. Officer Comments/Conclusions:

As detailed above, the report is a useful tool for the local Government Industry in Tasmania.

The value on the report is in its *analysis, interpretation and use*.

I am more than happy to schedule consideration of the report at an upcoming forum for a more detailed examination by Council.

All Councillors have been provided a copy of the above report.

Officer Recommendation:

That in relation to the recently released Measuring Council Performance in Tasmania 2004/2005 Report,

That the report be received and noted.

Motion:

That in relation to the recently released Measuring Council Performance in Tasmania 2004/2005 Report,

Cr. Muir moved and Cr. Thwaites seconded that the report be received and noted.

CARRIED UNANIMOUSLY

7.1.5 Waste Management – Regional Bodies and Levy Consideration.

Report Author: General Manager

File reference: Waste Management/Fees and Charges

1. Background:

Councillors will recall that the issue of waste management was again raised with Local Government at a meeting in Launceston in December 2005.

The meeting was attended by the then Minister for the Environment and Planning, with representatives of the Environment Division and John Ward of Sustainability Victoria. Details were given of what were considered unsatisfactory waste management and recycling outcomes being achieved in Tasmania, and the need to have this addressed.

The issue and future of waste management in Tasmania has been simmering for some time.

I attach as agenda attachments copies of the following:

*Then Minister Jackson letter of January 19 2006 re proposal to fund improved waste management (refer **Attachment 10**)*

*Chair (Cradle) Regional Waste Management Advisory Group of January 18 2006 re Discussion Papers – ‘Regional Waste Management in Tasmania’ and ‘A Producer Pays approach to funding waste management in Tasmania’ (refer **Attachment 11**)*

*Improving Waste Management in Tasmania - what and why - Warren Jones DPIWE (refer **Attachment 12**)*

*Discussion Paper ‘A Producer Pays approach to funding waste management in Tasmania’(refer **Attachment 13**)*

*Letter – Chair Southern Waste Strategy Authority dated June 1 2006 (refer **Attachment 14**)*

Given past history, poor performance in waste management on a number of fronts, and the various pushes to see change in this area it is probably in Councils interest to lobby the Local Regional Waste Management Advisory Group to take steps toward a Local Government / industry initiated waste management strategy.

It would appear inevitable that Local Government needs to establish processes/changes or those changes will be legislatively imposed by State Government.

The correspondence from the Southern Waste Strategy Authority indicates that costs would be far less under a local government imposed regime.

2. Relationship to Strategic/Operational Plan: Nil

3. Council policy context: Nil

4. Legislative impact:

Nil at this time.

5. Risk Management Impact: NC

6. Financial and Resources Impact:

The cost to Local Government and its community to deal with improvement in the waste management area may well be higher under some form of State Government imposed structure

7. Capital Works Business Case Evaluation: NC

8. Community and Other Consultation: Nil

9. Officer Comments/Conclusions:

The Southern Waste Strategy Authority has a vested interest to ensure further work on waste management is undertaken in the North and Northwest.

A State Government imposed regime may well spell the end of regional group management by Local Government.

Officer Recommendation:

That Council

1. liaise with the NW Regional Waste Management Advisory Group in an endeavour to work cooperatively to identify opportunities for further practical waste minimisation work to be undertaken at a regional level and to avoid the possible imposition of a State Government bureaucracy and levy imposition across all Local Government in Tasmania.
2. seek to ensure that any further development regarding State imposed levy or structures come before Council for further consideration.

Motion:

Cr. Deverell moved and Cr. Jordan seconded that Council

1. *liaise with the NW Regional Waste Management Advisory Group in an endeavour to work cooperatively to identify opportunities for further practical waste minimisation work to be undertaken at a regional level and to avoid the possible imposition of a State Government bureaucracy and levy imposition across all Local Government in Tasmania.*
2. *seek to ensure that any further development regarding State imposed levy or structures come before Council for further consideration.*

CARRIED UNANIMOUSLY

[Proposal to fund Improved Waste Management and information documents from forum held 7/12/2005](#)
[Hand out from forum - Improving waste management in Tasmania, why and what](#)
[Regional Waste Management Advisory Group](#)
[Southern Waste Strategy Authority - Proposal for a state-wide waste levy](#)

7.2 MANAGER OF TECHNICAL SERVICES

7.2.1 Kentish Council Purchasing Policy

Report Author: Manager of Technical Services
File reference: Corporate/Tendering

1. Background:

On 26 June 2006 Council received notification from the Premier that the tendering threshold will be increased from \$50,000 to \$100,000 (refer **Attachment 15**).

To continue efficient operations, the Technical Services Department have highlighted the need to review the different thresholds in Council's Purchasing Policy.

2. Relationship to Strategic / Operational Plan: Nil

3. Council policy context:

Modification to existing policy

4. Legislative impact:

see above

5. Risk management impact: Nil

6. Financial and Resources Impact: Nil

7. Capital Works Business Case Evaluation: NA

8. Community and other consultation: Nil

9. Officer Comments / Conclusions:

While the tendering process has many benefits, for smaller projects it can be quite cumbersome, because delays prevent smaller companies from submitting to do the work and often ultimately proves more costly. The building/construction environment at present is very active, and often obtaining even a single quote or tender for small jobs can be difficult.

Three changes have been proposed to the tendering policy (refer **Attachment 16**):

1. to lift the tendering threshold from \$50,00 to \$75,000
2. to lift the written quotations (2) range from \$10,000 to \$20,000
3. including Councillors on the gift register

Officer Recommendation:

That the Kentish Council Purchasing Policy, as amended and as attached, be adopted by Council.

Motion:

Cr. Deverell moved and Cr. Muir seconded that the Kentish Council Purchasing Policy, as amended and as attached, be adopted by Council.

CARRIED UNANIMOUSLY

[Letter from the Premier re review of the Local Government Act 1993 and changes to tender threshold Kentish Council Purchasing Policy](#)

7.2.2 Lorinna Road Technical Review and Engineering Assessment

Report Author: Manager of Technical Services

File reference: Roads/Maintenance

1. **Background:**

Expressions of Interest for the Lorinna Road Technical Review and Engineering Assessment closed on 9 June 2006. Eight strong applications were received from Tasmanian and interstate firms.

The firms were assessed on:

- relevant experience of key personnel
- methodology of investigation
- timeframe which assessment could be undertaken
- depth of the company
- hourly rates of personnel and order of cost to undertake investigation

The company which most strongly satisfied these criteria were GHD Pty Ltd. GHD Pty Ltd have strong Engineering and Geotechnical experience worldwide; in Tasmania projects of a similar nature include:

- Meander Dam 2km access road and power station road in steep and rough terrain
- Waratah Road upgrade
- Tolmans Hill Road design in steep and rough terrain
- Coopers Road landslip assessment
- Princess Creek Dam access road Queenstown
- West Coast Link Road – major rural road design and construction supervision

At the time of writing this report, GHD Pty Ltd were reviewing all of the past documentation. This will be followed by an onsite visit of key personnel. It should be noted that at this stage GHD Pty Ltd believe they can comply with the 18 August 2006 deadline.

2. **Relationship to Strategic / Operational Plan: Nil**

3. **Council policy context: Nil**

4. **Legislative impact: Nil**

5. **Risk management impact:**

As detailed to Council previously – there are significant structural and safety concerns associated with the existing Lorinna access road.

6. Financial and Resources Impact:

The conservative order of cost to undertake the works is \$29,000.

7. Capital Works Business Case Evaluation: NA

8. Community and other consultation:

Due to this stage of the investigation being purely "Technical", community consultation will be at the request of GHD Pty Ltd. The outcomes of this investigation will be clearly communicated to the community.

9. Officer Comments / Conclusions:

Nil

Officer Recommendation:

That the report be received and noted.

Motion:

Cr. Muir moved and Cr. Jordan seconded that the report be received and noted.

CARRIED UNANIMOUSLY

7.3 CORPORATE SERVICES & FINANCE MANAGER

7.3.1 Financial Report for the period ending June 30 2006.

Report Author: Corporate Services & Finance Manager

File reference: FIN/Reporting

The Report follows.

Officer Recommendation:

That the Financial Report for the period ending June 30 2006 be received and noted.

Motion:

Cr. Jordan moved and Cr. Lambert seconded that the Financial Report for the period ending June 30 2006 be received and noted.

