
AGENDA OF AN ORDINARY MEETING OF THE CIRCULAR HEAD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 33 GOLDIE STREET SMITHTON, ON THURSDAY 17 FEBRUARY 2011, COMMENCING AT 6:00 PM

	From	To	Time Occupied
Open Council			
Closed Council			
Open Council			
TOTAL TIME OCCUPIED			

1.0 RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE PREVIOUSLY APPROVED

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005; Regulation 8(2)(a)

1.1 Attendance:

1.2 Prayers

Smithton Anglican Church

1.3 Leave of Absence(s) previously approved

Nil

1.4 Apologies

Any apologies will be recorded in the minutes.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005; Regulation 8(2) (b)

MOVED: CR

SECONDED: CR

That the Minutes of the Ordinary Meeting of the Circular Head Council held at the Council Chambers, Smithton on Thursday 20 January 2011, a copy of which

having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.

3.0 ISSUES RAISED BY COUNCILLORS

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005; Regulation 29, 30

3.1 Councillor Questions received in writing

Nil

3.2 Response(s) to Councillor Questions received in writing

Nil

3.3 Response(s) to Councillor Questions taken on notice from previous meeting.

Nil

3.4 Councillor Questions without Notice

A summary of question(s) without notice and response(s) will be recorded in the minutes.

4.0 DECLARATIONS OF PECUNIARY INTEREST

Legislative Reference

Local Government of Local Government (Meeting Procedures) Regulations 2005, Regulation 8(7)

The Chairperson is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

A list of any Pecuniary Interest declarations will be recorded in the minutes.

5.0 NOTIFICATION OF COUNCIL WORKSHOPS

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005; Regulation 8(2)(c)

MOVED: CR

SECONDED: CR

That Council notes the following workshops conducted by Council since the previous ordinary Council Meeting:-

	Purpose:
3 February 2011	<ul style="list-style-type: none"> ▪ Cradle Mountain Water - Operations Update and Issues ▪ Asset Management – General Update ▪ Tatlows Beach – walkway reconstruction ▪ Bridge Replacement Expenditure Update
10 February 2011	<ul style="list-style-type: none"> ▪ Stanley Heritage Town Centre Design Competition ▪ Financial Audit review ▪ Budget timetable and project submissions ▪ Street Dining ▪ Planning Issue

6.0 MAYOR’S COMMUNICATIONS

MOVED: CR

SECONDED: CR

That the Mayor’s Communications be noted.

Diary

21 January 2011	Ordinary Council Meeting
26 January 2011	Australia Day official duties
27 January 2011	Citizenship Ceremony Meeting – Minister David O’Byrne
31 January 2011	Forum – Safer Roads (Speed Limit Reductions)
2 February 2011	Function – Trefoil Island Title Handover
3 February 2011	Council Workshop
4 February 2011	Onwards & Upwards function
10 February 2011	Council Workshop

7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Legislative Reference:

*Local Government Act 1993; Part 6, Division 1; Sections 57,58,59,60,60A
Local Government (Meeting Procedures) Regulations 2005, Regulation 38*

A person may lodge a petition with the Council by presenting it to a Councillor or the General Manager.

A councillor who has been presented with a petition is to table the petition at the next ordinary meeting of the council; or forward it to the General Manager within 7 days after receiving it. The General Manager is to table the petition at the next ordinary meeting of the Council.

A petition is not to be tabled if it does not contain: -

-
-
- (a) a clear and concise statement identifying the subject matter; and
 - (b) a heading on each page indicating the subject matter; and
 - (c) a brief statement on each page of the subject matter and the action requested; and
 - (d) a statement specifying the number of signatories; and
 - (e) the full printed name, address and signature of the person lodging the petition at the end of the petition.

A petition is not to be tabled if it is defamatory; or any action it proposes is unlawful.

The General Manager is to advise the lodger of any petition that is not tabled the reason for not tabling it within 21 days after lodgement.

Petitions

The General Manager advises that on 2 February 2011 Cr Spinks provided a petition presented to him by Mrs M Lane of 76 Montagu Road Smithton. The petition contained 91 signatures, and requests the upgrade of Montagu Road from the Bridge Hotel to the Mella Road junction in Smithton. The petition states:

“Montagu Road from Bridge Hotel to Mella Road turn-off, services approximately 80 houses, Smithton High School, Polytechnic campus, Fahey Motors, Gowan Car Sales, a residential child care premises, Smithton Golf & Bowls Club, Pony Club, farming communities in Mella, Montagu and Woolnorth, airport, windfarm, caravan park at Montagu and proposed caravan park.

The action sought is reconstruction of road, kerb and channelling, footpaths and nature strips as this is a main route and exit of Smithton’s farming communities and tourism.”

The General Manager advises that the petition complies with Section 57 of the *Local Government Act 1993*. Section 60(2)(b) of the Act states:

(b)The Council, at that meeting, is to determine any action to be taken in respect of the petition.”

Mrs Lane was advised in written correspondence dated 10 February 2011.

Deputations and Presentations

The Chairperson of a meeting (including a closed meeting) may invite a person to address the meeting and make statements or deliver reports, subject to any condition the Council may impose on deputations.

Nil

8.0 PUBLIC QUESTIONS

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005 Regulation 31

A member of the public may give written notice to the General Manager 7 days before an ordinary meeting of the Council of a question to be asked at that meeting.

The Chairperson must ensure that, if required, at least 15 minutes of the meeting is available for questions to be asked by members of the public.

Questions and answers to questions may not be debated.

The Regulations also provide that the Council is to determine any other procedures to be followed in respect of question time beyond the Regulation.

8.1 Public Questions received in writing

Nil

8.2 Response(s) to Public Questions received in writing

Nil

8.3 Response(s) to Public Questions taken on notice from previous meeting.

Nil

8.4 Public Questions without Notice

The Chairperson is to invite members of the public present to ask questions without notice. When dealing with questions that require research or a detailed response, the Chairperson may require that the question be put on notice and in writing. Responses will be provided at the next Ordinary Council Meeting.

A summary of questions without notice and response(s) and the name of the person asking the question will be recorded in the minutes.

Public Question Time was taken at _____pm.

9.0 NOTICES OF MOTION

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2005; Regulation 16

A Councillor may give written notice of a motion, together with supporting information and reasons, to be included on the agenda of the next meeting to the General Manager at least 7 days before the meeting.

The General Manager, (after consultation with the chairperson) may refuse to accept a written motion that, in their opinion is defamatory; or contains offensive language; or is unlawful.

A Councillor who has given notice of a motion is to move the motion at the meeting, otherwise it lapses.

9.1 Cr Grey re Bass Highway Brittons Swamp to Welcome Swamp

Cr Grey has given notice of the following motion:

“That the Circular Head Council requests the State Government to carry out urgent repair works to sections of the Bass Highway, from Brittons Swamp through to the end of the Welcome Swamp straight as required and without delay.”

Rationale

Due to the considerable amount of heavy vehicles travelling on the Smithton to Marawah route on the Bass Highway the condition of this section of the road is deteriorating rapidly. Daily there are B double milk tankers and log trucks, gravel trucks, cattle trucks, abalone divers with heavy boats and the list goes on. Everyday use of this road is increasing greatly not just by locals but many tourists, some with large campervans or the like as well. This road was not built to carry these heavy vehicles. It is not the actual surface of the road, but the underlying base which is sinking and causing the problem.

In speaking with many drivers of heavy vehicles, some say that it is unbelievably bumpy and extremely uncomfortable for them, and it is becoming hazardous for them to travel on. The real issue is that damage is occurring to their vehicles, and costing them money for repairs. There are reports of problems with loads shifting due to the jarring on the vehicles when travelling over the sunken sections. It is just as bad in a car. Council had a visit from the State Parliament last year and the Minister at that time gave an undertaking to investigate the issue and respond to Council about what they intended to do. Council has heard nothing since and so I move this motion and hope to get support from fellow councillors on this issue.

Management Comment

The deterioration of that section of Highway has been raised with relevant agencies and politicians on many occasions. There does not appear to be funds allocated for an upgrade in State Government Forward Estimates.

9.2 Cr Spinks re Donation to Interstate Flood Relief

Cr Spinks has given notice of the following motion:

That the Council provide a contribution of recreational infrastructure to an identified Council similar to Circular Head as a donation toward the flood relief effort, with a total cost not exceeding \$20,000.

Background/Rationale

Following the recent tragic flooding interstate, the highest priority for State and Local Government authorities as part of the recovery effort will be replacement of critical infrastructure including roads, bridges and the like. Recreational and parks and reserve infrastructure may not be as high priority for replacement, and I see that it would be a tangible gesture of goodwill by this Council to offer to purchase and provide infrastructure for placement in a recreation area or park of an identified municipal area similar to Circular Head. This would be done rather than make a monetary donation towards the relief effort, with a maximum cost of \$20,000.

Management Comment

Former Premier David Bartlett announced that the Tasmanian Government will match Rotary District 9830 Tasmania dollar for dollar on fundraising for the Queensland Floods up to a maximum of \$250,000. Funds received will be managed by the Emergency Relief Committee.

Lara Giddings MP encouraged Tasmanians to continue to give generously to the Rotary Flood Relief appeal, as proceeds raised will be distributed to all flood-affected states, including Tasmania.

The Local Government Association of Tasmania (LGAT) President Barry Easter called on Councils across the state to offer financial assistance to Queensland's flood-affected communities and stated that assistance with expertise, manpower and other areas will be available. LGAT members also offered to deploy volunteers to assist in the rebuilding process.

In Tasmania, Hobart City Council will consider a donation to the Queensland Flood Relief appeal at its next meeting, Devonport City Council are acting as collection point for the relief fund in conjunction with Rotary, Launceston City Council donated \$20,000, Burnie City Council supported the appeal by donating the use of the Burnie Arts and Function Centre for use for a concert.

Any donation made by the Circular Head Council would be an unbudgeted expense.

10.0 PLANNING AUTHORITY ITEMS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2005 Regulation 25 Judicial Review Act.

The Chairperson is to advise the meeting if a Council (or a Council Committee) intends to act at a meeting as a Planning Authority under the Land Use Planning and Approvals Act 1993.

The General Manager is to ensure that the reasons for a decision by a Council (or a Council Committee) acting as a Planning Authority are recorded in the minutes.

Any alternative decision the Council may make to a recommendation appearing on the Agenda, requires a full statement of reasons in order to maintain the integrity of the planning approval process and to comply with the requirements of the Judicial Review Act.

There are no Planning Authority items for consideration.

11.0 REPORTS OF OFFICERS AND COMMITTEES

No. 11.1	
Title:	<u>Tasmanian State Government proposal to amend default speed limit</u>
Proponent:	State Government
Location:	Engineering Services
Reporting Officer:	Executive Manager Engineering Services
Date:	9 February 2011
File:	Not provided
Appendices:	Email from DIER – definition of high standard road

RECOMMENDATION

That the Council lodge a submission to the Road Safety Advisory Council specifying the following points be considered in relation to the proposal to amend default speed limits in Circular Head:

- 1. That the default rural speed limit should be reduced to 90km/hour on sealed roads;**
- 2. That the default rural speed limit should be reduced to 90km/hour on un-sealed roads;**
- 3. That the following roads should be classified as “high standard” roads, remaining at 100km/hour:**
 - Bass Highway from Burnie to Marrawah;**
 - Marrawah to Arthur River (Arthur River Road);**
 - Woolnorth Road;**
 - Irishtown Road – Bass Highway to township of Irishtown;**
- 4. That there should be no additional set-up or ongoing operational cost to Council for the implementation of the new speed limits.**

PURPOSE

The purpose of this report is to consider the Tasmanian State Government proposal to amend the default speed limit.

BACKGROUND

The Tasmanian State Government has proposed amendments to the default speed limits (further details at www.rsac.tas.gov.au). The amendments proposed are:

1. A reduction on rural sealed roads from 100 km/h to 90 km/h, unless otherwise signed.
2. A reduction on rural unsealed roads from 100 km/h to 80 km/h, unless otherwise signed.
3. High standard roads will remain at 100 km/h and will have speed limit signs.
4. All roads in Tasmania which currently have a 110 km/h speed limit will remain at 110 km/h.

A definition of a “high standard” road is provided in Appendix 1 to this report.

DETAILS

It is estimated that the introduction of the proposed 90km/h speed limit on sealed rural roads would result in an annual saving of:

- 4 fatal crashes;
- 13 serious injury crashes; and
- 40 other injury crashes.

It is estimated that the introduction of the proposed 80km/h speed limit on unsealed rural roads would result in an annual saving of:

- 0.05 fatal crashes;
- 0.18 serious injury crashes; and
- 0.35 other injury crashes.

STATUTORY IMPLICATIONS

Section 31A of the *Traffic Act 1925*.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is risk that the State Government may cost shift cost from this proposal to Council. The recommendation incorporates a measure to minimize this risk.

RISK IMPLICATIONS

Nil

CONSULTATION PROCESS

This is a response to the state government which has undertaken the consultation on this matter.

COMMENT

Changing the default speed limit for sealed rural roads clearly yields a saving in terms of crashes. For unsealed roads however, the saving is very small (1 fatal crash every 20 years) and due to the limited data is of doubtful accuracy. The small saving may be due to the fact that rural unsealed roads are rarely travelled at speeds exceeding 80km/hr.

To minimise confusion for resident and visiting motorists, adopting a 90km/hour default limit for both sealed and unsealed roads may be advantageous.

It is therefore recommended that the Council lodge a submission to the Road Safety Advisory Council specifying the following points be considered in relation to the proposal to amend default speed limits in Circular Head:

1. That the default rural speed limit should be reduced to 90km/hour on sealed roads;
2. That the default rural speed limit should be reduced to 90km/hour on un-sealed roads;
3. That the following roads should be classified as “high standard” roads, remaining at 100km/hour:
 - Bass Highway from Burnie to Marrawah;
 - Marrawah to Arthur River (Arthur River Road);
 - Woolnorth Road;
 - Irishtown Road – Bass Highway to township of Irishtown;
4. That there should be no additional set-up or ongoing operational cost to Council for the implementation of the new speed limits.

Appendix 1 – Definition of High Standard Road

From: Conway, Angela (DIER)
Sent: Monday, 24 January 2011 12:01 PM
To: Matthew Greskie
Subject: RE: Rural default speed limits

Hi Matthew.