CARRIED UNANIMOUSLY

KENTISH COUNCIL

RECURRENT INCOME / EXPENDITURE COMPARISON

YEAR TO DATE JUNE 2006

Programme Area	Note	Year to Date Actual	Full Yr Revised Budget	% of Full Yr Budget Spent
<u>Community Development</u>	2			
Tourism & Area Promotion				
Total Income		204687	174280	
Total Expenditure		-339499	-365450	
Net Gain / -Cost to Council		-134812	-191170	70.52%
Child Care Services				
Total Income		39	40	
Total Expenditure		-920	-750	
Net Gain / -Cost to Council		-881	-710	124.08%
Community Activities				
Total Income		55360	30051	
Total Expenditure		-62637	-90030	
Net Gain / -Cost to Council		-7277	-59979	12.13%
Community Development				
Total Income		13802	350	
Total Expenditure		-96967	-94395	
Net Gain / -Cost to Council		-83165	-94045	88.43%
S E S Unit				
Total Income		1562	1700	
Total Expenditure		-17407	-17150	
Net Gain / -Cost to Council		-15845	-15450	102.56%
Youth Activities				
Total Income		29646	19966	
Total Expenditure		-77956	-96820	
Net Gain / -Cost to Council		-48310	-76854	62.86%
Programme Totals				
Total Income		305096	226387	
Total Expenditure		-595386	-664595	
Net Gain / -Cost to Council		-290290	-438208	66.24%

Programme Area	Note	Year to Date Actual		Full Yr Revised Budget		% of Full Yr Budget Spent	
<u>Corporate Services</u>	3						
Finance & Administration							
Total Income		3478883		3514250			
Total Expenditure		-659535		-637579			
Net Gain / -Cost to Council		2819348		2876671		98.01%	surplus
Information Technology							
Total Income		327		300			
Total Expenditure		-144683		-147475			
Net Gain / -Cost to Council		-144356		-147175		98.08%	
Office & Chamber							
Total Income		0		0			
Total Expenditure		-40675		-36575			
Net Gain / -Cost to Council		-40675		-36575		111.21%	
Programme Totals							
Total Income		3479210		3514550			
Total Expenditure		-844893		-821629			
Net Gain / -Cost to Council		2634317		2692921		97.82%	
<u>Governance</u>	4						
Elected Members							
Total Income		78		0			
Total Expenditure		-112260		-112285			
Net Gain / -Cost to Council		-112182		-112285		99.91%	
Executive Support							
Total Income		2698		75			
Total Expenditure		-147617		-139250			
Net Gain / -Cost to Council		-144919		-139175		104.13%	
Programme Totals							
Total Income		2776		75			
Total Expenditure		-259877		-251535			
Net Gain / -Cost to Council		-257101		-251460		102.24%	

Programme Area	Note	Year to Date Actual	Full Yr Revised Budget	% of Full Yr Budget Spent
<u>Recreation & Reserves</u>	5			
Parks & Reserves				
Total Income		28	25	
Total Expenditure		-151368	-133548	
Net Gain / -Cost to Council		-151340	-133523	113.34%
Public Halls				
Total Income		3234	2200	
Total Expenditure		-189095	-134875	
Net Gain / -Cost to Council		-185861	-132675	140.09%
Sports Grounds				
Total Income		4210	4364	
Total Expenditure		-85540	-72475	
Net Gain / -Cost to Council		-81330	-68111	119.41%
Townships Maintenance				
Total Income		0	0	
Total Expenditure		-254934	-256400	
Net Gain / -Cost to Council		-254934	-256400	99.43%
Programme Totals				
Total Income		7472	6589	
Total Expenditure		-680937	-597298	
Net Gain / -Cost to Council		-673465	-590709	114.01%
<u>Regulatory</u>	6			
Animal Control				
Total Income		26378	25542	
Total Expenditure		-21474	-21500	
Net Gain / -Cost to Council		4904	4042	121.33% surplus
Building Control				
Total Income		114739	96000	
Total Expenditure		-135338	-123460	
Net Gain / -Cost to Council		-20599	-27460	75.01%
Environmental Health				
Total Income		23505	20130	
Total Expenditure		-22229	-22550	
Net Gain / -Cost to Council		1276	-2420	-52.73%
Planning Control				
Total Income		54163	90504	
Total Expenditure		-144191	-122868	
Net Gain / -Cost to Council		-90028	-32364	278.17%
Programme Totals				
Total Income		218785	232176	
Total Expenditure		-323232	-290378	
Net Gain / -Cost to Council		-104447	-58202	179.46%

Programme Area	Note	Year to Date Actual	Full Yr Revised Budget	% of Full Yr Budget Spent
<u>Roads & Other Infrastructure</u>	7			
Roads, Streets & Bridges				
Total Income		1575572	1232250	
Total Expenditure		-1872721	-1826450	
Net Gain / -Cost to Council		-297149	-594200	50.01%
Works				
Total Income		19721	4650	
Total Expenditure		-129967	-156850	
Net Gain / -Cost to Council		-110246	-152200	72.43%
Works Depot				
Total Income		0	0	
Total Expenditure		-29682	-24266	
Net Gain / -Cost to Council		-29682	-24266	122.32%
Private Works				
Total Income		3804	5000	
Total Expenditure		-1365	-3000	
Net Gain / -Cost to Council		2439	2000	121.95% surplus
Programme Totals				
Total Income		1599097	1241900	
Total Expenditure		-2033735	-2010566	
Net Gain / -Cost to Council		-434638	-768666	56.54%
<u>Waste Management</u>	8			
Household Collection				
Total Income		135139	135500	
Total Expenditure		-94219	-110500	
Net Gain / -Cost to Council		40920	25000	163.68% surplus
Waste Transfer Stations				
Total Income		64419	42500	
Total Expenditure		-165750	-193080	
Net Gain / -Cost to Council		-101331	-150580	67.29%
Programme Totals				
Total Income		199558	178000	
Total Expenditure		-259969	-303580	
Net Gain / -Cost to Council		-60411	-125580	48.11%

Programme Area	Note	Year to Date Actual	Full Yr Revised Budget	% of Full Yr Budget Spent
<u>Water & Sewerage</u>	9			
Kentish Water				
Total Income		496271	476500	
Total Expenditure		-384270	-438507	
Net Gain / -Cost to Council		112001	37993	294.79% surplus
Sub Total - Water				
Total Income		496271	476500	
Total Expenditure		-384270	-438507	
Net Gain / -Cost to Council		112001	37993	294.79% surplus
Railton Sewerage				
Total Income		196409	196000	
Total Expenditure		-177077	-233755	
Net Gain / -Cost to Council		19332	-37755	n c
Sheffield Sewerage				
Total Income		187366	190250	
Total Expenditure		-250893	-246253	
Net Gain / -Cost to Council		-63527	-56003	113.43%
Cradle Valley Sewerage				
Total Income		136364	136364	
Total Expenditure		-476340	-500000	
Net Gain / -Cost to Council		-339976	-363636	93.49%
Sub Total - Sewerage				
Total Income		520139	522614	
Total Expenditure		-904310	-980008	
Net Gain / -Cost to Council		-384171	-457394	n c
Programme Totals				
Total Income		1016410	999114	
Total Expenditure		-1288580	-1418515	
Net Gain / -Cost to Council		-272170	-419401	n c
<u>Other</u>	10			
Fire Service Levy				
Total Income		125566	127650	
Total Expenditure		-106343	-123650	
Net Gain / -Cost to Council		19223	4000	480.58% surplus
Miscellaneous				
Total Income		1594	500	
Total Expenditure		-98648	0	
Net Gain / -Cost to Council		-97054	500	n c
Programme Totals				
Total Income		127160	128150	
Total Expenditure		-204991	-123650	
Net Gain / -Cost to Council		-77831	4500	n c

Programme Area	Note	Year to Date Actual	Full Yr Revised Budget	% of Full Yr Budget Spent
Summary - All Programmes				
Total Income		6955564	6526941	
Total Expenditure		-6491600	-6481746	
Net Gain / -Cost to Council		463964	45195	1026.58% surplus

Notes:

1. The determination of the June 30 financial results is a work in progress at present. Final accounts are to be submitted for audit no later than 31st August.

2. Community Development.

* The overall result for this department was \$147,900 better than budget

* Revenue from all programme areas exceeded budget by \$78,700, and this was largely due to

- receipt of unbudgeted government grants - \$24,350

- above budget reimbursements of \$23,500

- higher than planned V I C Bookings Income - \$26,750

* Expenditure was lower than budget by \$69,200

* Savings were obtained in

Area Promotion	\$25,950
Community Activities	\$27,400 and
Youth Affairs	\$18,550

3. Corporate Services.

* This area had an unfavourable variance of \$58,600

* Revenue was down by \$35,350 (1.0%)

* Expenses were above budget by \$23,250 in the Finance and Admin area, with over runs in legal fees, collection costs and communications costs being the main factors

4. Governance

* A small unfavourable variance of \$5,640 occurred.

5. Recreation & Reserves

* This programme area incurred an unfavourable variance of \$82,750

* The following sections contributed:

- Parks and Reserves \$17,800 higher than budgeted external contract costs

- Public Halls & Other Buildings \$54,250 higher depreciation arising from revised building valuations

- Sports Grounds \$13,000 combination of higher maintenance and depreciation costs

6. Regulatory

* An unfavourable variance of \$46,250

* Revenue was down by \$13,390, mainly in the Planning (development applications) area

* Costs exceeded budget by \$32,850, and the increases were mainly in building and planning consultant charges

7. Roads and Other Infrastructure

* A favourable variance of \$334,030, brought about almost entirely by the receipt of the \$320,000 R2R "bonus" payment

8. Waste Management

* A favourable variance of \$65,170, with \$16,000 savings in the Household Collection area and a further \$27,300 savings in the Waste Transfer area

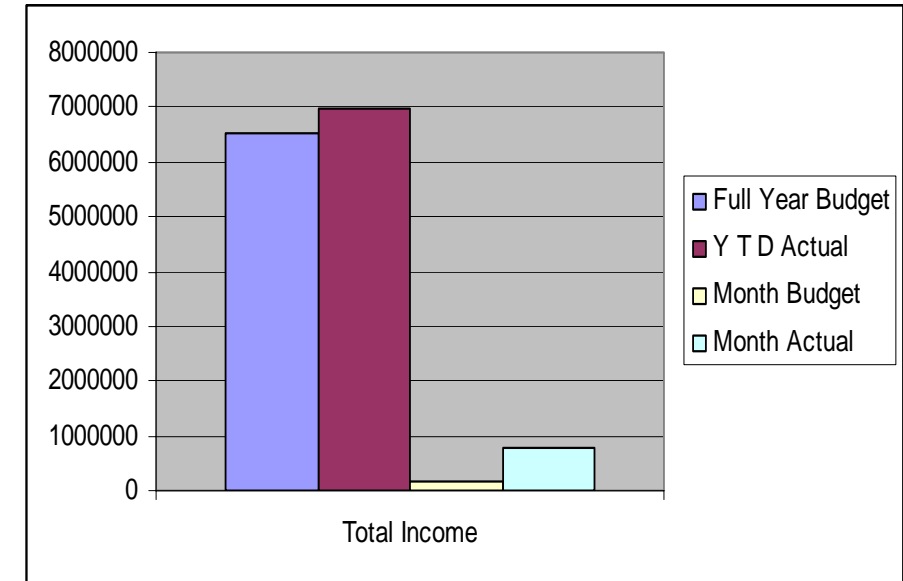
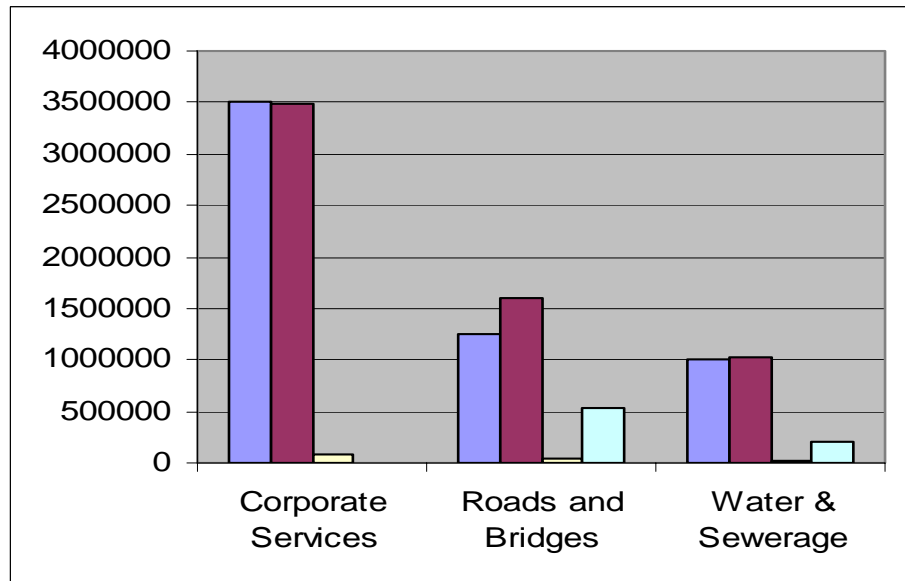
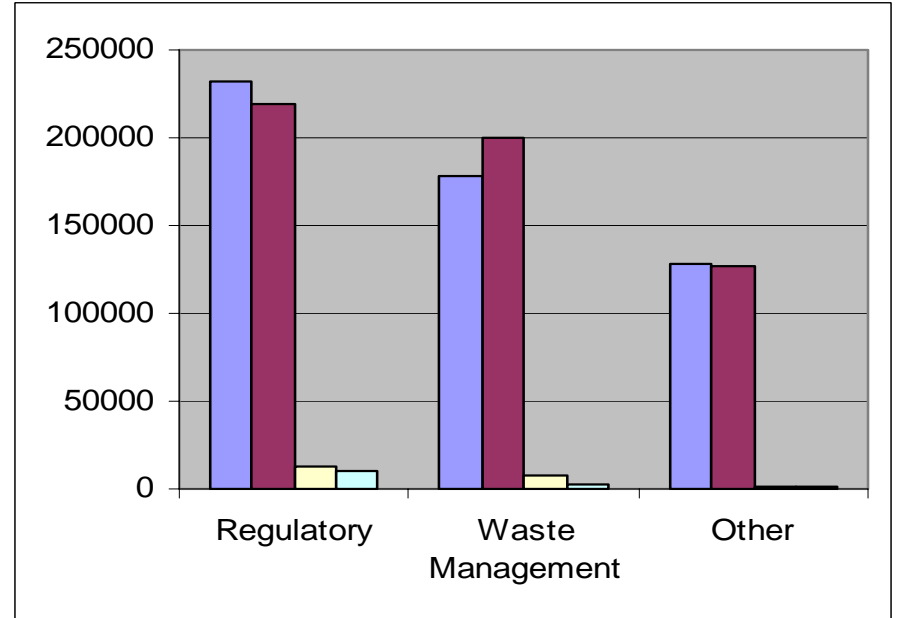
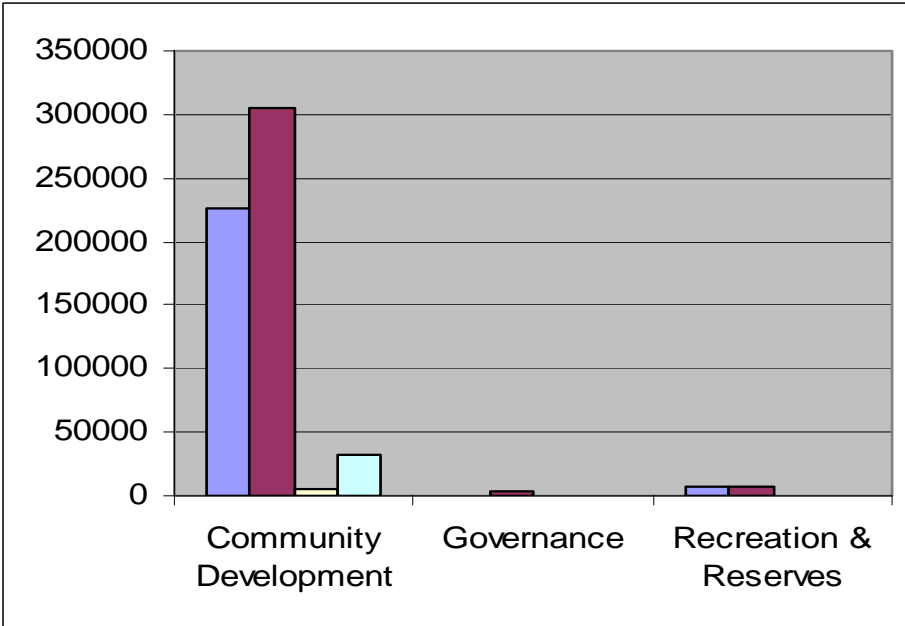
* In addition, a grant of \$18,950 for the Wilmot Waste Oil facility was not budgeted for.