Apologies for the delay in responding to you. I hope the following is of some assistance.

The roads that will be retained at 100km/hour have not been determined at this stage, as this is one of the aspects of the proposal the Road Safety Advisory Council are seeking feedback from the community on.

As with the introduction of the 50km/h urban default speed limit, DIER would expect to work closely with Councils to identify roads and provide information to the local community.

Based on the experience in Kingborough and Tasman municipalities, which currently have the lower default limits in place, it is possible to give some indication of the likely principles and process that would be followed:

- ? Primarily, the 100 km/h speed limit would be retained on roads where the driver can safely maintain 100 km/h. These roads usually have a consistent alignment (for example, in Kingborough Municipality, the Southern Outlet retains 100km/h)
- ? Roads that have an inconsistent road alignment (windy, etc) will warrant the lowered limit, (for example, in Tasman Municipality, the Arthur Highway has a default limit of 90km/h)
- ? Roads that are likely to retain their current 100k speed limit would be the major highways that carry a large volume of heavy freight and passenger vehicles and are the key links to largest population centres, major sea and air ports and key industrial locations. (eg. Midland and Bass Highways, etc). Roads with current 110 km/h limit are not affected by the proposed changes.

Assessment Process:

- ? It is anticipated that all State-owned roads, Categories 1 to 4 would be speed profile mapped. This means the 85th percentile speed (the speed which 85% of drivers are travelling at or below) would be measured at close intervals (20 to 50 metres) and mapped and displayed graphically to show what is the safe speed for the road. This is an evidence based approach and clearly identifies roads that have a consistent or inconsistent alignment. This speed profile mapping approach was used for both Kingborough and Tasman demonstrations. Collective and individual crash risk for these roads would also be assessed.
- ? It is anticipated that Council-owned roads would fall into the categories that would drop to the new speed limit of 90 km/h – however, an assessment to determine whether the road speed profile is sufficient to warrant a 100 km/h limit would be carried out on request.

The Road Safety Advisory Council is interested in local Council's views as to which roads in their community should retain 100km/h limit and would welcome this feedback as part of any submissions.

Regards
Angela

No. 11.2	
TITLE:	FINANCIAL REPORTS
<i>Proponent:</i>	Executive Manager Financial Services
<i>Location:</i>	General
<i>Reporting Officer:</i>	Executive Manager Financial Services
<i>Date:</i>	10 February 2011
<i>File:</i>	Financial Management - End of Month Reports
<i>Appendices:</i>	Financial Statements

RECOMMENDATION

That the Council notes the Financial Reports for the period ended 31 January 2011.

PURPOSE

To provide an overview, summarising the financial position of the organisation on a monthly basis.

BACKGROUND

The financial reports presented incorporate:

- a) Income Statement
- b) Actual v Budget Expenses
- c) Actual v Budget Income
- d) Balance Sheet
- e) Cash Flow Statement
- f) Receivables
- g) Bank Reconciliation
- h) Cash Graph
- i) Projects Report

STATUTORY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

CONSULTATION PROCESS

NIL

COMMENT

General:

Council's financial reports for the month of January 2011 are attached.

Expenses for the seventh month of the financial year are 50.49 % of budget which is below the monthly average of 58.33 %. Revenue is at 69.80 % of budget.

For the month of January 2011, Council received no applications for the First Home Owners Grant Scheme. The year to date figure for the Scheme currently stands at 5.

Investments:

The current market value for Council's CDO investments is \$ 482,400

- OASIS \$2,000,000 @ 24.12 c in \$ - indicative value \$ 482,400

The OASIS investment has increased by 3.18 c in the dollar from 1 Jan to 31 Jan 2011

The above movement has been reflected in the January 2011 Financial Report.



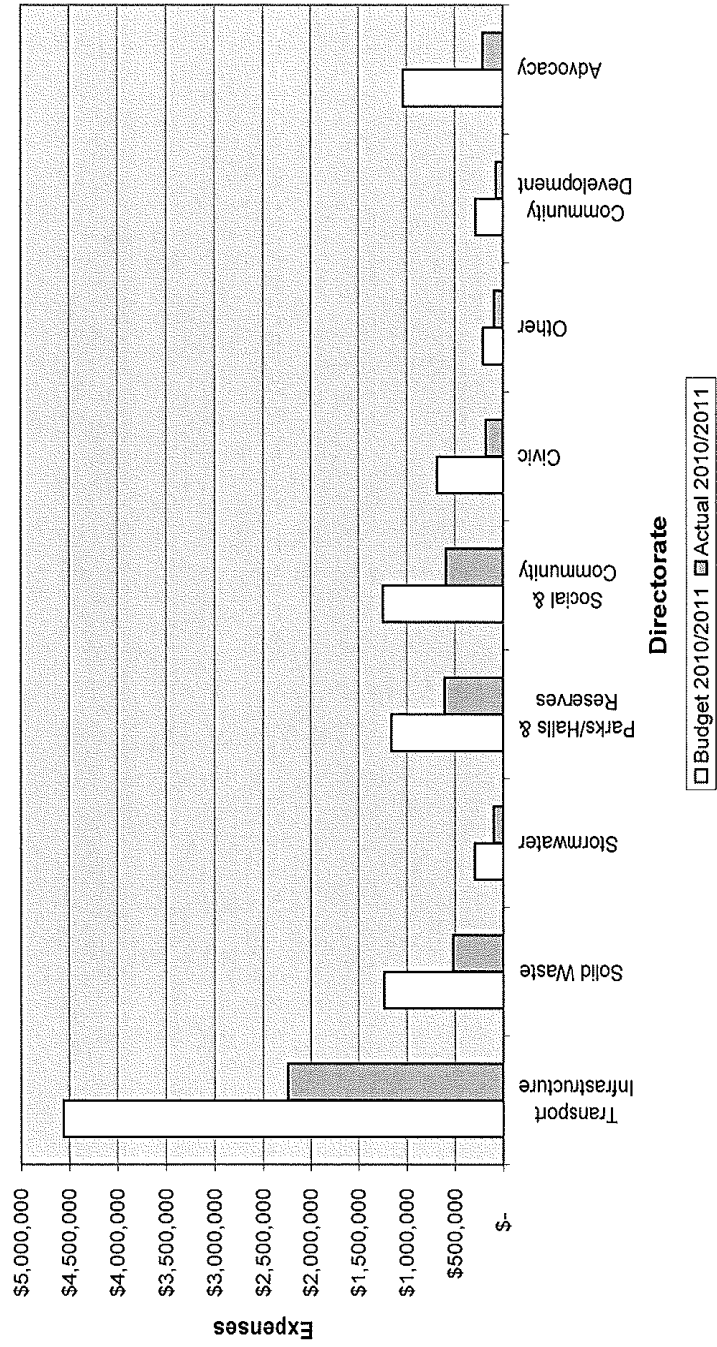
a)

Income Statement

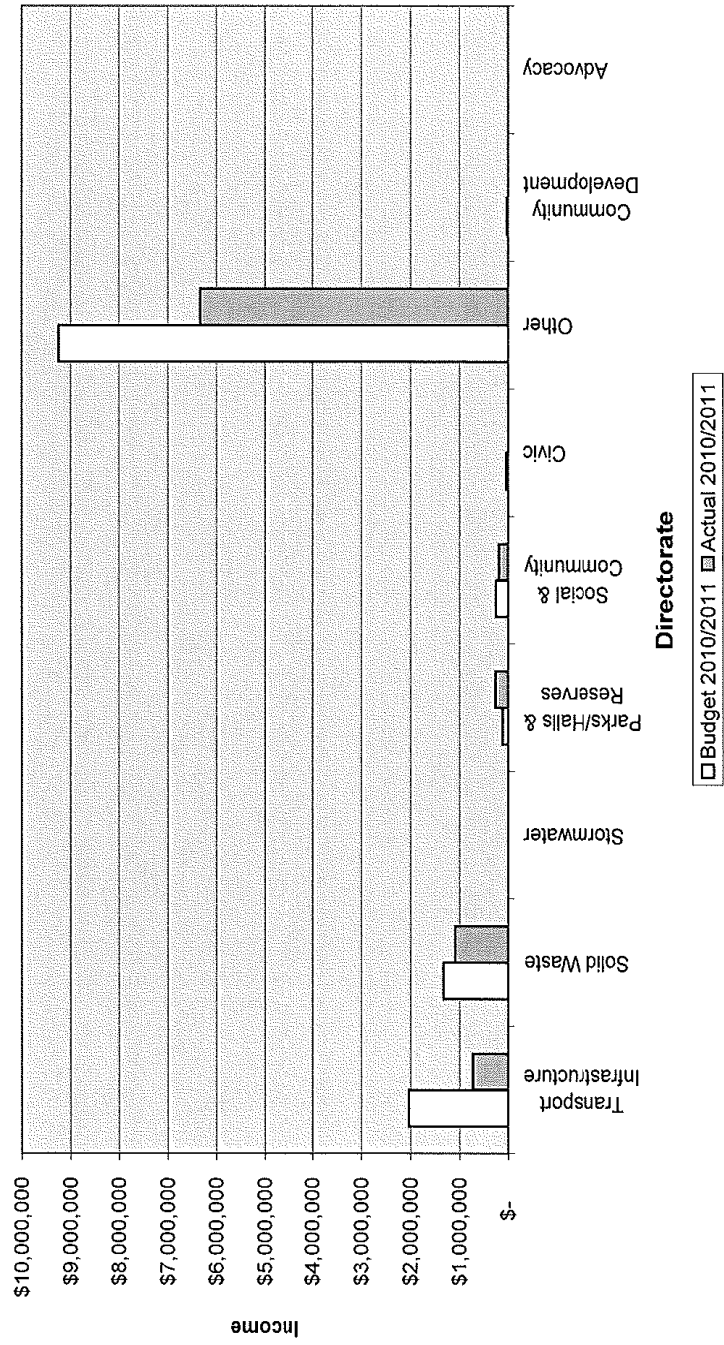
for period ending 31 January 2011

	YTD Actual 2010/11 \$	Full Year Budget 2010/11 \$	% to Budget	Actual YTD 2009/10 \$
EXPENSES				
Employee Costs	1,976,252	4,310,963	45.84%	1,752,642
Materials and Contracts	1,812,817	3,149,549	57.56%	1,785,887
Depreciation and Amortisation	1,406,885	2,518,479	55.86%	1,546,182
Borrowing Costs	16,479	97,089	16.97%	19,882
Other Expenses	1,144,171	2,533,888	45.15%	1,234,877
Carrying amount of assets disposed	9,940	-	-	133,379
TOTAL EXPENSES	6,366,545	12,609,968	50.49%	6,472,850
INCOME				
Rates	6,163,695	6,109,953	100.88%	5,905,814
Interest	817,522	400,000	204.38%	215,295
Grants	1,181,685	4,547,503	25.99%	1,473,045
User Charges	1,171,944	1,662,864	70.48%	1,021,567
Other revenue	620,827	1,522,729	40.77%	174,358
Movement on investments	(27,600)	-	0.00%	-
Proceeds from sale of assets	13,680	-	0.00%	813,353
TOTAL REVENUE	9,941,753	14,243,049	69.80%	9,603,433
	3,575,208	1,633,081	-	3,130,583

b) Actual v Budget Expenses Year to Date 2010/2011
as at January 2011



c) Actual v Budget Income Year to Date 2010/2011
as at January 2011



d)

Balance Sheet
as at 31 January 2011

Actual 2009/10 \$		YTD Actual 2010/11 \$
	CURRENT ASSETS	
6,923,626	Cash	2,148,834
563,408	Receivables	1,622,468
510,000	Investments	7,116,189
133,433	Inventories	156,846
83,983	Other	48,185
8,214,450	Total Current Assets	11,092,522
	CURRENT LIABILITIES	
990,387	Creditors	806,395
586,179	Provisions	475,157
99,970	Borrowings	50,921
1,676,536	Total Current Liabilities	1,332,473
6,537,914	NET CURRENT ASSETS	9,760,049
	NON-CURRENT ASSETS	
7,004,673	Land	7,004,673
8,876,570	Buildings	9,283,680
62,894,737	Transport Infrastructure	62,700,768
2,885,698	Stormwater & Drainage	2,876,202
829,326	Solid Waste Management	811,119
1,514,565	Parks, Reserves and Rec Facilities	1,607,297
2,044,423	Plant and Equipment	2,155,906
44,424	Furniture	39,470
220,394	Computers	188,766
22,152,555	Investments in Associates	22,152,555
22,774	Other non current assets	22,777
108,490,139	Total Non-Current Assets	108,843,213
	NON-CURRENT LIABILITIES	
100,261	Provisions	100,261
395,197	Borrowings	395,197
495,458	Total Non-Current Liabilities	495,458
114,532,595	NET ASSETS	118,107,803
	EQUITY	
81,370,796	Accumulated Surplus	84,946,004
33,161,799	Reserves	33,161,799
114,532,595	TOTAL EQUITY	118,107,803