9. Water & Sewerage

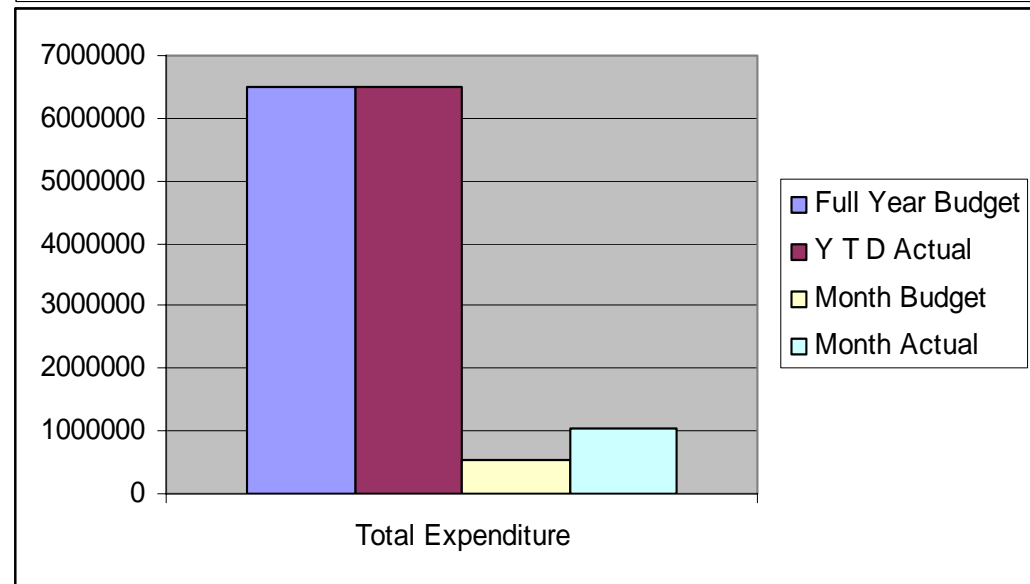
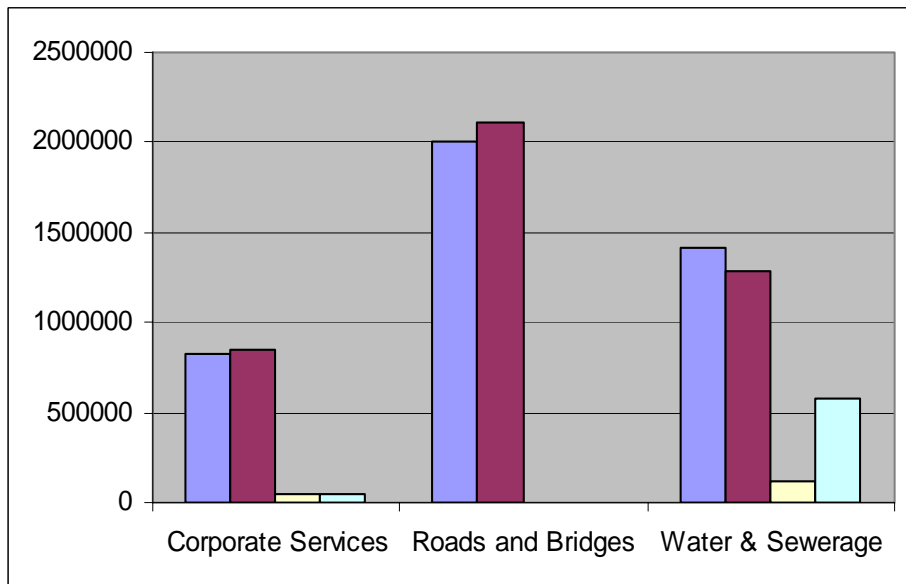
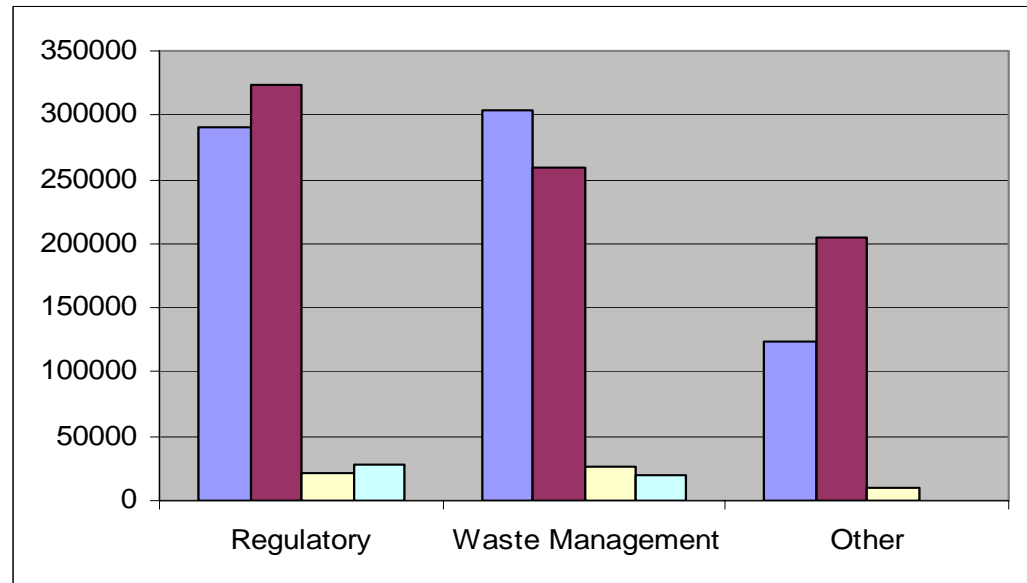
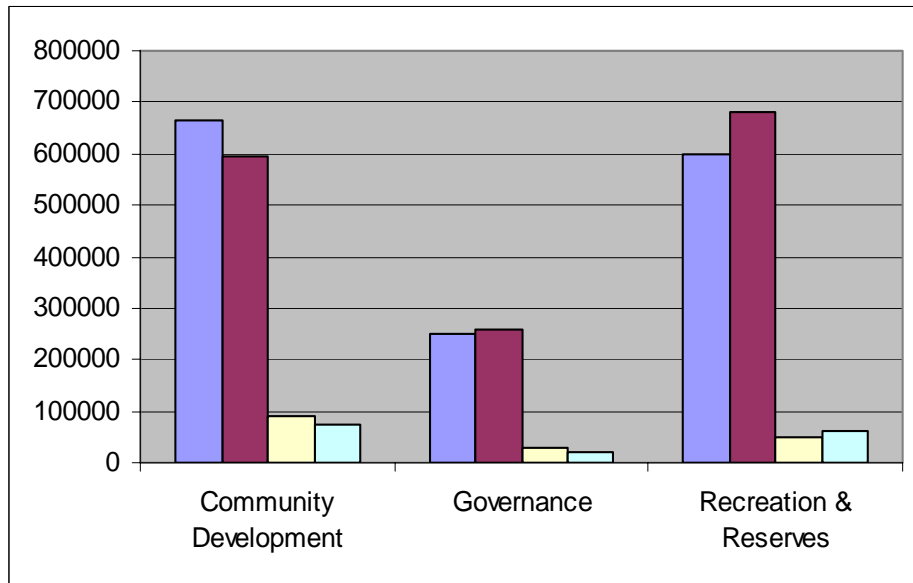
- * There was a favourable variance of \$74,000 in the water area
- * Revenue was \$20,000 better than budgeted
- * Costs were \$54,230 below planned levels, with the main savings in water purchase costs
Cradle Coast Water are normally two months behind in billing for water supplied.
- * In the sewerage area a favourable variance of \$73,200 arose
- * Revenue was in line with budget
- * Expenses were \$76,000 lower, with Railton being some \$50,000 below budget in the treatment, pumping, maintenance and monitoring areas, Sheffield \$7,000 over budget and Cradle Valley \$25,000 under budget

10. Other

- * This area is running \$82,000 over budget (unfavourable)
- * The fire service contribution collected exceeded the charge by \$15,000, with the budgeted charge appearing to have been over estimated
- * The write off of plant items traded and sold during the year amounts to \$98,650.
There was no budget for this activity



KENTISH COUNCIL OPERATING INCOME JUNE 2006



KENTISH COUNCIL OPERATING EXPENSE JUNE 2006

KENTISH COUNCIL					
2005 - 2006 CAPITAL EXPENDITURE ANALYSIS					
JUNE 2006					
Item	Gen Ledger Reference	Revised Capital Budget	June Month Expense	Year to Date Expense	Comments
Tourism / Area Promotion					
Tourism signage	2191101	9,700	250	250	
Hopes Mill corner	2191102	20,000	13,369	22,245	
Mural Park	2191103	10,000	1,075	9,632	Completed
Community Development					
Wilmot Memorial Hall extension	2191104	60,000	9,090	56,202	
Drill Hall - Working Art	2191109	7,500	1,755	15,557	
Kentish Museum	2191105	20,000		17,166	
BMX track, Railton - Stage 1	2191106	15,000	2,855	4,114	
Child Care Services					
Railton playgroup premises	2191107	4,500		3,398	Work complete
Office & Chamber					
New office & chamber building	2191201	2,000		0	
Office Renovations	2191208	32,000	381	28,369	
Information Technology					
Computers & associated equipment - replacement schedule	2191202	43,000		27,128	
Council Manager system	2191203	17,000		17,000	
Network server	2191204	18,500		21,239	Completed
Dataworks Implementation	2191205	40,000	688	37,198	
Telephone system	2191206	-		0	
Broadband access for Kentish	2191207	25,000		16,479	Completed
Electronic diaries	2191208	2,000		1,996	Completed
Public Halls					
Barrington Hall	2191401	2,500		2,681	Completed
Beulah Hall	2191402	1,000		722	Completed
Claude Road Hall	2191403	2,000		975	
Green Hall	2191404	3,500		3,259	Completed
Kings Hall	2191405	7,100		6,066	Completed
Sheffield Town Hall	2191406	15,000		1,275	
Other Buildings					
Visitor Information Centre	2191407			-	
Visitor Information Centre Toilets	2191408	105,000		101,767	
Parks & Reserves					
Mural Park	2191409	5,350		5,196	Completed
Kentish Park	2191410	12,500		9,448	Completed
KGV Park, Sheffield	2191411	10,000		5,224	Completed
Lake Barrington Park, Wilmot	2191412	6,500		5,978	Completed
Railton Recreation Ground	2191413	5,000		1,525	
Wilmot Recreation Reserve	2191414	2,500		0	
Drainage - Sheffield Recreation Reserve	2191415		11,841	19,178	
Roads, Bridges etc					
Main Street Sheffield	2191601	30,000		9,480	No further work in 0506
Main St Water Infrastructure Upgr.	2191602	40,000	29,231	52,714	
Foster (Main) Street Railton	2191603	48,865	19,162	37,342	
Lay-by, western end Main Road Sheffield	2191604	35,000	8,457	9,365	
New R2R Scheme projects - Sheffield Road	2191605	125,000		125,068	Completed
Road reseals	2191606	350,000		329,562	Completed
Road resheets	2191607	330,000		330,658	Completed
Lockwoods Road Bridge	2191608	90,000		89,854	Completed
Bridge #1017 - Dawkins Rd	2191609	7,000		5,724	Completed
Bridge # 1077 - Lower Beulah Rd	2191610	210,000	45,000	46,950	

7.3.2 Fire Service Contributions

Report Author: Corporate Services & Finance Manager
File reference: Rates and Valuations – Rate Payment

1. Background:

Since 1995, under the provisions of the Fire Service Act 1979, all Tasmanian Councils have been required to collect a fire service contribution on behalf of the Tasmanian Fire Service (TFS). The amount of this contribution has been previously determined by the TFS and advised to each Council, and the charging and collection has then been arranged through the annual rates notifications.

There has always been a perception among Councils that this process is not fair to Councils in that they have no control over the level of contributions charged and obtain no benefit from it, and yet they are required to administer its collection and be the primary focus for any community backlash or dissatisfaction with it.

The substantial increase in the contribution demanded for the 2006-2007 year has prompted discussion at the 2006 Local Government Association of Tasmania (LGAT) Annual Meeting suggesting that Councils encourage LGAT to lobby the State Government to remove from Councils the responsibility for the charging and collection of this contribution and to require the Tasmania Fire Service, or a similar government agency, to administer it from its own resources.

Council is aware that Launceston and Latrobe Councils have resolved to approach LGAT in this regard and details are attached (refer **Attachment 17**).

2. Relationship to Strategic/Operational Plan: Nil

3. Council policy context: Nil

4. Legislative impact:

The Fire Service Act 1979 contains provision for Council to include the charging to the fire service contribution in their overall rate demands. Any change to this arrangement will require a change to the legislation.

5. Risk Management Impact: Nil

6. Financial and Resources Impact:

Council receives a financial consideration equivalent to 4% of the charge for undertaking the charging and collection of the fire service contribution. Responsibility for the administration of this process rests with the Rates and Property Services Officer.

7. Capital Works Business Case Evaluation: NA

8. Community and Other Consultation: NA

9. Officer Comments/Conclusions:

Nil

Officer Recommendation:

That Council write to LGAT in support of its determination to lobby the State Government to remove from Councils the responsibility for charging and collecting the fire service contribution and to restore management and collection of the levy to the agency concerned.

Motion:

Cr. Burrows moved and Cr. Muir seconded that Council write to LGAT in support of its determination to lobby the State Government to remove from Councils the responsibility for charging and collecting the fire service contribution and to restore management and collection of the levy to the agency concerned.

CARRIED UNANIMOUSLY

[Launceston City Council resolution passed by Council regarding the Local Government Fire Services C...](#)
[Copy of letter from Latrobe Council to LGAT regarding Fire Service Commission](#)

7.3.3 Premises at 69 High Street, Sheffield

Report Author: Corporate Services & Finance Manager

File reference: Rates and Valuations – Rate Payments/Exemptions

1. Background:

The property at 69 High Street, Sheffield, previously known as “Southland Ministries” was classified as a Category B ratepayer under Council’s Rates Remissions Policy. The classification entitled that organisation to an exemption from general rates but not from all service rates, including the fire service levy (refer **Attachment 18**).

This property has recently been sold and the new owner has advised Council that it “has been renamed ‘To Dwell’ and is used for the sole purpose of Christian organisations and Christian groups to use as a retreat centre”.

The new owner, Louisa de Bruyn, has submitted that the rating concessions accorded to Southland Ministries should be extended to To Dwell.

2. Relationship to Strategic/Operational Plan: Nil

3. Council policy context:

Policy Number 2:04:2002 – Rate Remissions, refers.

4. Legislative impact:

The *Local Government Act 1993*, Section 129, allows ratepayers to apply in writing for remission of all or part of any rates payable and empowers Council, by absolute majority, to approve or reject any such applications.

5. Risk Management Impact: Nil

6. Financial and Resources Impact:

The general rate revenue foregone, if the remission is granted, amounts to \$1156.

7. Capital Works Business Case Evaluation: NA

8. Community and Other Consultation: Nil

9. Officer Comments/Conclusions:

Officer Recommendation:

That Council accepts To Dwell's status as a Class (B) ratepayer under the Rates Remission policy and remits the general rate component of this rate demand.

Motion:

Cr. Sherriff moved and Cr. Jordan seconded that Council accepts To Dwell's status as a Class (B) ratepayer under the Rates Remission policy and remits the general rate component of this rate demand.

Amendment:

As an Amendment to Motion 7.3.3 Cr. Burrows moved and Cr. Deverell seconded that Council defer making a decision on this motion until further and more detailed information can be determined regarding the operations / activities from premises at 69 High Street Sheffield.

Those in favour of the Amendment: Crs Braid, Sherriff, Lambert, Haberle, Thwaites, Jordan, Muir, Deverell and Burrows.

The Amendment was therefore CARRIED UNANIMOUSLY

The amendment became the Motion

Those in favour of the Motion: Crs Braid, Sherriff, Lambert, Haberle, Thwaites, Jordan, Muir Deverell and Burrows.

The motion was therefore CARRIED UNANIMOUSLY

[Rate Remission Policy](#)

7.4 COMMUNITY DEVELOPMENT MANAGER

7.4.1 Memorandum of Understanding (MOU) between Kentish Council and University of Tasmania (UTAS) Faculty of Science Rural Clinical School

Cr Haberle declared an interest in item 7.4.1 and left the Chamber at 8.03pm

Report Author: Community Development Manager
File reference: Community Relations/Meetings

1. Background:

With the increasing need to attract doctors to rural areas the University of Tasmania (UTAS) Rural Clinical School (RCS) has attracted Commonwealth funding to lease premises in Sheffield for the purpose of providing residential accommodation for medical, nursing, psychology and pharmacy students.

The aim of the UTAS Rural Clinical School is to prepare clinical practitioners who are able to meet the health needs of rural and regional communities. It has been found that with a good experience provided by the rural placements the students are more likely to practice in rural areas once qualified.

Kentish Council's responsibilities shall be to:

- Accept funds to the amount of \$26,800 from the RCS in the 2005/06 financial year.
- Re-direct these funds to meet rental costs associated with the property to the lessor by direct debit on a monthly basis from 1 July 2006 to 31 December 2008.
- Provide the Chief Executive, RCS with a Statement of Income and Expenditure at six monthly intervals.
- Nominate a representative to the RCS's Community Advisory Board (Community Development Manager sits on the board).

The Kentish Council is not responsible for the maintenance and upkeep of the property or any associated costs.

The Kentish Council is not responsible for the tenants of the property or any associated issues.

The benefit to the community is twofold; while living and studying in the area students are willing to become involved in the community, giving talks and offering career advice to our schools, service clubs etc. and, once qualified, students are more likely to practice in rural areas.

2. Relationship to Strategic/Operational Plan:

The 2005-2010 Kentish Council Strategic Plan states that Council will:

- *Support the development of health services and initiatives*
- *Support the provision of a range of health practitioners and services within the municipality*

3. Council policy context:

Council does not have a specific policy document covering this arrangement. The Memorandum of Understanding (refer **Attachment 19**) is designed to set out the commitments and responsibilities of Kentish Council and the UTAS Rural Clinical School.

4. Legislative impact: Nil

5. Risk Management Impact: Nil

6. Financial and Resources Impact:

Kentish Council received \$26,800 from UTAS Rural Clinical School and will re-direct these funds to meet rental costs associated with the property over 3 years.

Costs to Kentish Council are all in-kind staff resources.

7. Capital Works Business Case Evaluation

Nil

8, Community and Other Consultation:

Management and staff of the UTAS Rural Clinical School have had input to the formation of this Memorandum of Understanding.

The Community Development Manager will develop a local support group of stakeholders, local organisations and locals that will meet to monitor the "community experience" of the students and make recommendations from a local level back to the UTAS Rural Clinical School Community Advisory Board.

9. Officer Comments/Conclusions:

Officer Recommendation:

That Council enters into and formalises a Memorandum of Understanding between Kentish Council and the University of Tasmania Faculty of Science Rural Clinical School for the receipt and remittance of the Rural Clinic School Program rental monies and for the General Manager to sign the document on behalf of Council.