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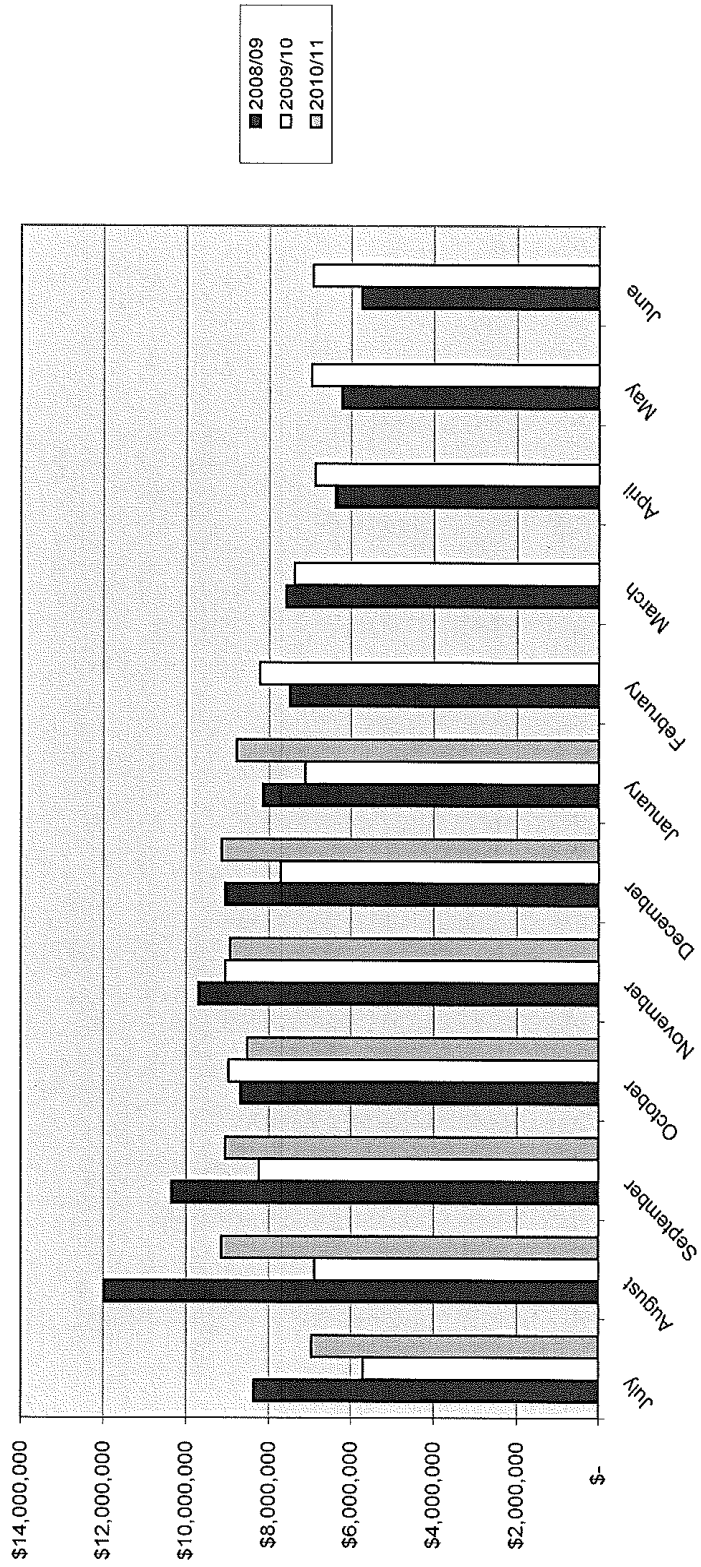
Cash Flow Statement		
for period ending 31 January 2011		
Full Year Actual 2009/2010 \$		Year to Date Actual 2010/11 \$
	<u>Operating Activities</u>	
	Cash Used	
3,383,286	Employee Costs	2,100,411
4,837,937	Materials & Contracts	2,466,266
34,296	Interest Expense	15,090
2,161,711	Other supplier payments	1,144,171
<u>10,417,230</u>		<u>5,725,938</u>
	Cash Received	
5,847,380	Rate Revenue	5,080,171
2,599,030	Other Revenue & User Charges	1,734,278
2,885,332	Grants & Dividends	1,181,685
641,819	GST Recovered from Tax Authority	576,544
545,174	Interest	817,522
<u>12,518,735</u>		<u>9,390,200</u>
<u>2,101,505</u>	Net Cash Flow from Operating Activities	<u>3,664,262</u>
	<u>Investing Activities</u>	
	Cash Used	
4,126,880	Payments for Property, Plant & Equipment	1,769,896
<u>4,126,880</u>		<u>1,769,896</u>
	Cash Received	
891,512	Sale of Property, Plant & Equipment	(13,920)
2,015,072	Capital Grants	-
327,812	Dividend Revenue	-
-	Proceeds from investment maturity	27,600
<u>3,234,396</u>		<u>13,680</u>
<u>(892,484)</u>	Net Cash Flow from Investing Activities	<u>(1,756,216)</u>
	<u>Financing Activities</u>	
	Cash Used	
93,760	Repayment of Borrowing's	49,050
<u>93,760</u>		<u>49,050</u>
	Cash Received	
-	Investment matured	-
<u>-</u>		<u>-</u>
<u>(93,760)</u>	Net Cash Flows from Financing Activities	<u>(49,050)</u>
1,115,261	Net Increase/(Decrease) in Cash Held	1,858,996
5,808,365	Cash at Beginning of Period	6,923,626
<u>6,923,626</u>	Cash at End of Period	<u>8,782,622</u>
	Refers Balance Sheet Items:	
	Cash	8,782,622
	Balance as at 31 January 2011	\$ 8,782,622

d) RECEIVABLES			
i)	Rates	Last Year	This Year
		31-Jan-10	31-Jan-11
		\$	\$
	Arrears Brought Forward as at 1 July	6,814	113,320
	Gross Rates & Charges Demanded	6,300,489	6,562,608
	Total Reduction in Rates & Charges	5,428,657	5,493,538
	Unpaid Rates and Charges	878,646	1,182,390
	Less Provision for Doubtful Debts	(51,749)	(55,979)
	Transfer of Credit Balance to Income Statement (Accounting Standards)	127,512	111,242
	Net Balance	954,409	1,237,653
	Proportion Uncollected	13.93%	17.71%
ii)	Sundry Debtors	31-Jan-10	31-Jan-11
	Current	207,437	165,496
	30+ days	228,348	15,311
	60+ days	6,255	69,120
	Total	442,040	249,927
iii)	Water Debtors	31-Jan-10	31-Jan-11
	B/Forward	158,469	381
	Raised	731	-
	Less Remissions	(5,693)	-
	Less Payments	(151,632)	(104)
	Total	1,875	277
iv)	Pension remission		14,474
v)	Other receivables		120,137
	Balance as at 31 January 2011		1,622,468

g)

Bank Reconciliation	
for period ending 31 January 2011	
	\$
Balance Brought Forward 1st July 2010	6,923,626
add Receipts since July 1	9,403,880
less Payments since July 1	7,544,884
Balance as at 31 January 2011	\$ 8,782,622
Represented by:	
Cash at Bank*	2,147,484
Cash Investments	6,633,789
Petty Cash	1,350
	\$ 8,782,622
Other investments	
CDO's	\$ 482,400
*Cash at Bank represented by:	
Bank Statement Balance	2,187,984
Less Unpresented Cheques	(910)
Less Deposits not receipted	(39,591)
Balance as at 31 January 2011	\$ 2,147,484

h) Cash & Investments - Comparison & Estimates



i) **Projects for 2010/11**

Sub. Number	Details	Budget	Actual YTD	Project
	Business Strategy Unit			
109	Redevelopment of Smithton Wharf	1,000,000	2,040	C337
	Community Development			
8	Stanley Town Hall Centenary Celebrations	5,000		SP102
	Stanley Town Hall Refurbishment	58,000	7,670	C340
26	Temporary Youth Venue	30,000		SP103
	Transport Infrastructure			
7	Bridge Engineering Inspections & Hydrology Reports	14,500	9,160	SP104
27	Faheys Lane/Amos Road Junction (Black Spot Funding)	37,290	4,430	C311
29	Robert Street Upgrade	508,000	246,486	C312
32	Montagu Road from airport to Cuba Rd	805,000	316,662	C313
39	Sealing Western End of Murray Street	16,500	14,546	C314
51	Bridge Replacements	300,000	522	C315
52	Road Reseals	300,000	21,668	C316
70	Dry Stone Wall, Church Street Stanley	12,000		SP105
71	Tree removal Dovecote Intersection	15,000	20,802	SP106
84	Melaleuca Drive (K&C)	15,500	11,060	C317
94	Park Road design & geotech	50,000	3,501	SP107
95	Parking and school crossing Grant/Bugg St design	7,000	3,570	SP108
107	Elderly Citizens Car park (includes \$ 99k carry over 2009/10)	179,000	14,650	C278
	Smithton Wharf Disability access (Council Resolution)	4,000		SP123

i) **Projects for 2010/11**

Sub. Number	Details	Budget	Actual YTD	Project
	Marine Park Stanley (Grant Funding)	13,136	273	SP124
	West Esplanade (Foreshore Upgrade)	71,864	4,334	SP126
	Land & Buildings			
76	Office Refurbishment	100,000		C318
90	Building Maintenance Fund	120,000	6,901	SP109
	Plant & Equipment			
40	Replace Grader	260,000	257,000	C319
41	Replace 2 x 1 tonne Trucks	31,400	31,739	C320
42	Replace 2 x Supervisors Utility Vehicles	19,000	11,671	C321
43	Replace Works Plus Fleet Vehicle	14,590		C322
58	Fleet Replacement	113,000	10,973	C323
	Sport & Recreation			
20	Pump and Pipe connections (Water Tank) Redpa Rec	4,100		C324
22	Development of Smithton Skate Park - Stage 2	30,000		C308
62	Stanley Tennis Court Surface Upgrade	12,000	11,158	C325
	Parks and Reserves			
11	Additional Disabled Amenities - Montagu Recreation Camping Area	20,500	15,386	C331
59	King Park Masterplan (Ongoing)	51,000	61,655	C332
61	Tatloos Beach Remedial Works (Construction & Design)	200,000	11,300	C334

i) **Projects for 2010/11**

Sub. Number	Details	Budget	Actual YTD	Project
63	Stanley Recreation Trails (Ongoing)	25,400	8,192	C333
64	Trethewie's Lookout Stanley - upgrade viewing platform	3,000	314	SP112
65	West Esplanade Foreshore Park - Playground	200,000	19,898	C335
110	New public Toilet at Green Point	22,000	3,500	C336
	Economic Development			
45	Circular Head Tourism Association Contribution	110,000	53,945	SP067
88	Circular Head Progress Group Contribution	25,000	25,000	SP088
104	CHETCC Contribution (Operating Funds)	20,000		SP110
98	Sisters Hills Signage	65,000	24,641	C243
	Information Technology			
17	Dataworks Software Upgrade	50,000		C326
25	Consultancy for Dataworks/Reg Apps Document Integration	4,000		SP111
78	Adobe Photoshop	1,100	1,000	C327
79	Data storage for network	2,900	3,775	C328
80	Replacement servers	25,000	25,000	C329
81	Replacement laptop	3,000	1,589	C330
	Development Services			
12	Building consultancy for community buildings	5,000		SP119
60	Circular Head Lawn Cemetery Master Plan	2,000		SP113
72	Dog Control Act Changes (Microchip gun)	1,800		SP114

i) **Projects for 2010/11**

Sub. Number	Details	Budget	Actual YTD	Project
74	Weed Management Strategy for roadsides	1,750		SP115
85	Street/Rural Addressing Audit of anomalies	10,350	133	SP116
102	Stanley Heritage Guidelines (for planning scheme)	8,500	8,160	SP117
73	Planning Scheme review (includes \$ 20k carry over 2009/10)	70,000	26,550	SP023
	Solid Waste			
18	White Hills Transfer Station MasterPlan (inc construction)	60,000		C309
	New Waste Cell - Port Latta	1,800,000	27,267	C339
	Stormwater/Drainage			
56	Piping of drain - town boundary - Dovecote Road	35,500	34,850	C310
	Governance			
87	Interplan Reporting Enhancements	10,000		SP101
	Carryovers from 2009/10			
	Bridge Replacements	100,000	10,970	C009
	Strategic Planning Outcomes	75,000	13,754	SP048
	Rifle Range Road design & geotech	20,000	205	SP118
	Stormwater Review	10,000		SP092
	Cross overs to Rural Farms and Businesses	19,000		SP097
	Huefner Upgrades & Training	10,000		SP089
	Asset Management Consultancy	10,000		SP054

i) **Projects for 2010/11**

Sub. Number	Details	Budget	Actual YTD	Project
	Stanley Town Hall upgrade	166,000	162,853	C306
	King Street Carpark Toilets demolition	9,000	699	C283
	Smith Street Toilets	230,000	8,006	C058
	Tree removal Massey St lookout	30,000	6,175	C215
	Public Toilets - Stanley (Anglican Church)	59,000	26,088	C230
	Smithton Walking Trails (remainder of \$277K, \$100K, \$10K)	50,000	25,241	C274
	Tier Hill Scenic Lookout design development	4,000		SP085
	West Esplanade - design development of terrace and gardens	25,000		SP086
	West Esplanade - playground design development	4,000		SP096
	Road Safety Initiatives	5,000	1,520	SP082
	Small Boat Jetty	59,000	896	C242
	Consultation and Other Fees - Tarkine	40,000	4,500	SP047
	Infrastructure/detailed plans for Nelson Street Subdivision	133,000	7,132	SP098
	Tourism Initiatives	10,000	10,000	C266
	Stanley Marina - Expression of Interest	20,000		SP093
	Stanley Walking Trails	4,300	2,073	C238
	Public Toilets & Smithton Recreation Ground	120,000	1,094	C285

No. 11.3

Title: **Senior Management Report**

Proponent: General Manager

Location: General

Reporting Officer: General Manager

Date: 10 February 2011

File: Reports to Council

Appendices: Information Bulletin

RECOMMENDATION

That the monthly Senior Management Report be noted.

SUMMARY /PURPOSE

To provide information on issues of significance or interest, together with statistical information and summaries of specific areas of operation.

Governance

Nil

Human Resources

Recruitment – Accountant

A full time position for an accountant has been advertised with a closing date of 18 February 2011.

Community

Circular Head Education and Training Consultative Committee

The Circular Head Education and Training Consultative Committee (CHETCC) recently obtained funding from Skills Tasmania, as part of the joint Australian & Tasmanian Government's "North West and Northern Tasmania Innovation and Investment Fund" (NWNTIIF), to employ a part-time Project Officer. This Project Officer will work to establish and promote programs and initiatives that will encourage training and retraining opportunities in Circular Head, with a primary focus on retrenched workers and those affected by recent industry restructures. This funding is for \$30 000 and is available for one year only. The position will be advertised in the coming weeks.

Australia Day Celebrations 2011

The Australia Day celebrations “Twilight on the Duck” Festival was again another successful event.

The day commenced with the Australia Day Awards 2011 and the recipients were:

Citizen of the Year – Chris (Bomber) Wells

Young Citizen of the Year – Griffin Blizzard

Community Event of the Year – 2010 Twilight on the Duck Festival

Appreciation Awards were presented to Brendan Burke, Elizabeth Gale, Dave Emerson and Lyle Seward.

Fabulous weather, food, refreshments and entertainment provided the large crowd of approximately 3,500 patrons with a memorable Australia Day. The Duck Dash, Duck Pedal, Duck Cast and Duck Race were again popular with participants. The outstanding fireworks display was a fitting finale to a wonderful community event.