Motion:

Cr. Muir moved and Cr. Thwaites seconded that Council enters into and formalises a Memorandum of Understanding between Kentish Council and the University of Tasmania Faculty of Science Rural Clinical School for the receipt and remittance of the Rural Clinic School Program rental monies and for the General Manager to sign the document on behalf of Council.

CARRIED UNANIMOUSLY

Cr. Haberle returned to the Chamber at 8.05pm

7.4.2 Railton BMX Jump Park By-law

Report Author: Youth Development Officer
File reference: Project/BMX Jump Park

1. Background:

The Kentish Youth Council and Kentish Youth Services, together with the Kentish Youth Officer and consultant Michael O'Meara, conducted a youth forum in March 2004 "The Big Speak Out".

The Big Speak Out identified the number one priority project for young people in Kentish was the development of a BMX Park in Railton.

A feasibility study was completed in 2005 and a report went to Council which identified the preferred site (opposite the Green Hall) and authorisation was given to draw up plans, which have now been completed.

Planning approval was completed in February 2006 conditioning the preparation of a by-law to ensure appropriate standards of behaviour and usage within stipulated hours are observed.

Council allocated \$15,000 in the 2005/06 Budget and Annual Plan and \$52,650 in the 2006/07 Budget and Annual Plan to complete the project.

2. Relationship to Strategic/Operational Plan:

The Kentish Council Strategic Plan 2005-10:8,9 states in relationship to the youth of Kentish that;

"Our Vision for Youth is to support and empower them, recognising and nurturing their importance and contribution to the future of the Kentish community..."

Further to this Kentish Council's strategic plan cites;

"We will....

- *Support the provision of opportunities for sporting and recreational engagement*

Listed also in major goals for Youth in 2005-10;

- *Establish the viability of a well developed and maintained BMX Park in Railton*

3. Council policy context: NA

4. Legislative impact:

Pursuant to the *Local Government Act 1993*:

145. General power to make by-laws

(1) A council may make by-laws in respect of any act, matter or thing for which a council has a function or power under this or any other Act.

(2) By-laws under this Part may be made so as to apply differently according to matters, limitations or restrictions, whether as to time, circumstance or otherwise, specified in the by-laws.

146. Applicability of by-laws

By-laws may –

- (a) be made to apply to the whole, or separately to a part or parts of, a municipal area; and
- (b) make provision for matters or things to be referred to in general terms.

148. Penalties and recovery of expenses

(1) By-laws may –

(a) provide that a contravention of, or a failure to comply with, any of the by-laws is an offence; and

(b) in respect of such an offence, provide for the imposition of a fine not exceeding 20 penalty units and, in the case of a continuing offence, a further fine not exceeding 2 penalty units for each day during which the offence continues.

(2) By-laws may provide that, in addition to a penalty imposed in relation to a failure to comply with or a contravention of the by-laws, an expense incurred by a council in consequence of that failure or contravention is recoverable by the council as a debt payable by the person so failing to comply or contravening.

150. Restrictions on making of by-laws

(1) A council must not make a by-law which –

(a) applies retrospectively; or

(b) shifts the burden of proof unless any Act specifically provides for this; or

(c)

(d) is contrary to law or is in conflict with any planning scheme in the municipal area; or

(da) restricts competition or has a significant impact on business unless the outcome is justified in the public interest; or

(e) exempts a person from prosecution for nuisance at common law; or

(f) exempts the council from any liability; or

(g) permits a rate, charge, fee or fine to be determined, altered or substituted otherwise than by amendment to the by-law.

(2) Any provision of a by-law which contravenes this section is invalid.

152. Enforcement

(1) By-laws may authorize employees of a council –

(a) to remove any person from land owned by, or under the control of the council whom they reasonably believe is offending against a by-law; and

(b) to remove anything which is on such land without the approval of the council.

(2) By-laws may authorize a police officer –

(a) to carry out any action under subsection (1); and

(b) to arrest a person who is on land owned by, or under the control of, the council and whom the police officer reasonably believes is offending against a by-law.

153. Publication of by-laws

(1) A council must cause a by-law to be published in the *Gazette*.

(2) A by-law that is not published in the *Gazette* is of no effect.

154. Repeal and amendment of by-laws

(1) A by-law may be repealed or amended–

(a) by another by-law; or

(b) on the recommendation of the Minister, by an order of the Governor.

(2)

(3) If a by-law or part of a by-law is disallowed under section 47 of the *Acts Interpretation Act 1931*, the Minister, by notice in the *Gazette*, is to notify –

(a) the fact of the disallowance; and

(b) the date of the disallowance.

155. Expiry of by-laws

A by-law, whether later amended or not, expires 10 years after the date on which it takes effect unless it is expressed to expire sooner.

156. Motion of intention to make by-law

(1) A council which intends to make a by-law is to pass a resolution by an absolute majority to that effect.

(2) A by-law which is made without the resolution referred to in subsection (1) is invalid.

156A. Regulatory impact statement

(1) A council is to prepare a regulatory impact statement in respect of any by-law it intends to make.

- (2) A regulatory impact statement is to include the following:
- (a) the objectives of the by-law and the means by which the by-law is intended to achieve them;
 - (b) the nature of any restriction on competition;
 - (c) an assessment of the costs and benefits of –
 - (i) any restriction on competition; or
 - (ii) any impact on the conduct of business;
 - (d) any alternative option considered by the council;
 - (e) an assessment of the greatest net benefit or least net cost to the community;
 - (f) an assessment of the direct and indirect economic, social and environmental impact of the by-law;
 - (g) details of the proposed public consultation process.
- (3) If a council assesses that a proposed by-law is unlikely to impact on business or restrict competition, it is to state in the regulatory impact statement the reasons for that assessment.
- (4) If a council assesses that a proposed by-law is likely to impact on business or restrict competition, it is to state in the regulatory impact statement whether or not the benefits of the impact or restriction outweigh the costs.
- (5) A council is to submit the regulatory impact statement to the Director.
- (6) On receipt of the regulatory impact statement, if satisfied as to the statement, the Director is to issue to the council a certificate –
- (a) certifying that the statement is satisfactory; and
 - (b) stating that the council may commence the public consultation process.

157. Notice of proposed by-law

- (1) On receipt of a certificate issued under section 156A(6), the general manager is to give notice in accordance with this section.
- (1A) The notice must state the prescribed matters.
- (2) The notice must be –
- (a) published at least once in a daily newspaper circulating in the municipal area; and
 - (b) displayed in a conspicuous place in the public office of the council from the day when the notice is first published in the newspaper until the end of the day specified in the notice.
- (3)
- (4) The day specified in the notice must be no earlier than 21 days after publication of the notice in the newspaper.
- (5) If a notice is published more than once in a newspaper, a reference to publication of the notice is a reference to its first such publication.

(6) The price of a copy of a proposed by-law and a copy of the regulatory impact statement must not exceed the approximate cost to the council of having the copy available for purchase and, if the copy is supplied to a purchaser by post, the cost of the postage.

158. Proposed by-laws open to inspection and may be purchased

The general manager must make available –

(a) a copy of a proposed by-law and the regulatory impact statement prepared under section 156A for inspection by the public until the date specified in the notice referred to in section 157; and

(b) copies of a proposed by-law and the regulatory impact statement for purchase at the public office as soon as practicable after publication of the notice until the date specified in the notice referred to in section 157.

159. Submissions in respect of proposed by-law

(1) Any person may make a submission in respect of the making of a proposed by-law.

(2) A council must consider every submission properly made to it.

160. Alterations to proposed by-law

If a council decides to alter a proposed by-law–

(a) it may do so by absolute majority; and

(b) does not need to give public notice unless the alteration substantially changes the purpose, or the effect on the public, of the proposed by-law.

161. Making by-laws

A council may only make a by-law under its common seal.

162. Certification of by-law

(1) A by-law made by a council is to be certified by –

(a) a legal practitioner that its provisions are in accordance with the law; and

(b) the general manager of the council that it is made in accordance with this Act.

(2) A by-law that is not certified in accordance with subsection (1) is of no effect.

163. Commencement of by-law

A by-law commences –

(a) on the day on which it is published in the *Gazette*; or

(b) on a later day specified in the by-law.

164. By-law to Director

A council is to forward to the Director –

(a) a sealed copy of the by-law; and

(b) the certification under section 162; and

- (c) a statement explaining –
 - (i) the purpose and effect of the by-law; and
 - (ii) the outcomes of public consultations in respect of the by-law.

165. Title and numbering of by-laws

A by-law of a council is to –

- (a) have in its title a reference –
 - (i) to the municipal area to which it relates; and
 - (ii) to the subject matter of the by-law; and
 - (iii) to the year in which it is made; and
- (b) be numbered so that no other by-law relating to that municipal area and subject matter has the same number in that year.

166. Copies of by-laws

- (1) The general manager is to keep a sealed copy of every by-law in force and make available copies for inspection or purchase by the public.
- (2) The purchase price is to be no greater than the approximate cost to the council of providing the document.

167. Notice of by-laws

- (1) A council is to place at appropriate locations notices advising of any by-law affecting the conduct of the public.
- (2) A notice is to include –
 - (a) the purpose and effect of the relevant by-law; and
 - (b) the penalty for a contravention of, or failure to comply with, the by-law.
- (3) A person cannot use as a defence the failure of a council to comply with these provisions.

5. Risk Management Impact:

The formulation of set operational hours and terms of use will minimise the social impact to residents, risk of accident, injury and legal action.

6. Financial and Resources Impact:

Preparation of a Regulatory Impact Statement (RIS) under section 156a of the Local Government Act 1993, Certification of the by-law by Legal Practitioner Law (section 162), associated advertising Costs of by-law and RIS (section 157)

Council has provision of \$52,650 in the 2006/07 Annual Plan and Budget

7. **Capital Works Business Case Evaluation: NA**

8. **Community and Other Consultation:**

Required pursuant to the local Government Act 1993 for making a By-law

9 **Officer Comments/Conclusions: Nil**

Officer Recommendation:

That Council:

- (1) endorses its intention to make a By-law for the Railton BMX Jump Park by absolute majority***
- (2) endorse Council officers to prepare a regulatory impact statement using the resources they see fit in accordance with S156A of the Local Government Act 1993***
- (3) submit the completed regulatory impact statement to the Director of Local Government to be certified***
- (4) once certified Council commence the public consultation process in accordance with S157 to 167 of the Local Government ACT 1993***

Motion:

Cr. Lambert moved and Cr. Burrows seconded that Council

- (1) endorses its intention to make a By-law for the Railton BMX Jump Park by absolute majority***
- (2) endorse Council officers to prepare a regulatory impact statement using the resources they see fit in accordance with S156A of the Local Government Act 1993***
- (3) submit the completed regulatory impact statement to the Director of Local Government to be certified***
- (4) once certified Council commence the public consultation process in accordance with S157 to 167 of the Local Government ACT 1993***

CARRIED UNANIMOUSLY

7.4.3 Tasmanian Visitor Information Network (TVIN) Service Development Program Report (Pilot Study Review)

Report Author: Community Development Manager
File reference: Roads/Audit

1. Background:

In 2003, Tourism Tasmania commissioned a review of the Tasmanian Visitor Information Network (TVIN). The resulting report – the TVIN Development Plan 2004 – recommended substantial change to the Network's business model and framework. In particular, it recommended that the operation of the Network be closely aligned to the connection and conversion strategies of *Tourism 21*.

The Pilot ran from October 2004 to November 2005 and included six TVIN centres from various parts of the State - Exeter, Devonport, Launceston, Sheffield, Hobart and Geeveston. A steering group from Tourism Tasmania managed the pilot.

Four key business initiatives identified by the TVIN Development Plan 2004 were tested (refer section 3 of the pilot study circulated with Agenda), and an additional four were added during the course of the Pilot.

Findings of the Pilot Study

Recommendation 1

The TVIN actively support Tourism Tasmania's connection and conversion strategies.

Recommendation 2

It is recommended that, as a matter of urgency, a real-time online booking system with an integrated reservation system be introduced across the Network, supported by communication and sales training.

Recommendation 3

Each TVIN centre consider the Pilot results when developing future business plans. While there is significant potential across the Network for centres to increase sales and yield, there is no evidence to suggest that centres can make sufficient accommodation and attraction sales to break even unless they alter their business mix. Centres must be able to access a strong revenue stream from associated complementary commercial activity.

Recommendation 4

All TVIN centres charge tourism operators an advertising service fee for the display of collateral reflecting the value of this service to tourism operators and the cost of delivering the service.

Recommendation 5

- 1) *Centres develop a strong complementary relationship with tourism operators to improve TVIN understanding of accommodation and attraction offerings and to ensure tourism operators understand the TVIN's role and potential to maximise operator benefit from its on-ground distribution network;*
- 2) *Seasonal meetings of regional TVIN centres be held to discuss performance and regional strategies and approaches,*
- 3) *Regular Tourism Tasmania briefing nights be coordinated through key TVIN centres (potentially in conjunction with Regional Tourism Authorities) to provide tourism operators with tourism research and insights, together with an opportunity to discuss the implications of these and other policy and program developments for their business.*

Recommendation 6

Ongoing visitor research of TVIN visitors be conducted and linked to Tourism Tasmania research to provide information relevant to centres' business and support roles.

Recommendation 7

Centres, either individually or jointly, source business-training and skills development programs that meet tourism operators' needs, and link operators with these programs.

Recommendation 8

- 1) *Pilot processes continue to be used to progress issues of importance to the development of the TVIN*
- 2) *Experienced Pilot centre staff be encouraged to become mentors for other centres as a method of learning and skills/practice transfer.*

Recommendation 9

The TVIN Code of Practice to clearly reinforce the following:

- 1) *centre alignment with State, regional and local tourism strategies;*
- 2) *centre alignment with Tourism Tasmania's distribution framework;*
- 3) *a sales conversion focus for each centre;*
- 4) *centre provision of basic customer and performance information to Tourism Tasmania;*
- 5) *active centre support for local industry; and*
- 6) *active centre support for the Network.*

Recommendation 10

The funding of the TVIN and centres be reviewed to improve the ability of the TVIN to achieve its goals. Direct funding to the three gateway centres and the Burnie centre has been in place since those centres transferred from State Government ownership to the current model to assist in meeting operating costs. Direct funding has also been provided to the Network for marketing, training and administration on an annual basis. The Pilot recommends altering this funding system to better align it with the needs of the TVIN. Re-alignment of the funding will improve the implementation of strategies assisting the TVIN further develop and achieve its potential as the premier on-ground distribution network and

improve its capacity to contribute to the growth of the Tasmanian tourism industry.

The Pilot results highlighted three broad areas:

1. Improving operational abilities;
2. Enhancing visitor experiences; and
3. Strengthening the Network.

Conclusion

The Pilot demonstrated that the TVIN has not yet fully realised its potential to deliver on its objectives. The vision of the TVIN needs to be clearly defined together with the strategies and an implementation plan. This is needed to assist the TVIN achieve its full potential and to ensure the role of the TVIN within the broader tourism industry is fully maximised. This process will include a funding review as recommended from the Pilot. The new TVIN funding model, including current direct funding of the three gateway centres and Burnie centre as well as the overall TVIN funding Tourism Tasmania contributes annually will be re-developed to improve the strategic alignment. In the 2006–07 financial year, current funding arrangements for the three gateway centres and Burnie centre will continue. Tourism Tasmania will announce a new model for its investment in the TVIN, on 1 July 2006. This will take into account the findings of the Pilot, Tourism Tasmania's strategies to increase connection and conversion throughout the tourism industry, and the TVIN's strategic position as an on-ground distribution channel requiring the flexibility to enhance visitor experiences and respond as a State-wide network to changing visitor needs, expectations and travel plans.

How does the Kentish Visitor Information Centre fit into the picture?

The Kentish Visitor Information Centre has implemented each of the above recommendations. Whilst the centre is refining some of the recommendations, the Centre has progressed a long way from its position before the study.

Particular attention needs to be made to recommendation 3 and our Centre's ability to implement a full business mix in regards to generating revenue. This recommendation highlights that booking of accommodation and attraction sales will not create a break even status for a Centre. The only way this can be achieved is to look at other ways of securing an income. Other Centres have the capacity to generate retail sales with both staff resources being available and space being available. Appendix 2, Case studies, within the Pilot Study highlights that "while the centre (Kentish Visitor Information Centre) has, through the efforts of its staff and volunteers, made major progress, its capacity to continue this progress is hampered by the staff's limited working hours. Although much out-of-hours work is performed, it carries a cost in terms of stress and staff health. The capacity to generate more income has also been constrained by the decision of an earlier council to lease the adjacent gallery to a private operator, eliminating the opportunity to combine larger-scale merchandising and achieve associated efficiencies."

The recommendations highlight that the only way to achieve a break even cost is to employ more staff and increase retail merchandising. For the next 6 years this is limited by the current lease by the Blue Gum Gallery.

TVIN Visitor experience assistance program

An update to the future of TVIS funding from Tourism Tasmania was received recently. In the 2006/07 financial year there will be \$100,000 available to all the state-wide visitor centres to apply for funding to develop visitor experiences. In the 2007/08 financial year the current recurrent funding for Hobart, Devonport and Burnie will cease with Launceston remaining until 30 June 2008. This will be replaced with increased funding over the \$100,000 TVIN Visitor Experience Assistance Program (refer **Attachment 20**).