Circular Head Healthy Communities Program

The first program of the Healthy Communities Initiative will finish on Thursday 10 February. The sessions have regularly attended by eight participants. A Heart Foundation Walking Group has been established. The second ten week program will commence on 15 March 2011.

Balance your life – Health and Well-being Program

The official launch of Circular Head Council’s health and well-being program Balance your life will be held at the Circular Head Community and Recreation Centre in late February.

The first initiative of the program will be “Lose Kilos for the Community” a twelve week program to support interested community members change their lifestyle by providing free exercise activities, information sessions and confidential “weigh ins” throughout the course of the program. The initial “weigh in” will be held on Thursday 10 February at the Circular Head Community and Recreation Centre at 12.30-2.30pm and 5.30-7.00pm. The program will be facilitated by KAW Training.

Youth

Youth Centre

Following the success of the Seven Up Youth Centre trial period between June and October 2010, an application for funding was submitted to the Department of Premier and Cabinet (DPAC) through its Community Capacity Building Grants, by Rural Health Tasmania on behalf of the partners in the project, including Circular Head Council and the Smithton Christian Fellowship. This submission was successful and as a result, it is anticipated that Seven Up will again open its doors to the young people of Circular Head in Term Two of the 2011 school year.

The funding will enable the employment of a part-time coordinator for the centre. This coordinator will work closely with Circular Head Council’s Youth and Community Officer to deliver positive outcomes for the youth of Circular Head. This DPAC funding is for the period up to 31st October, 2011.

Circular Head Youth Leaders

Circular Head Youth Leaders were successful in receiving their grant submission to purchase a portable coffee machine. The leaders will undertake training at the polytechnic. They plan on transporting the coffee machine around the community and at major event such as Christmas Parade, Australia Day & Youth Week. Funds raised will go back into the community for youth and community events.

Circular Head Youth Leaders (CHYL) held a Coloured Hair Spray fundraiser stall at this years Twilight on the Duck event. The event provided the youth leaders a great opportunity to promote themselves and what they are doing for their community, while entertaining the younger children (and even older ones) with creative coloured hair art.

Learn to Surf Lessons

Council's Youth and Community Officer provided young people with the opportunity to take part in a Learn to Surf day with Red Herring Coast Rider Surf Academy. The session was conducted at Green Point Beach, Marrawah on 4 February 2011. The session was at full capacity and enjoyed by all participants.

Recreation

Circular Head War Memorial Swimming Pool

January Attendances - 2844
Average Temperature – 30

Heart Foundation Walking

Council staff has registered as Area Co-ordinators for Heart Foundation Walking.

Development Services

Public Forum - Cradle Coast Regional Land Use Planning Frameworks 2010 – 2030

Council will be facilitating a public forum on the draft Cradle Coast Regional Land Use Planning Framework, to be held at the Council Chambers on Thursday 17 February 2011 between 3.00pm and 5.00pm. The Cradle Coast Regional Planning Initiative team will be giving an overview of the document.

Engineering Services

Nil

Finance

Nil

Occupational Health and Safety

Nil

Other

Nil

INFORMATION BULLETIN – FEBRUARY 2011

Correspondence laid on the table and circulated

1. Cradle Coast Authority – The Authority Newsletter
2. Department of Primary Industries, Parks, Water and Environment (Fox Eradication Program) – Advice on further information sessions in Circular Head.

Correspondence laid on the table

Nil.

Summary of resolutions and actions undertaken from the previous Council meeting.

Capital Works and Special Projects Update



CRADLE COAST AUTHORITY

The Authority

What's on in February?

3 February

Cradle Coast NRM Committee member nominations close.
Contact Luke Sayer.

8 February

Cradle Coast Authority Board meeting.
Contact Luke Sayer.

17 February

Cradle Coast NRM Committee meeting.
Contact Richard Ingram.

28 February

Closing date for feedback on the Regional Land Use Planning Framework.
Contact Luke Sayer.

Call us on 6431 6285 to find out more

Cradle Coast Authority
30 Marine Terrace
(PO Box 338)
Burnie 7320

Phone: 03 6431 6285
Fax: 03 6431 7014
E-mail: admin@cradlecoast.com

Monthly newsletter of the Cradle Coast Authority

January/February 2011

Communities have their say on Regional Land Use Planning

A draft *Regional Land Use Planning Framework*, incorporating a land use strategy for all municipalities in the Cradle Coast region, has been released for public comment. This is the first time that a single land use strategy has been produced for the region, combining information from existing local and regional plans and strategy documents.

The draft Framework is part of statewide reforms to simplify Tasmania's planning schemes and will allow Local Government to chart the course for the next 20 years and beyond and make consistent decisions across the region. Once approved, the document will guide updates to each Council's planning schemes.

Public submissions regarding the *Regional Land Use Planning Framework* have been coming in to the Cradle Coast Authority ahead of the feedback closing date on 28 February.

The draft is being promoted to encourage community input with copies available from the Cradle Coast Authority website, Council offices and websites and the Tasmanian Planning Commission website. For information on the *Regional Land Use Planning Framework* consultation process, contact Executive Officer, Luke Sayer, on 6431 6285.

To download a copy of the draft Framework and Feedback Form visit:
<http://www.cradlecoast.com/noticeboard.html>

A new voice at the Cradle Coast Authority



When calling the Cradle Coast Authority office, you may have noticed a welcoming new voice on the end of the line. Kylie Bowers (*left*) joined our team as receptionist in December following the transfer of Leanne Bonney to the role of Personal Assistant to the Executive Chairman.

Kylie shares our enthusiasm for the region and is quick to lend a hand where needed. In response to the recent floods, she rallied the Cradle Coast Authority staff in a week of fundraising efforts and raised \$700 for donation via a local Service Club. Welcome Kylie!



Our Healthy Communities get active

"The Zumba class was the most fun exercising I have ever had"

Latrobe resident



"It's good to get out and move more"
West Coast aqua aerobics participant



The new year brings a fresh burst of energy to the region's *Healthy Communities Initiative*. Twenty-four projects have been developed across our nine Councils to encourage healthy eating practices and lifestyles and to reduce the incidence of chronic disease. This month we focus on two of the five projects from Waratah-Wynyard Council, coordinated by Community Development Officer, Richard Muir-Wilson.

- *Waratah Moves* is a weekly exercise program lead by qualified Heart Foundation Heart Moves instructor *Gareth Jubb Fitness* and featuring special-interest workshops for women. Starting in Waratah on 7 February, the program has been developed by the Council in partnership with the Tasmanian Department of Health and Human Services Women's Health unit and the Heart Foundation.
- The *Somerset Exercise Group* is also commencing on 7 February offering free advice and support from a qualified personal trainer during group exercise sessions in ANZAC Park. Twice a week on Mondays and Thursdays from 11.30am to 12.30pm, the trainer will be on hand to provide group and personalised fitness instruction for all-comers using the park's exercise equipment.

For more details on the Australian Government funded *Healthy Communities Initiative*, contact the Healthy Communities Coordinator, Bev Hayhurst, on bhayhurst@cradlecoast.com

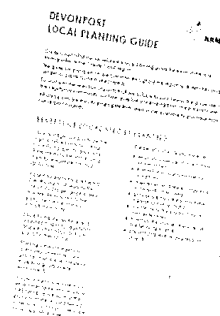
Local Plants for local conditions

Knowing what indigenous plants are best suited to specific soil types, conditions and growing purposes is now even easier with the release of Cradle Coast Natural Resource Management's (NRM) Local Planting Guides. A local planting guide has been created for each of the nine municipalities in the region listing the indigenous plant species and highlighting those that are endemic to the area.

In addition to listing the scientific and common names of local plants, the easy-to-read guides also indicate the vegetation community, soil type, common uses and propagation methods for each plant. A basic soil testing technique is also included to simplify soil identification and assist plant selection for individual backyards, rural blocks and other planting areas.

You can find the free Local Planting Guides for each of the Cradle Coast municipalities at www.cradlecoastnrm.com.

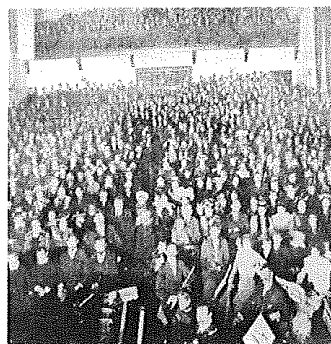
For more information on local plant revegetation works or the guides contact Cradle Coast NRM Facilitator, Mark Wisniewski on 6431 6285.



Will swap: Gala tickets for grand piano

The refurbishment of The Gaiety Theatre in Zeehan is nearly complete, all except for one small detail... a grand piano.

Zeehan's Gaiety Theatre began operating as a cinema in 1899, just three years after the world's first public cinema screening in France. Once the renovations are finalised, The Gaiety will be the only cinema of its age in Australia showing Edwardian-era films and to authentically recreate the ambience of old, the project managers are seeking a piano to accompany planned silent film screenings.



With the theatre's original piano no longer available, The Gaiety is hoping to secure a steel-framed, black grand piano for a Gala Opening Night on Saturday 16th April. The Gaiety will celebrate its return with a cinematic vaudeville show featuring some of the world's first films as they would have originally been presented in Zeehan between 1899 and 1910.

The redevelopment of The Gaiety is one aspect of the Cradle Coast Mining Heritage Strategy being implemented by the Cradle Coast Authority based on a TQUAL grant from the Australian Government. The grant of \$432,250 was awarded to refurbish The Gaiety Theatre and develop five satellite experiences in other mining towns in the region.

The Gaiety Theatre in its hey-day. If you know of a grand piano for sale, loan or swap please contact the Mining Heritage Strategy Project Manager, Wayne Bolton on 0488 244 023.

Photo courtesy of West Coast Pioneers Museum

In the news...

Cradle Coast Authority staff have been actively promoting regional projects and successes over the last month. Here are some examples:

"...Now we have one contract with Veolia servicing all seven councils. It means more recycling is getting done for less..."

– Roger Jaensch, Executive Chairman.
The Advocate, 18 January .

"...A push is on for the region's Tourism Zone Marketing Groups to build a greater profile (for the region) ..."

– Ian Waller, Regional Tourism Development Manager. The Advocate, 22 January.

"..This training session allows participants to become part of the first response whale rescue team .." - NRM Coastal Coordinator, Belinda Colson. The Advocate, 11 January.

And... there were stories on the Healthy Communities and Regional Planning Initiatives, hiking-based tourism, plus radio interviews for the Mining Heritage Strategy. For details, please contact Amanda Wilson on 6431 6285.

**Visit the Cradle
Coast Authority
web site for
copies of our
media releases**

www.cradlecoast.com

Contract awarded for Mount Roland Tourism Precinct Study

The University of Tasmania Cradle Coast Campus has been appointed as consultant to study the tourism potential of the Mount Roland precinct. In a decision designed to deliver both innovative study results and an investment in the consulting capacity of the region, the project will be undertaken by graduates and mature-aged students from the Bachelor of Regional Resource Management degree.

Once complete, the Mount Roland Tourism Precinct Study will define a tourism vision and propose priorities for development. The Study will also suggest a process for implementing recommendations taking into account the economic, social and environmental benefits that the area provides to both residents and visitors.

The contract decision was made by a steering committee comprised of representatives from Kentish Council, Cradle Coast Authority, Tourism Tasmania, Cradle Coast NRM and the Parks and Wildlife Service, all of who have contributed funding to the project. For information on the Tourism Precinct Study contact Regional Tourism Development Manager, Ian Waller, on iwaller@cradlecoast.com



(Above) Steering committee members meet with the UTAS team. From left to right- Sue Botting-Cradle Coast NRM; Trevor Keating-Parks & Wildlife Service; Tanya Trost-Tourism Tasmania; Dr Fleur Fallon-UTAS; Catherine Stark- Kentish Council; Ian Waller -Cradle Coast Authority; Ben Hiscutt (obscured)-UTAS; Chris Frankcombe- Project Manager UTAS; Wayne Oliver (Obsc)-UTAS; Pattie Weichelt-UTAS; Lee-Anne Ryan-UTAS; Tony Moore-UTAS. Photo courtesy Merian Ellis.

Briefly

The Cradle Coast Authority acknowledges the great support received from **Kevin Hyland** who held the position of Deputy Chair of the Cradle Coast Authority Representatives since 2009. For the past two and a half years, Kevin has also chaired both the North West Coast and Western Wilderness Zone Marketing Groups. Kevin has been a tireless advocate for both the region and its tourism industry and he leaves these roles with our thanks and best wishes.

Kerbside recycling commenced in the Waratah-Wynyard municipality on 31 January. This brings the number of Councils participating in the regional agreement with Veolia Environmental Services to seven, providing both a boost in recycling levels and efficiencies in Council costs.

Welcome to Josie Hurst who will be taking on the role of North West Program Officer for Arts@Work for the period of Joanna Gair's maternity leave, commencing 7 February. **We wish Joanna and Josie all the best** for their exciting new endeavours.

Department of Primary Industries, Parks, Water and Environment
RESOURCE MANAGEMENT & CONSERVATION



Fox Eradication Program

PO Box 46, Kings Meadows, Tasmania, 7249
Telephone: 03 6336 5320 Fax: 03 6336 5453
Fox Activity Hotline (24hrs): 1300 369 688
Website: www.dpipwe.tas.gov.au/fox



MUNICIPALITY OF CIRCULAR HEAD
PO BOX 348
SMITHTON TAS 7330

Thursday, 27 January 2011

To the Landowner or Resident,

As you may be aware, physical evidence of fox activity has been collected from across Tasmania, including locations in the North West. All evidence of fox activity collected in Tasmania to date, has come from what is termed 'core fox habitat'. Primarily composed of fragmented landscapes including agricultural areas, open woodlands and grasslands 'core fox habitat' is identified as the habitat highly suitable to foxes due to its landscape structure and abundance of key resources.

You are receiving this letter as your property(ies) contain, or are in the vicinity of, identified core fox habitat.

Foxes are highly intelligent and elusive animals that pose a significant threat to the wildlife, agriculture, tourism and economy of both this region and Tasmania as a whole. A brochure about foxes has been included for your reference along with a map displaying where physical evidence of fox activity has been collected.

In response to the widespread evidence and the cryptic nature of foxes, DPIPWE's Fox Eradication Program (FEP) is targeting all identified core fox habitat within Tasmania through a strategic baiting program. This will give the eradication effort the greatest chance of success. In the coming months you will receive a request from FEP for access to your property as a part of the strategic baiting program. **Your support is crucial to this effort.**

The beginning of the North West phase of fox baiting operations includes properties in the Circular Head Council region. Being a landowner or resident in the planned area of operations, you are a key stakeholder in the fox eradication effort. To keep you informed on the issue and receive your input we would like to invite you to attend a FEP public information event in the region.



INFORMATION SESSIONS:

<u>Smithton</u>	CH Community Recreation Centre	Tues, 8 Mar
<u>Stanley</u>	Stanley Town Hall	Wed, 9 Mar
<u>Rocky Cape</u>	Rocky Cape Public Hall	Thurs, 10 Mar

All sessions will be held from 7:30pm – 8:30pm & time for questions will follow each presentation.

All members of the public are welcome to attend.

At each event FEP staff will provide the following:

- Overview of fox baiting programs planned in north western Tasmania
- Evidence of fox activity in Tasmania
- Information on post-bait monitoring operations
- Opportunity for questions & feedback

Your support of the fox eradication effort is crucial to the success of the program. At these events there will be an opportunity to commit your support to the fox eradication effort by signing an Access Licence to allow fox eradication **and/or** monitoring operations to be undertaken on your property. These access permissions are vital for ensuring that the FEP can effectively target and place at risk all foxes in Tasmania. Please be aware that the FEP advises all landowners, well in advance, of any intent to access property and takes individual needs into consideration when planning operations.

We understand that your time is valuable and have organised a variety of events to enable you to attend at the most convenient date and time. We encourage you to attend an event, as it is important that you are accurately informed about the fox eradication effort and the operations planned in your area.

All interested members of the community are encouraged to attend. Please feel free to make your neighbours, friends or family aware of these sessions.

If you have any queries about the information day or the fox eradication effort, please do not hesitate to contact Kristy Withers on 03 6336 5324 or via email to Kristy.Withers@dpiw.tas.gov.au

We look forward to your support in ensuring the success of the fox eradication effort in Tasmania.

Yours sincerely,



**CRAIG WILLIAMS
COMMUNITY ENGAGEMENT SECTION LEADER**

Encl. 'Foxes' brochure



Circular Head Council

Task by Actions

Advocacy & Governance

Action: 4.3.3.2 Action all resolutions of Council 2009/2010

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
Confidential - Infrastructure Installation Assistance Agreement	In Progress	70%	<p>07/04/10 Agreement in principal signed by parties. Draft formal agreement provided by solicitors. Currently paying invoices.</p> <p>01/06/10 No change infrastructure installation almost completed.</p> <p>01/07/10 Currently negotiating final agreement with property owners.</p> <p>02/08/10 No Change</p> <p>02/09/10 advised by beneficiary that the work is now completed commencing organisation of final arrangement</p>	Executive Manager Business Strategy	31/03/2010

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
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Confidential - Sale of Land Marine Esplanade Stanley - 14.3	In Progress	50%	01 07 2010 Negotiations continue. 11 10 2010 Negotiations have concluded with current lessee of land. Correspondence has been exchanged between Council and prospective purchaser about an agreed process for the purchaser lodging an application for boundary adjustment and approval of existing buildings located on land which is sought to be purchased	Executive Manager Development Services	30/06/2010
Draft Policy - Rural Roads Crossovers - 11.4	In Progress	30%	Endorsed for public comment. Public consultation advertising to be arranged. Draft Policy on public consultation period from 10 July 2010 to 30 July 2010. Report to Council following closure of public consultation period.	Executive Manager Engineering Services	31/03/2010
Making of Highway off Alexander Terrace Stanley - 11.5	In Progress	50%	Survey of roadway arranged currently awaiting survey plan to accompany advice to Secretary DIER. 07/04/10 No change 01/06/10 No change, still awaiting drawings from Surveyor.	Executive Manager Business Strategy	31/01/2010

Tasks

Status % Complete

Progress Comments

Responsible Person

Comp Date

			<p>01/07/10 Part survey completed. Exec Manager Financial Services, is negotiating with adjoining land owners re sale of surplus land.</p> <p>02/08/10 No Change</p> <p>02/09/10 Received valuation report on two residual parcels to be presented to Council meeting for consideration.</p>		
Naming of Roads - Scotchtown and Trowutta Roads - 11.4	In Progress	90%	<p>01 07 2010 Awaiting formal notification from Nomenclature Board. New street signs ordered. Residents of the new 'Upper Scotchtown Road' soon to be advised of the name change.</p> <p>11 10 2010 Name change has been approved by the Nomenclature Board. Final confirmation of signage change and address changes with property owners is to be finalised.</p>	Executive Manager Development Services	30/06/2010
NoM - Cr Berechree re Planning Scheme Amendment Proposal	In Progress	55%	<p>Sent to Consultant for Action</p> <p>08/12/09 No change</p> <p>01/02/10 No change still awaiting consultants report</p> <p>07/04/10 Report to Council at last meeting currently being processed by Tas Planning Commission.</p> <p>01/06/10 No change</p> <p>01 07 2010 Public Comments to be assessed.</p> <p>02/09/10 Currently with Tas Planning Commission</p>	Executive Manager Development Services	31/12/2009

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
NoM - Cr Oldaker re Cradle Mountain Water Charging	In Progress	80%	<p>CI write to CEO of Cradle Mountain Water seeking advice on how CMW proposes to handle charging community organisations / facilities using water & sewerage service in short and long term.</p> <p>04 09 09 CMW via Onstream presently collecting data for the purpose of determining billing arrangements for Council owned properties, which include community type organisations.</p> <p>A commitment contained in the Corporate Plan for CMW, (as reflected in the Shareholder Letter of Expectation) indicates "The corporation shall provide a concession to those not for profit organisations that currently receive a concession from the owning Council."</p> <p>The Corporate Plan also indicates "The draft Interim Pricing Order has set tariffs for 2009/10 and given guidance to price paths for the next two years. Price increases for customers are capped from 0 to 10% depending on the service provided . Tariff design for 2010/11 and beyond will be a feature of the work required by the corporation during the year.</p> <p>Tariff pathways to a two part pricing regime will be designed in consultation with all classes of</p>	General Manager	31/07/2009

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
			customers." Staff are presently collating all bills for Council owned properties, with the issue of contributions by recreation groups and user bodies to be determined by the Council upon presentation of the information.		
NoM - Cr Spinks re Updating of Property Addressing across Circular Head	In Progress	5%	04 11 2010 Project has been scoped, and process being trialled for auditing. Employment of casual employee being investigated to undertake the audit.	Executive Manager Development Services	30/06/2010
NoM - Cr Wells re East Esplanade Additional Parking	Deferred	0%	Procedural Motion to lay on table to enable discussion at Council Workshop and with C H Boat Ramps Committee. Listed on Council Workshop Agenda for 4 March 2010.	General Manager	31/03/2010
NoM - Cr Wells re Greenhills Road Traffic Study - 9.2	In Progress	50%	4/2/10 - agreed that 80km zone should be extended to incorporate Trethewies' Lookout. DIER to investigate line marking and take action as necessary. A letter will be drafted to DIER requesting above 31/3/10 - DIER to prepare drawings 12/5/10 - DIER drawings completed, signage to be installed.	Executive Manager Engineering Services action.	31/03/2010

<i>Tasks</i>	<i>Status</i>	<i>% Complete</i>	<i>Progress Comments</i>	<i>Responsible Person</i>	<i>Comp Date</i>
QwN - Cr Oldaker re Tennis/Netball Court Issues - 3.4.1	In Progress	70%	<p>01/07/2010 Awaiting receipt of quotations</p> <p>29/3/10 - Site Meeting held with reps from Netball and Tennis Assocs, members of COAMC. Order placed with Hardings Hotmix to repair No. 1 court to replace postholes that are lifting. Cracks in yellow linemarking on first court repaired, however cracking in ochre external sides will be recovered sometime Nov/Dec 2010. Arrangements have been made to alleviate pooling of water on No. 3 court, should be completed during April 2010.</p> <p>31/5/10 Weather conditions have delayed repairs, to be followed up Investigation continuing with pooling of water and deterioration of court on No. 2 court.</p> <p>30/6/10 - Works Order to remediate problem areas issued, awaiting contractors' availability to commence work</p> <p>30/7/10 - Remedial works partially completed, post holes completed with bitumen laid. Flexipave to be reinstalled over bitumen, awaiting availability of contractors to finalise.</p> <p>02 09 10 Photos of problems sent to T Matthews for information purposes.</p> <p>05 11 10 Flexipave possibly to be installed December 2010/January 2011.</p> <p>26 11 10 No further progress, awaiting contractor availability.</p> <p>28 01 11 Blacktac (supplier)</p>	Assistant General Manager	30/04/2010

anticipate commencement of repairs
early February

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
Year of Women in Local Government 2010 Partnership Opportunity - 11.2	In Progress	10%	\$1000 to go towards function in Cradle Coast region for recognition of 2010 Year of Women in Local Government (including Elected Members and Staff). Function to be held before end of 2010. Letter sent to Australian Local Government Women's Association Tasmanian Branch 6/7/10 advising of Council's desire to provide support to a regional event to be held. Awaiting a response.	Personal Assistant	30/06/2010

Action: 4.3.3.3 Action all resolutions of Council 2010/2011

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
2010-0070 PQT - C Lynn re Marawah Kelp support	In Progress	30%	29 10 10 Awaiting docummentation form Mr Lynn to enable preparation of indication of support. 30 11 10 Review of documentation being undertaken to establish grounds for requesting re-assesment	General Manager	30/11/2010
2010-0072 NoM - Cr Wells re Responsible Dog Ownership Program	In Progress	5%	04 11 2010 Currently looking to obtain some brochures or similar fact sheets which can be distributed. Resolution of Council reported in the media, already reaping some public education results.	Executive Manager Development Services	30/11/2010
2010-0095 QwN - Cr Murrell re Public Housing Shortages	In Progress	20%	30 11 10 Discussion held with Housing Tas; awaiting formal response	General Manager	31/12/2010
2010-0101 NoM - Cr Oldaker re Forest Industry	In Progress	50%	10 12 10 Correspondence forwarded; awaiting response.	General Manager	31/12/2010
2010-0102 NoM - Cr Wells re Tayatea Bridge Reconstruction	In Progress	50%	08 12 10 Discussion held with GM Roads DIER; referral of original Tarkine Drive concept to be withdrawn and new referral of Western Loop Road to be submitted.	General Manager	31/12/2010

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
2010-0119 QwN - Cr Oldaker re Water Management Group Meeting	In Progress	0%		General Manager	16/12/2010
2010-0123 NoM - Cr Wells re Stanley Port Freight	Not Started	0%		General Manager	28/02/2011
2010-0127 Community Small Grants 2010/2011 Round Two	In Progress	50%		Community Development Officer	31/01/2011
2010-0129 Road Safety Audit - Greenhills and Dovecote Roads Stanley	In Progress	80%	04 01 11 Road Safety Audit presented to Council at December 2010 meeting	Manager of Engineering and Projects	16/12/2010
2010-0130 Anzac Park / Smith St Smithton - Tree Maintenance	In Progress	50%	04 01 11 Contractor to be engaged for removal of trees as per Arborist report recommendations 03 02 11 Works plus to coordinate liaison between SES and tree felling contractor for removal of trees and limbs	Manager of Engineering and Projects	28/02/2011
2010-0131 CMW - Owner Representative Term of Appointment / Select Committee-Tasmanian Water and Sewerage Corporations	In Progress	80%		General Manager	31/12/2010
2010-0141 Confidential - Council Land Grant St Smithton	In Progress	0%	31 01 11 No further action	Executive Manager Financial Services	28/02/2011
2010-0142 Confidential - Council Land Lease - RA	In Progress	0%	Lessee contacted and lease to be	Executive Manager	31/03/2011

21672 Bass Hwy North Forest Tasks	Status	% Complete	drawn up in the new year Progress Comments	Financial Services Responsible Person	Comp Date
2010-0143 Confidential - Request for postponement of payment of rates	In Progress	0%	Revenue Officer to let Deloitte know the outcome of the December Council Meeting in the New Year. Lawyer engaged to draft up letter to ratepayers to obtain timeframes for payment.	Executive Manager Financial Services	31/03/2011
2010-0144 Confidential - Council Land John St Smithton	In Progress	0%	Officers organised Valuation to be undertaken on 22 December 2010 - ready for the blocks to be place up for sale in the New Year Advertising material drafted ready for printing	Executive Manager Financial Services	31/03/2011
2010-0145 Confidential - Council Public Land - RA 1663 Montagu Rd - Montagu Public Hall	In Progress	50%	28 01 11 Independent valuation undertaken and advertised for sale.	Assistant General Manager	31/03/2011
2010-0146 Confidential - Port Latta Landfill - Submission	Not Started	0%		Manager of Engineering and Projects	31/03/2011
2010-0147 Confidential - Cradle Coast Regional Land Use Planning Framework 2010-2030	In Progress	0%		Executive Manager Development Services	30/06/2011
2010-0151 Confirmation of Minutes of Previous Meeting	Completed	100%		Personal Assistant	20/01/2011
2010-0152 QwN - Cr Spinks re Hooning at East Esplanade Boat Ramp Car Park	Not Started	0%	03 02 11 Item to be discussed at the Traffic Committee meeting of February 9th 2011	Manager of Engineering and Projects	28/02/2011

Tasks	Status	% Complete	Progress Comments	Responsible Person	Comp Date
2010-0153 QwN - Cr Spinks re Floating Pontoon at East Esplanade Boat Ramp Smithton	Completed	100%	28 01 11 Letter of appreciation sent to MAST	Assistant General Manager	31/01/2011
2010-0154 QwN - Cr Spinks re Flooding relief contribution	In Progress	20%	28 01 11 Discussion with Executive Officer to investigate options of Councils applicable. Also discussion with LGAT and QLGA to research further and identify level of affect throughout Councils by flooding.	Assistant General Manager	28/02/2011
2010-0155 QwN - Cr Wells re Native Timber Harvesting Impact on C H	In Progress	40%	28 01 11 Meeting requested with Minister Green. Awaiting response with appointment details.	Assistant General Manager	28/02/2011
2010-0156 Notification of Council Workshops held since last Council Meeting	Completed	100%		Personal Assistant	20/01/2011
2010-0157 Note Mayor's Communications and Diary	Completed	100%		Personal Assistant	20/01/2011
2010-0158 Representation on Draft Planning Directive No 4 - Residential Standards	Not Started	0%		Executive Manager Development Services	11/02/2011
2010-0159 Finance Report	Completed	100%		Assistant General Manager	20/01/2011
2010-0160 Senior Management Report and Information Bulletin	Completed	100%		Assistant General Manager	20/01/2011