2. Relationship to Strategic/Operational Plan:

The Kentish Council Strategic Plan 2005-2010 states that Council will:

- *Provide a leading edge Visitor Information Centre acting as a critical link in the growth and development of tourism throughout the region*

3. Council policy context: Nil

4. Legislative impact: Nil

5. Risk Management Impact: Nil

6. Financial and Resources Impact: Nil

7. Capital Works Business Case Evaluation: NA

8. Community and Other Consultation: Nil

9. Officer Comments/Conclusions:

The staff and volunteers of the Kentish Visitor Information Centre are to be commended on their professional approach to their participation in the pilot study. Many changes have been made and more are in the pipeline. Whilst the hours of paid staff have been increased to 1 full time equivalent over a 7 day period this will need to be monitored closely to ensure efficiency and a minimum of staff stress and health related issues.

With the size of the centre retail merchandising can only be increased by a limited amount. Until more room becomes available or a new venue is sourced the ability for the Centre to cover its operating cost by revenue creation is limited

Officer Recommendation:

That the report be received and noted.

Motion:

Cr. Deverell moved and Cr. Burrows seconded that the report be received and noted.

CARRIED UNANIMOUSLY

[Letter from Tourism Tasmania regarding new TVIN funding model](#)

SECTION 8

Planning Matters NIL

SECTION 9

Urgent Business

9.1 Cradle Coast Authority – Board Nominations – Nominations close July 24 2006.

Note: Local Government (Meeting Procedures) Regulations 2005

- (6) A council by absolute majority, or a council committee by simple majority, may decide at an ordinary meeting to deal with a matter that is not on the agenda if the general manager has reported –
- (a) the reason it was not possible to include the matter on the agenda; and
 - (b) that the matter is urgent; and
 - (c) that advice has been provided under section 65 of the Act.
- a. matter not included previously due to timing of receipt of nomination material and agenda preparation.
 - b. the matter is urgent – Nominations close July 24 2006.
 - c. advice has been provided under S65 of the LGA 1993.

Recommendation:

That Council deal with Urgent Business pursuant to Part 2, Division 1, 8 (6) of the Local Government (Meeting Procedures) Regulations 2005.

Motion:

Cr. Muir moved and Cr. Burrows seconded that Council deal with Urgent Business pursuant to Part 2, Division 1, 8 (6) of the Local Government (Meeting Procedures) Regulations 2005.

CARRIED UNANIMOUSLY

9.1 Cradle Coast Authority – Board Nominations – Nominations close July 24 2006.

Report Author: General Manager
File reference: Govt Relations/meetings

1. Background:

Background as provided by Cradle Coast Authority:

CALL FOR NOMINATIONS – CRADLE COAST AUTHORITY BOARD

COUNCIL-NOMINATED POSITIONS (2)

Background

Council nominations are sought for two (2) director positions covering skills and experience relevant to community leadership and development in the Cradle Coast region.

The Authority will seek nominations for five (5) other positions covering skills and experience relevant to agriculture, industry, commerce, education/training and tourism in the region through public advertisement, and nominations for one (1) position from General Managers of the Authority's member Councils.

This appointment process will introduce a half-board replacement cycle and staggered terms to ensure continuity of Board operation and retention of 'corporate memory' in the future.

On this basis,

- *All existing directors are eligible for renomination*
- *At least four existing directors who choose to renominate will be appointed for a further term*
- *Half of the directors of the new Board will be appointed for four years, and half for two years.*

The existing Council-nominated directors are Mayor Ross Hine and Clr David Brewster. Mayor Hine has indicated he will not be available for renomination for a further term.

Eligibility

*A Council can nominate **any person** for consideration as a member of the Authority's Board. Candidates do not need to be elected members, staff, residents or ratepayers of that Council, or any Council.*

A person cannot be both a Representative and a director. A Representative appointed as a director must resign their appointment as a Representative before accepting appointment as a director.

Board Selection Committee members who are nominated for appointment as a director must resign their position on the Committee in writing to the Chief Representative before accepting nomination.

In accordance with its Rules, the Authority is not to appoint to its Board a person who:

- *under the Corporations Law of any State is not entitled to manage a corporation or has been disqualified by Court order from managing a corporation; or*
- *is suspending payment generally to creditors or compounding with or assigning his or her estate for the benefit of the creditors; or*

- *is of unsound mind or is a patient under a law relating to mental health or whose estate is administered under laws relating to mental health.*

Candidates do not need to live or work in the Cradle Coast region to be eligible for appointment.

Selection criteria – individual directors

1. *Recognised skills and experience in community leadership and development in the Cradle Coast region*
2. *Knowledge of broader regional development issues facing the Cradle Coast region*
3. *Understanding of the role, structure and current activities of the Cradle Coast Authority*
4. *Demonstrated understanding of the governance roles of Boards and individual Directors*
5. *Personal abilities and attributes that can contribute to the operation of the Board as a team*

Selection and appointment process

1. *Applications received by the closing date will be forwarded to independent consultants for shortlisting against the selection criteria*
2. *Shortlisted candidates will be interviewed by a Selection Committee, comprising representatives of the Authority's member Councils, through processes managed by an independent consultant*
3. *Based on interviews, the Selection Committee will consider combinations of candidates that meet the appointment criteria for the Board as a whole (see below) and prepare options for appointment of a new Board at the next scheduled meeting of the Representatives (24 August).*

Appointment criteria – entire Board

The Representatives will appoint a combination of directors who collectively meet the following criteria for a balanced and effective Board:

1. *Representation of the required industry, community and local government **skills base***
2. *Inclusion of members with high-level **experience** in governance and strategic roles*
3. ***Independence** from undue influence from any particular group, sector or area*
4. *Maintenance of **continuity** through re-appointment of at least 4 existing members*
5. ***Diversity** of gender, age and geographic representation, whilst meeting other criteria*

NOMINATION PROCESS

Councils should

- *determine their nomination(s) through their own internal processes,*
- *advise the nominee(s) of their nomination,*
- *confirm the nomination(s) in writing to the Board Selection Committee (c/Cradle Coast Authority)*
- *ensure each nominee prepares and submits a full application, providing assistance if required*

Candidates must submit an application comprising

- *A completed nomination cover sheet (attached), confirming acceptance of the nomination*
- *A letter (addressed to the Board Selection Committee) introducing the candidate and his/her suitability for the role, including statements addressing the selection criteria for individual directors*
- *A current CV or biographic information summarising relevant skills, experience and qualifications*

Completed applications should be marked CONFIDENTIAL and

- **sent by post** to the Board Selection Committee, Cradle Coast Authority, PO Box 338 BURNIE 7320, or
- **delivered by hand** to the offices of the Cradle Coast Authority, 30 Marine Terrace, Burnie.

*Applications must be received by **COB Monday 24 July**. Late applications will not be considered.*

2. Relationship to Strategic/Operational Plan: NA

3. Council policy context: NA

4. Legislative impact:

In accordance with Rules of Cradle Coast Authority.

5. Risk Management Impact: NC

6. Financial and Resources Impact: NC

7. Capital Works Business Case Evaluation: NC

8. Community and Other Consultation:

Advertised by Cradle Coast Authority in accordance with Authority Rules.

9. Officer Comments/Conclusions:

The matter of Council nominated positions (2) is a matter for Council consideration.

Refer Call for Nominations – Cradle Coast Authority Board – Information sheet.

Officer Recommendation:

Nil

Note: following general discussion a motion was not recorded for Item 9.1 – Cradle Coast Authority Board Nominations

SECTION 10

Public Question Time

(MAXIMUM 15 MINUTES)

There were no questions from the gallery at this meeting

SECTION 11

Sealing Schedule

Memorandum of Understanding between Kentish Council and the State Emergency Service (SES)
Tasmanian Community Fund Grant Deed – Railton BMX Jump Park

Motion:

Cr. Deverell moved and Cr. Jordan seconded that Council sign and seal the following:

- ***Memorandum of Understanding between Kentish Council and the State Emergency Service (SES)***
- ***Tasmanian Community Fund Grant Deed – Railton BMX Jump Park***

CARRIED UNANIMOUSLY

SECTION 12

CLOSED MEETING OF COUNCIL

Officer Recommendation:

That Council go into Closed Meeting session pursuant to Part 2, Division 1 15 (2) of the Local Government (Meeting Procedures) Regulations 2005 to consider:

- (c) contract for the supply and purchase of goods or services*
- (h) matters relating to actual or possible litigation taken by or involving the council or an employee of the council*

12.1 Sheffield Sewerage Treatment Plant

Motion:

Cr. Thwaites moved and Cr. Jordan seconded that Council go into Closed Meeting session pursuant to Part 2, Division 1 15 (2) of the Local Government (Meeting Procedures) Regulations 2005 to consider:

- (c) contract for the supply and purchase of goods or services*
- (h) matters relating to actual or possible litigation taken by or involving the council or an employee of the council*

12.2 Sheffield Sewerage Treatment Plant

CARRIED UNANIMOUSLY

Officer Recommendation:

That Council now resume in open session.

Motion:

Cr. Lambert moved and Cr. Burrows seconded that Council now resume in open session.

As there was no further business, the meeting was declared closed 8.40 pm.

CARRIED UNANIMOUSLY

Confirmed Mayor

ATTACHMENTS