2010-0161	Resolution to Amend Council Meeting Date April 2011	Completed	100%		Assistant General Manager	20/01/2011
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<i>Tasks</i>	<i>Status</i>	<i>% Complete</i>	<i>Progress Comments</i>	<i>Responsible Person</i>	<i>Comp Date</i>
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2010-0162	Minutes - Central Outdoor ARea Management Committee	Completed	100%		Assistant General Manager	20/01/2011
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2010-0163	Minutes - Stanley Town Hall Special Committee	Completed	100%		Assistant General Manager	20/01/2011
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2010-0164	Matters proposed for consideration in Closed Meeting	Completed	100%		Assistant General Manager	20/01/2011
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2010-0165	Resolution to close the meeting to the public	Completed	100%		Assistant General Manager	20/01/2011
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2010-0166	Confidential - Request for Leave of Absence by Councillors	Completed	100%		Assistant General Manager	20/01/2011
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2010-0167	Confidential - Bridge Replacement Dip Road, Backlog of Bridges requirig upgrades	Completed	100%		Manager of Engineering and Projects	20/01/2011
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2010-0168	Resolution to reopen the meeting to the public	Completed	100%		Assistant General Manager	20/01/2011
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Circular Head Council

Capital Works Progress Report

July 2010 - June 2011

Business Performance Administration

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.1 C323 - Fleet replacement	Kay Cosgrove - Finance Officer	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Administration Services	Capital	\$113,000	\$113,000	\$10,973	\$102,027

ACTION PROGRESS COMMENTS
 1 x Honda CR -V 2010 Rego B74PA
 Last Updated - 06/01/2011

Community

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.1.3 C306 - Stanley Town Hall upgrade (grant funding)	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2009	31/12/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
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Community Services	Capital	\$166,000	\$166,000	\$162,853	\$3,147
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ACTION PROGRESS COMMENTS

03 08 09 Design work proceeding furniture and equipment investigations continuing.

01 09 09 Committee meeting this evening to discuss plans and budgets. Electrician provided update quote.

02 10 09 Auditorium chairs purchased, interior colour scheme identified, buildings works currently at tender closing Oct 12th. Sound system and theatre lighting being purchased, auditorium lighting being identified.

12 01 10 Works to commence Feb 2010

03 05 10 Works progressing

01 10 10 All works nearing completion

03 11 10 Approval granted for additional works to be completed prior to Centenary celebrations

Last Updated - 06/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.1 C264 - Community Recreation Centre - Stage 2 Hall of Fame	Tony Smart - Assistant General Manager	Completed	01/07/2008	30/08/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Community Services	Capital	\$0	\$0	\$317,374	-\$317,374

ACTION PROGRESS COMMENTS

03 08 09 Tender called, submissions to be presented back to Council August 2009 for consideration.

01 09 09 Contract to be provided from GHD.

30 10 09 Deed of Agreement signed by Commonwealth

15 12 09 Meeting with GHD and CRC Board in readiness to commence construction January 2010

12 01 10 Meeting with GHD and CRC Board final arrangement for commencement 18 Jan 10

18 01 10 Construction commenced

10 03 10 Progress meeting reports 40% completed

28 04 10 Progress meeting no 6 reports Glazing 80% completed, Structural steel 90% completed

20 07 10 Progress Claim report No 5 total complete at 85.97%. Lodging official opening date fortnight 6-17 Sept 2010

01 08 10 Application to Federal Government for Official Opening to be held 15 September 2010

02 09 10 Occupancy Certificate received 31 08 10. Official Opening date scheduled for 6 October

06 10 10 Official Opening Ceremony held - Sid Sidebottom MP. Approximately 90 people in attendance. Great success.
Last Updated - 07/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.2 C242 - Wharf Road small boat jetty Stanley	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2008	30/06/2011	35%	100%	35%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Sport and Recreation	Capital	\$59,000	\$59,000	\$896	\$58,105

ACTION PROGRESS COMMENTS

03 08 09 Project currently delayed due to difficulties in acquiring crown lease and appropriate engineering design. Negative \$9663 due to grant received from MAST. Discussion with Crown land Services August 2009 and lease determination not yet commenced.

01 09 09 No change

05 07 10 Council have received lease from crown

01 10 10 Detailed design to be complete end of October 2010

03 11 10 Detailed design complete

06 12 10 Crown Lands approval received, planning application submitted

04 01 11 Scope of works sent to contractors for quotation
Last Updated - 04/01/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.4 C324 - Pump and pipe connections (water tank) Redpa Recreation Ground	Deb Mainwaring - Recreation and Community Officer	In Progress	01/07/2010	30/09/2010	75%	100%	75%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Sport and Recreation	Capital	\$4,100	\$4,100	\$0	\$4,100

ACTION PROGRESS COMMENTS

04 08 10 Not commenced

05 10 10 Pump and pipe connections have been purchased and awaiting installation.
Last Updated - 05/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.5 C308 - Development of Smithton Skate Park - stage 2	Deb Mainwaring - Recreation and Community Officer	In Progress	01/07/2010	30/06/2011	20%	100%	20%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Sport and Recreation	Capital	\$30,000	\$30,000	\$0	\$30,000

ACTION PROGRESS COMMENTS

04 08 10 Funding received from Sport & Recreation Tasmania. Designs currently being confirmed with designer and engineering department. Consultation meetings organised for users to provide regular information updates.

03 09 10 The Central Outdoor Area Management Committee (COAMC) is facilitating a meeting between Netball, Tennis and Skate Park users to discuss the designs on 06 09 10.

05 10 10 The COAMC facilitated a meeting between Netball, Tennis and Skate Park users to address any concerns regarding the design of Stage Two of the Skate Park upgrade.

08 11 10 Design costings currently being confirmed
Last Updated - 01/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.6 C325 - Stanley tennis court surface upgrade	Deb Mainwaring - Recreation and Community Officer	Completed	01/07/2010	30/06/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Sport and Recreation	Capital	\$12,000	\$12,000	\$11,158	\$842

ACTION PROGRESS COMMENTS

04 08 10 Not commenced

06 10 10 25ml hotmix seal will be laid over existing surface and will address safety issues and will be completed by end October. Line marking will be completed following hotmix laying.

08 11 10 Sealing of court and line marking has been completed
Last Updated - 08/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.7 C285 - Community Recreation Centre - public toilets	Tony Smart - Assistant General Manager	Completed	01/07/2009	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Sport and Recreation	Capital	\$0	\$0	\$1,094	-\$1,094

Business Strategy
Business Strategy

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.3.1 C337 - Redevelopment of Smithton wharf	Mary-Ann Edwards - Executive Manager Business Strategy	In Progress	01/07/2010	30/06/2011	1%	100%	1%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Business Strategy Unit	Capital	\$0	\$0	\$2,040	-\$2,040

ACTION PROGRESS COMMENTS

02 08 10 Some initial discussion with Consultant Engineer with regard to Wharf potential design. Still waiting on transfer of title from TasPorts.

02 09 10 No Change

02 12 10 Certificate of Title yet to be transferred from Tasports to Council.

04 01 11 Certificate of Title yet to be transferred from Tasports to Council.

Meeting with Crown Land Services to discuss potential issues that may impact on Crown land (Duck River frontage and open space) and licence/lease agreements etc.

01 01-11 Ongoing.

Last Updated - 21/01/2011

Development Services
Development

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.1.1 SP119 - Building consultancy for community buildings	Matthew Saward - Executive Manager Development Services	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Public Building Safety	Recurrent 'One Off' Item	\$5,000	\$5,000	\$0	\$5,000

ACTION PROGRESS COMMENTS

05 08 2010 Initial meeting to scope the project. Some 17 properties have been identified as priorities to offer this service to. Currently programmed to commence in September

12 10 2010 New consultant will need to be engaged following movement of consultant initially scoped out to undertake the work..
 Last Updated - 12/10/2010

Engineering Services
 Engineering

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.1.1 C278 - Car park reinstatement Senior Citizens, design and construction	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	31/03/2011	25%	100%	25%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$179,000	\$179,000	\$14,650	\$164,350

ACTION PROGRESS COMMENTS

07 01 10 Will commence in 03/2010

04 02 10 Investigation being undertaken on subgrade and pavement.

22 04 10 Council considering additional funds in 2010/11 budget deliberation's to complete project.

05 07 10 Geotechnical investigation to begin in July

01 10 10 Geotechnical investigation complete and detailed design nearing completion. Works to begin in January 2011
 Last Updated - 01/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.1.4.1 C309 - White Hills Transfer Station master plan (inc. construction)	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/12/2010	20%	100%	20%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Solid Waste Management	Capital	\$60,000	\$60,000	\$0	\$60,000

ACTION PROGRESS COMMENTS

01 10 10 Design commenced

03 02 11 Preliminary design complete, detailed design to be complete mid February 2011
 Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.1.4.4 C339 - New Waste Cell at Port Latta	Matt Greskie - Executive Manager Engineering Services	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Solid Waste Management	Capital	\$1,800,000	\$1,800,000	\$28,547	\$1,771,453

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.11 C317 - Melaleuca Drive - kerb and channel	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2010	31/03/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$15,500	\$15,500	\$11,060	\$4,440

ACTION PROGRESS COMMENTS

01 10 10 Works progressing

03 11 10 Works complete
Last Updated - 03/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.13 C310 - Piping of drain - Stanley town boundary - Dovecote Road	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2010	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Drainage	Capital	\$35,500	\$35,500	\$34,850	\$650

ACTION PROGRESS COMMENTS

01 10 10 Survey and detailed design completed in September, construction commenced, ongoing.

03 11 10 Works complete
Last Updated - 03/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.3 C311 - Faheys Lane/Amos Road junction (black spot funding)	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	25%	100%	25%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$37,290	\$37,290	\$10,248	\$27,042

ACTION PROGRESS COMMENTS

01 10 10 Site Survey and detailed design commenced

06 12 10 Geotech investigations to occur during December to allow detailed design completion

04 01 11 Preliminary design completed

03 02 11 Detailed design complete

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.4 C312 - Robert Street upgrade	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	35%	100%	35%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$508,000	\$508,000	\$250,664	\$257,336

ACTION PROGRESS COMMENTS

01 10 10 Works to begin on site end of October/early November weather pending

03 11 10 Works to begin 9th November 2010

06 12 10 Site stormwater works commenced

03 02 11 preparing base for kerb and channel

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.6 C314 - Sealing western end of Murray Street	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2010	31/12/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$16,500	\$16,500	\$14,546	\$1,954

ACTION PROGRESS COMMENTS

01 10 10 Preliminary design considerations complete, works to begin in October weather pending

06 12 10 Works complete
Last Updated - 06/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.7 C315 - Bridge replacements	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	30/06/2011	15%	100%	15%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$400,000	\$400,000	\$522	\$399,478

ACTION PROGRESS COMMENTS

03 11 10 Resolved to replace timber bridge on Dip Road, Black River with Concrete structure to maximise return on capital investment. Tenders to be advertised early December.

06 12 10 Geotech investigation at Dip Road, Black River occurring early December, report to be included in tender documentation

03 02 11 Tenders for replacement of Dip Road, Black River bridge close on Friday 4th February 2011
Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.8 C316 - Road reseals	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	30%	100%	30%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$300,000	\$300,000	\$21,668	\$278,332

ACTION PROGRESS COMMENTS

01 10 10 Contract for Bituminous Surface Services awarded to Venarchie Contracting, reseal preparation works to begin for resealing to occur in February 2011

06 12 10 Reseal preparation works have commenced

03 02 11 Reseal preparation works complete
Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.2.1 C238 - Stanley Recreation Trail signage	Deb Mainwaring - Recreation	Completed	01/07/2009	30/09/2010	100%	100%	100%

implementation

and Community Officer

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$4,300	\$4,300	\$2,073	\$2,227

ACTION PROGRESS COMMENTS

03 08 09 Design development stage with consultants

04 11 09 Final draft designs received for Stanley Historic Village Walk. Installation costings to be confirmed. Project not completed due to consultant's unavailability.

13 01 10 Signage being constructed

04 03 10 Expected signage delivery 31/03/10

06 04 10 Awaiting delivery of signage

30 04 10 Signage delivered but returned to manufacturer to provide additional protection from vandalism. After receiving a sample sign approval has been given to proceed with construction.

03 06 10 Signage currently being constructed

05 07 10 Signage to be received by 09 07 10 for installation

04 08 10 Signage received (Works Plus) to be installed as part of capital works program

03 09 10 Signage installed
Last Updated - 03/09/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.1 C335 - West Esplanade foreshore park - playground	Deb Mainwaring - Recreation and Community Officer	In Progress	01/07/2010	30/06/2011	10%	100%	10%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$97,000	\$97,000	\$21,502	\$75,498

ACTION PROGRESS COMMENTS

04 08 10 Final designs, drawings, specifications and schedule of rates have been received and are currently being reviewed by staff.

03 09 10 Suppliers for material/equipment currently being sourced. Risk Assessment has been undertaken

06 10 10 Works Plus liaising with suppliers to determine final costings. Preliminary works are scheduled for November.

08 11 10 Pricing of equipment components to be finalised by 12 11 10. Pricing for planting of mounds has been completed.

03 12 10 Preparing plans for sub soil drainage.
82k playground equipment ordered

01 02 11 Sub soil drainage completed. Work commenced on playground 01 02 11
Last Updated - 01/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.10 C334 - Tatlow's Beach remedial works (construction and design)	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/12/2010	15%	100%	15%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$200,000	\$200,000	\$11,300	\$188,700

ACTION PROGRESS COMMENTS

01 10 10 Preliminary Design complete, detailed design and site survey to commence October 2010

03 11 10 Detailed survey complete, detailed design and tender documentation ongoing

06 12 10 Preparing estimated cost of works
Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.11 C336 - New public toilet at Green Point, Marrawah	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	15%	100%	15%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$22,000	\$22,000	\$3,500	\$18,500

ACTION PROGRESS COMMENTS

01 10 10 Detailed design completed, site service considerations and approvals ongoing

03 02 11 Investigating options for DDA compliance upgrade of existing toilets
Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.2 C332 - King Park Masterplan (ongoing)	Deb Mainwaring - Recreation and Community Officer	Completed	01/07/2010	30/06/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$51,000	\$51,000	\$61,655	-\$10,655

ACTION PROGRESS COMMENTS

04 08 10 Design stage - irrigation, decking, additional pathways

03 09 10 Awaiting quotes re irrigation and water connection

06 10 10 Water line installed. Levelling has been undertaken in preparation for installing irrigation system. Irrigation specialist has been engaged. Proposed installation to occur end October.

Decking installation awaiting confirmation from Management to proceed with project.

08 11 10 Irrigation system is completed. Decking installation has commenced.

03 12 10 Decking completed, awaiting final inspection

01 02 11 Completed

Last Updated - 01/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.3 C333 - Stanley recreation trails (ongoing)	Deb Mainwaring - Recreation and Community Officer	In Progress	01/07/2010	30/06/2011	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$25,400	\$25,400	\$16,966	\$8,434

ACTION PROGRESS COMMENTS

04 08 10 Identified scope of works. Agreement between Stanley Golf Club and Council to discuss use of land is underway

03 09 10 The Memorandum of Understanding is currently being drafted between the Stanley Golf Club and Council. Scope of works is being undertaken. A weed report has been developed

06 10 10 Works Plus is currently preparing costings on resurfacing of trail. The Memorandum of Understanding between Council and the Stanley Golf Club (SGC) is currently being reviewed by the SGC.

08 11 10 Engineering staff currently developing site plan

03 12 10 Design plan completed, at quotation stage.

01 02 11 Chicane installed. Ready to commence laying gravel

04 02 11 Gravel laying commenced on track

Last Updated - 04/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.4 C230 - New public toilets - Stanley (located near Anglican Church)	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2008	31/12/2010	99%	100%	99%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Capital	\$59,000	\$59,000	\$26,096	\$32,904

ACTION PROGRESS COMMENTS

03 08 09 \$59,383 carried over for 2009/10 budget for Anglican Church option. Public toilets at Town Hall from State funding. Design works undertaken by Heritage architect and new funding in 2009/2010 financial year will assist in the delivery of the project. Awaiting final approval from Parish.

02 10 09 Counter offer made by Parish however this to date is unacceptable to Council.

03 05 10 Works currently out to Tender, close of submissions 04 05 10.

30 07 10 Works to begin onsite during August 2010

01 10 10 Works have commenced onsite

06 12 10 Path works remaining

03 02 11 Minor defects remaining to rectify

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.6 C274 - Smithton Recreation Trails - staged implementation of Master Plan	Deb Mainwaring - Recreation and Community Officer	Completed	01/07/2008	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$50,000	\$50,000	\$24,779	\$25,221

ACTION PROGRESS COMMENTS

03 08 09 East Esplanade boardwalk/trail north of boat ramp to Billing/Emmett St intersection completed; Trail incorporating boat ramp area and south along East Esplanade to King St intersection completed. Toilet installed and operational at Boat Ramp; interpretive signage currently being designed. Due to inclement weather conditions further trail work to Fossey St have been restricted.

04 11 09 Fossey St Trail ready for sealing. Strategically placed bollards installed along pathway. Seven seats have been installed with additional seats to be purchased. Draft design for Duck River East Foreshore Path and bird interpretive signage received.

01 12 09 Fossey St Trail sealed. Awaiting date confirmation from Federal Government for Official Opening.

13 01 10 Signage under construction. Official Opening scheduled for Wednesday 27th January 2010 at 11am.

02 02 10 Official opening completed. Awaiting installation of signage

04 03 10 Expected signage delivery 31/03/10

06 04 10 Awaiting delivery of signage

30 04 10 Signage delivered but returned to manufacturer to due to damage and to provide additional protection from vandalism. After receiving a sample sign approval has been given to proceed with construction.

03 06 10 Signage currently being constructed, two shelters and bins installed at Kay Street Playground area; two bins installed at Boat Ramp; shelter installed McCain/Fossey Street trail; Resurfaced turning circle at Billing Street, new fence work to be undertaken. Landcare group to undertake weed and revegetation strategy commencing 07 06 10.

05 07 10 Signage to be received by 09 07 10 for installation

04 08 10 Signage received (Works Plus) to be installed as part of capital works program

03 09 10 Signage installed
Last Updated - 03/09/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.7 C215 - Massey Street to lookout Smithton, tree removal & lookout improvement	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2008	30/06/2011	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$30,000	\$30,000	\$6,175	\$23,825

ACTION PROGRESS COMMENTS

03 08 09 Tree removal requires 'Forest Practices Plan'. Awaiting decision from Hobart. Tree removal quote \$27,000.

30 07 10 Forestry Practices Plan received to allow judicious pruning of 10 trees. Correspondence has been sent to residents within 100m radius of the reserve advising of tree pruning as per legislative requirements.

Last Updated - 03/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.9 C331 - Additional disabled amenities - Montagu recreational camping area	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/12/2010	90%	100%	90%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$20,500	\$20,500	\$15,386	\$5,114

ACTION PROGRESS COMMENTS

01 10 10 Detailed design complete, seeking Crown approval for works

03 11 10 Works awarded to contractor, Crown approval received

06 12 10 Certificate of Likely Compliance received from Building Surveyor, building and plumbing permits received, site works to commence

04 01 11 new toilet construction complete, disability access upgrade of existing toilet block ongoing

03 02 11 minor works remaining

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.4.2.1 C283 - King Street carpark toilets demolition	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	31/03/2011	30%	100%	30%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Capital	\$9,000	\$9,000	\$699	\$8,301

ACTION PROGRESS COMMENTS

03 08 09 Currently programmed for Feb 2010 however contingent on land acquisition.

01 09 09 No further progress.

12 01 10 Awaiting completion of C058 before works commence.

04 02 10 Unlikely to commence this financial year

06 12 10 Building permit received, works to follow completion of Smith St public toilet

Last Updated - 04/01/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.4.2.2 C058 - Smithton public toilet upgrade	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	31/03/2011	20%	100%	20%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Capital	\$230,000	\$230,000	\$10,017	\$219,983

ACTION PROGRESS COMMENTS

03 08 09 Preliminary designs undertaken construction and public consultation contingent on land acquisition.

01 09 09 No further progress

12 01 10 Land acquired

03 05 10 Concept plans complete

01 10 10 Detailed design complete, tender awarded to Bishop Constructions, seeking Building and plumbing permit approvals

06 12 10 Building and plumbing permits received

04 01 11 Site works to commence late January 2011, correspondence advising of start date sent to Smith Street shop owners prior to Christmas

03 02 11 Site clearing completed, foundations and slab poured

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.1 C319 - Replace grader	Kay Cosgrove - Finance Officer	Completed	01/07/2010	31/03/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Works Plus	Capital	\$260,000	\$260,000	\$257,000	\$3,000

ACTION PROGRESS COMMENTS

Purchase of 1 x Caterpillar 12M Motor Grader complete with reconditioned front blade and fully compliant with all specified requirements

Serial Number : B9F00669

Engine Number: C6E19612

Last Updated - 02/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.2 C320 - Replace 2 x 1 tonne trucks	Kay Cosgrove - Finance Officer	Not Started	01/07/2010	30/06/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Works Plus	Capital	\$31,400	\$31,400	\$56,239	-\$24,839

ACTION PROGRESS COMMENTS

1 x Ford Ranger Crew Cab XL Rego A35WZ

1 x Toyota Hilux Workmate Rego B64RQ
 Last Updated - 06/01/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.3 C321 - Replace 2 x supervisor's utility vehicles	Kay Cosgrove - Finance Officer	Not Started	01/07/2010	30/06/2011	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Works Plus	Capital	\$19,000	\$19,000	\$0	\$19,000

ACTION PROGRESS COMMENTS

1 x FG Falcon SSB Euro 4.0 Litre 6 speed T/Bar Automatic
 Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.4 C322 - Replace Works Plus fleet vehicle	Kay Cosgrove - Finance Officer	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Works Plus	Capital	\$14,590	\$14,590	\$0	\$14,590

Financial Services
 Finance

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.2.5.1 C326 - Dataworks software upgrade	Rachel Mallinson - Executive Manager Financial Services	Not Started	01/07/2010	31/03/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Financial Services	Capital	\$50,000	\$50,000	\$0	\$50,000

ACTION PROGRESS COMMENTS

31 07 10 Release of the DataWorks software has been delayed until April 2011 . May not be implemented in the 2010/11 financial year
 Last Updated - 06/08/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.2.5.3 C327 - Adobe Photoshop	Yvonne Stone - Community Development Officer	Completed	01/07/2010	31/12/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Financial Services	Capital	\$1,100	\$1,100	\$1,000	\$100

ACTION PROGRESS COMMENTS

04 08 10 Not commenced

02 09 10 Adobe Photoshop ordered.

09 09 10 Adobe Photoshop installed

Last Updated - 01/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.2.5.4 C328 - Data storage for network	Rachel Mallinson - Executive Manager Financial Services	In Progress	01/07/2010	31/12/2010	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Financial Services	Capital	\$2,900	\$2,900	\$0	\$2,900

ACTION PROGRESS COMMENTS

30 09 10 Storage for the network has been purchased. This project is occurring at the same time as the server replacement project.

Last Updated - 01/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.2.5.5 C329 - Replacement servers	Rachel Mallinson - Executive Manager Financial Services	In Progress	01/07/2010	31/12/2010	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Financial Services	Capital	\$25,000	\$25,000	\$28,775	-\$3,775

ACTION PROGRESS COMMENTS

31 07 10 Quotes have been received for upgrade - assessment of these to take place during August/September

30 09 10 Servers have been purchased. Assembly occurring at the moment before they can be replaced

30 11 10 Server is being tested before being implemented

Last Updated - 01/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.2.5.6 C330 - Replacement laptop	Rachel Mallinson - Executive Manager Financial Services	Completed	01/07/2010	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Financial Services	Capital	\$3,000	\$3,000	\$1,589	\$1,411

ACTION PROGRESS COMMENTS

31 07 10 Laptop purchased
Last Updated - 04/08/2010

Governance

Advocacy & Governance

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.4.2.1 C318 - Office refurbishment	Greg Winton - General Manager	In Progress	01/07/2010	30/06/2011	10%	100%	10%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Council	Capital	\$100,000	\$100,000	\$0	\$100,000

ACTION PROGRESS COMMENTS

02 08 10 Initial estimates being developed, including provision of lift facility.

29 10 10 Working Group to be established November 2010.
Last Updated - 08/11/2010

Economic Development

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.1.1 C266 - Tourism infrastructure - signage	Greg Winton - General Manager	Completed	01/07/2008	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Economic Development	Capital	\$10,000	\$10,000	\$10,000	\$0

ACTION PROGRESS COMMENTS

03 07 09 Funds to be utilised towards the development of public conveniences at the Stanley Visitor Centre.

04 09 09 Commitment provided to utilise available funds towards public conveniences in August 2009.

05 11 09 CHTA to submit Development proposal.

14 01 10 GM to meet with CHTA to discuss progress.

07 04 10 Funding authorised by the Council at February Council meeting towards improvements, including internal public conveniences and awning to Visitor Centre.

02 08 10 Installation completed.
Last Updated - 03/09/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.2.1 C243 - Signage various - including Sisters Hills	Lisa Nelson - Strategy Facilitator	Completed	01/07/2008	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Economic Development	Capital	\$65,000	\$65,000	\$24,641	\$40,359

ACTION PROGRESS COMMENTS

03 07 09 Planning application advertised by Waratah Wynyard Council. Advertising period ends 06 07 09.

04 08 09 Planning Permit approved. Building Surveyor engaged for Certificate of Likely Compliance. Approval required from DIER Development Assessment Working Group prior to issuance of DIER Works Permit. No response as yet.

01 09 09 DIER Works Permit approved for mural. Building Surveyor engaged re Certificate of Likely Compliance.

05 10 09 Still awaiting CLC due to questions over method of affixing sign to wall. Artist working with Building Surveyor and engineering company. Second works permit proceeding through DIER for stand alone 'Welcome' sign.

03 11 09 CLC obtained. Building Permit applied for through Waratah-Wynyard Council.

04 02 10 Engineers are waiting on drill-rig to become available.

02 03 10 Drilling completed. Cementing to occur week beginning 1 March. Curing will take one to two weeks. Installation of mural and associated 'Welcome' sign tentatively scheduled for mid to late March, date unconfirmed as of 2 March.

07 04 10 Cementing and installation of mural mounts and 'Welcome' sign mount completed. Waiting for Engineering company to cut mounting frame for mural. A mock up sign will then be placed and measured prior to actual sign being cut. The drill rig unexpectedly hit hard rock in a few places on the slope, so some of the original-design mural-set fixtures need to be recentred on the computer prior to laser cutting.

04 05 10 Steel has arrived at Coastal Engineering and Belting. Frame mounting plate scheduled to be made this week.

01 06 10 A mock-up version in 3mm steel was cut and placed on-site on 10 May by the engineering company and artist, to ensure correct bolting placement. The 5mm version is due to be cut shortly. After being placement-tested on-site it will be taken back to the engineers for powder coating.

03 08 10 Final testing of sign placement occurred 28 June. The mural/sign is at Coastal Engineering and Belting awaiting powder coating and final placement.

24 09 10 Project completed
Last Updated - 01/10/2010



Circular Head Council

Special Projects Progress Report

July 2010 - June 2011

Business Performance

Community

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.2.1.1 SP103 - Temporary youth venue	Alysha House - Youth and Community Officer	Completed	01/07/2010	30/06/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Community Services	Recurrent 'One Off' Item	\$0	\$0	\$0	\$0

ACTION PROGRESS COMMENTS

04 08 10 Seven Up Youth Centre opened on the 22 06 10 being a trial period for 12 weeks. 716 youth have attended over the last 6 week. Council staff supervises the centre 5 days per week 3pm - 6pm with Rural Health's assistance.

02 09 10 Seven Up Youth Centre is now in it last two weeks of the trial period with numbers still averaging around 25 per day with good support from Rural Health & CHAC.

01 10 10 Seven Up Youth Centre is now in its 12th week of running. Numbers have slightly dropped due to sporting activities ceasing for the team, but still very positive numbers attending each day.

04 11 10 The Seven Up Youth Centre's trial period has now ended and the centre will be closed pending approval of funding for a co-ordinator for 2011.

Last Updated - 05/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.2.5.1 SP110 - CHETCC Contribution	Yvonne Stone - Community Development Officer	Completed	01/07/2010	30/06/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Community Services	Recurrent 'One Off' Item	\$20,000	\$20,000	\$0	\$20,000

ACTION PROGRESS COMMENTS

04 08 10 Provided administration support to CHETCC on 1st July. Preparations for the annual Science Big Gig - Science Week event. The theme for 2010 is Biodiversity - Backyard, Bush and Beach. The event will be held at the Community Recreation Centre on Monday 16th August, 6.00 - 9.00 pm.

02 09 10 The annual Science Big Gig event was held on Monday 16th August and was attended by approximately 200 people.
Last Updated - 02/09/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.2.5.3 SP082 - Road safety initiatives	Yvonne Stone - Community Development Officer	In Progress	01/07/2010	30/06/2011	60%	100%	60%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Community Services	Recurrent 'One Off' Item	\$8,500	\$8,500	\$1,520	\$6,980

ACTION PROGRESS COMMENTS

02 09 10 The 'Look Out for your Mates' campaign is under way. Activities to date include regular ongoing signage on the Soroptimist's advertising board, depicting road safety messages, co-ordinated electronic signage displaying relevant messages and a road safety film competition in schools.

01 10 10 Promotional material ordered. Advertising board still utilised for conveying road safety messages.

04 11 10 Promotional material available for distribution. Ongoing road safety messages regularly relayed through media. A Keys to Ps learner driver information session was held at the Council Chambers on 18th October, attended by 5 young people and their driving mentors as well as committee members.

03 12 10 Road Safety stickers promoting the ongoing 'Look out for your Mates' theme have been printed and will be distributed at the Circular Head Agricultural Show on 4th December.
Last Updated - 03/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.1.4 SP102 - Stanley Town Hall centenary celebrations	Yvonne Stone - Community Development Officer	In Progress	01/07/2010	30/06/2011	40%	100%	40%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
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Community Services	Recurrent 'One Off' Item	\$0	\$0	\$0	\$0
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ACTION PROGRESS COMMENTS

04 08 10 Not commenced

02 09 10 Not commenced

01 10 10 Not commenced

04 11 10 Not commenced

03 12 10 Not commenced

05 02 11 Plans are under way to hold a Cenentary Ball at the Stanley Town Hall. The ball will be held on Saturday, 11th June. An open day will be held at the Hall on Sunday, 12th June.

Last Updated - 06/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.1.8 C340 - Stanley Town Hall (extra's)	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/12/2010	20%	100%	20%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Community Services	Recurrent 'One Off' Item	\$58,000	\$58,000	\$7,690	\$50,310

ACTION PROGRESS COMMENTS

06 12 10 Flag pole received

03 02 11 Flag pole installed

Last Updated - 03/02/2011

Development Services

Development

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.5.1.1 SP023 - Presentation of a major planning scheme review report (Regional Planning Scheme)	Matthew Saward - Executive Manager Development Services	In Progress	01/07/2008	30/06/2011	60%	100%	60%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Planning	Recurrent 'One Off' Item	\$70,000	\$70,000	\$26,550	\$43,450

ACTION PROGRESS COMMENTS

07 09 09 The review of the planning scheme is progressing and is in its middle stages at this point. The strategic plan is being developed and a draft document is expected November 2009. Following this, the planning scheme shall be reviewed and aligned to the regional model. This stage however cannot commence until the aims of the strategic direction are known.

Current Draft documents completed include:

- Smithton CBD Development Plan
- Planning Scheme review document

Anticipate Planning Scheme to reach production and review stage for public consultation in the 2nd quarter of 2009/2010 financial year.

01 12 09 Draft document is being reviewed as at 1/12/09

06 05 2010 Council are still awaiting the finalisation of the Common Template for Planning Schemes in Tasmania. This is now likely to occur in the first half of 2011. Background work continues on Strategic Land Use Plan, Stanley Heritage Schedule, Smithton CBD Urban Design Framework. Input into the Regional Land Use Framework, Open Space Strategy and the State Planning Template continues.

27 07 2010 Revised Common Template for Planning Schemes has been prepared by the Tasmanian Planning Commission, and presented to Councils for comment. Comments are required by the 20 08 2010.

The draft Circular Head Land Use Strategy is nearing a stage where it can be adopted by Council for public comment. The Smithton CBD Urban Design Framework is being reviewed in response to public comment and will soon be presented to Council for consideration.

The Regional Land Use Strategy is nearing a stage where the draft can be reviewed by Councils on the North West Coast, followed by a public consultation period.

12 10 2010 The Regional Planning Initiative and translation of planning schemes into a new format (format still being reviewed by the Tasmanian Planning Commission) is progressing with regular meetings of officers from Cradle Coast Councils. Current advice is that the translated schemes will need to be ready by January 2011.

02 12 2012 Councils in the Cradle Coast Region are being asked to consider adopting the Cradle Coast Regional Land Use Framework 2010-2030 to go forward to the Minister for Planning. This strategy and the approval by the Tasmanian Planning Commission of a new template for planning schemes are required before Council's can move forward with some certainty in the translation and revision of planning schemes.

Last Updated - 02/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.5.1.4 SP117 - Stanley Heritage Guideleines (for planning scheme)	Matthew Saward - Executive Manager Development Services	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Planning	Recurrent 'One Off' Item	\$8,500	\$8,500	\$8,160	\$340

ACTION PROGRESS COMMENTS

02 09 2010 Discussions with consultant in regards to preparation of this draft document have commenced.

12 10 2010 Work has progressed on this project. Request to be presented to Council at October meeting for additional budget allocation to allow work to be completed in a manner ready for incorporation into planning scheme changes.

02 12 2010 The draft document is in a format in which it can be workshopped with Council sometime in the new year.

Last Updated - 02/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.1.2.5 SP121 - Natural Resource Management Weed Projects	Matthew Saward - Executive Manager Development Services	In Progress	01/07/2010	30/06/2011	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Development Services	Recurrent 'One Off' Item	\$0	\$0	\$2,040	-\$2,040

ACTION PROGRESS COMMENTS

03 12 2010 Through the work of Council's Weed Strategy Officer, Council has in this financial year to date, received \$5000 in NRM funding distributed through the Cradle Coast NRM. This funding has been used for on ground works in the control of Broom and Asparagus Fern.

Last Updated - 03/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.1.2.6 SP122 - Broom Control Project	Matthew Saward - Executive Manager Development Services	Not Started	01/10/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Development Services	Recurrent 'One Off' Item	\$0	\$0	-\$5,500	\$5,500

ACTION PROGRESS COMMENTS

03 12 2010 Through the work of Council's Weed Strategy Officer, Council has in this financial year to date, received \$3000 in funding distributed through Cradle Coast NRM to be used for on ground works in the control of Broom within Circular Head. Specific target areas for control are roadside and river reserves.

Last Updated - 03/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.2.1 SP116 - Street/Rural addressing audit of anomalies	Matthew Saward - Executive	In Progress	01/07/2010	30/06/2011	5%	100%	5%

Manager Development
Services

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Development Services	Recurrent 'One Off' Item	\$10,350	\$10,350	\$133	\$10,217

ACTION PROGRESS COMMENTS

05 08 2010 Initial scoping of the task has commenced, but no on ground auditing commenced.
Last Updated - 12/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.1 SP113 - Circular Head Lawn Cemetery master plan	Matthew Saward - Executive Manager Development Services	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Cemeteries	Recurrent 'One Off' Item	\$2,000	\$2,000	\$0	\$2,000

ACTION PROGRESS COMMENTS

05 08 2010 Project work yet to commence.

12 10 2010 Business Strategy Unit has been engaged to undertake this work, utilising the Business Strategy Units Landscape Architecture capabilities.
Last Updated - 12/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.2.1 SP115 - Weed Management Strategy for roadsides	Matthew Saward - Executive Manager Development Services	Not Started	01/07/2010	31/12/2010	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Development Services	Recurrent 'One Off' Item	\$1,750	\$1,750	\$0	\$1,750

ACTION PROGRESS COMMENTS

05 08 2010 Project work yet to commence.

03 12 2010 This project is being scheduled for February and March 2011.
Last Updated - 03/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.4.1.1 SP114 - Dog Control Act changes (microchip gun)	Matthew Saward - Executive Manager Development Services	In Progress	01/07/2010	30/06/2011	20%	100%	20%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Animal Control	Recurrent 'One Off' Item	\$1,800	\$1,800	\$0	\$1,800

ACTION PROGRESS COMMENTS

05 08 2010 Information on Dog Control Act changes was distributed with Dog Registration Renewal Notices. Microchip gun is to be purchased prior to July 2011.
Last Updated - 12/10/2010

Engineering Services
Engineering

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.1.2 SP112 - Trethewie's Lookout Stanley - upgrade viewing platform	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2010	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item	\$3,000	\$3,000	\$314	\$2,686

ACTION PROGRESS COMMENTS

01 10 10 Minor works to close unsafe lookout platform completed
Last Updated - 01/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.2.1 SP108 - Parking and school crossing Grant/Bugg street design	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/12/2010	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$7,000	\$7,000	\$3,570	\$3,430

ACTION PROGRESS COMMENTS

01 10 10 Site Survey and detailed design commenced

04 01 11 Site survey complete

03 02 11 Preliminary design alternatives to be tabled at 9th February 2011 Traffic Committee meeting

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.3.1 SP055 - Underground Lighting - Funding and Design Stanley	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2009	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Recurrent 'One Off' Item	\$0	\$0	\$24,398	-\$24,398

ACTION PROGRESS COMMENTS

18 05 10 Installation of underground cables completed, reinstatements ongoing

04 06 10 Reinstatements nearing completion

30 07 10 Resurfacing of footpath on eastern side of Church Street scheduled for Sep 10

01 10 10 Resurfacing of footpath on eastern side of Church Street to commence in October 2011

03 11 10 Resurfacing of footpath complete

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.4.1 SP104 - Bridge engineering inspections and hydrology reports	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	30/06/2011	75%	100%	75%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$0	\$0	\$9,160	-\$9,160

ACTION PROGRESS COMMENTS

03 11 10 Inspection completed on Montumana Road and Montagu Road

06 12 10 Hydraulic report complete on Huetts Rd Birthday Creek bridge for culvert replacement alternative

Last Updated - 06/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.3.2.1 SP098 - Detailed plan costs and infrastructure construction for Nelson Street subdivision	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	31/12/2010	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Capital	\$133,000	\$133,000	\$7,132	\$125,868

ACTION PROGRESS COMMENTS

03 08 09 Expected commencement 01/09/09

01 04 09 Is being implemented by the newly formed Business Strategy Unit.

02 05 10 Awaiting final design from consultant Eng. Advised by Exec Manager Eng that Works Plus unable to commence construction of subdivision prior to July 2010.

01 06 10 No Change.

01 07 10 No Change

01 10 10 Detailed design continuing awaiting final design plans

03 11 10 Further survey work completed

06 12 10 Detailed design nearing completion, awaiting Cradle Mountain Water approval

04 01 11 Cradle Mountain Water approval received

03 02 11 Construction Issue Drawings complete, works to be scheduled

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.1 SP097 - Crossovers to rural farms/businesses in Circular Head area	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	30/06/2011	10%	100%	10%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$19,000	\$19,000	\$0	\$19,000

ACTION PROGRESS COMMENTS

03 08 09 No application's received as yet

30 07 10 No applications received during 2009/10 carried forward

Last Updated - 03/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.10 SP106 - Tree removal Dovecote intersection	Daniel Summers - Manager of Engineering and Projects	Completed	01/07/2010	31/12/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$15,000	\$15,000	\$20,679	-\$5,679

ACTION PROGRESS COMMENTS

01 10 10 Works carried out in September, completed

Last Updated - 01/10/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.12 SP107 - Park Road, design and geotech	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/12/2010	15%	100%	15%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$50,000	\$50,000	\$6,529	\$43,471

ACTION PROGRESS COMMENTS

04 01 11 Site survey and geotech investigations to occur during January 2011

03 02 11 Geotechnical investigations complete

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.14 SP118 - Rifle Range Road design and geotech	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	10%	100%	10%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$20,000	\$20,000	\$205	\$19,795

ACTION PROGRESS COMMENTS

06 12 10 Geotech investigations to occur in December

04 01 11 Geotech investigation complete, site survey to be completed by end of January

Last Updated - 04/01/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.2 SP109 - Building Maintenance Fund	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	30/06/2011	5%	100%	5%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Recurrent 'One Off' Item	\$120,000	\$120,000	\$10,127	\$109,873

ACTION PROGRESS COMMENTS

30 09 10 Bi lock system installed at the Stanley Town Hall

30 11 10 New hot water cylinder ANZAC Park Play Centre & exterior clean 9 Police Lane
 Last Updated - 01/12/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.5 C313 - Montagu Road from airport to Cuba Road	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	60%	100%	60%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Capital	\$805,000	\$805,000	\$350,326	\$454,674

ACTION PROGRESS COMMENTS

01 10 10 Geotechnical investigation complete, prelim design completed. Detailed design to be completed mid October, construction start in November weather pending.

03 11 10 Detailed design complete works to begin mid November 2010

06 12 10 Site works commenced

04 01 11 Road formation widening complete

03 02 11 installing culverts and constructing road base
 Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.2.1.9 SP105 - Dry stone wall, Church Street, Stanley	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	15%	100%	15%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Transport	Recurrent 'One Off' Item	\$12,000	\$12,000	\$0	\$12,000

ACTION PROGRESS COMMENTS

06 12 10 Structural assessment report received by Council, approvals sought from thte Tasmanian Heritage Council for works
 Last Updated - 04/01/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.11 C336 - New public toilet at Green Point, Marrawah	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2010	31/03/2011	15%	100%	15%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Capital	\$22,000	\$22,000	\$3,500	\$18,500

ACTION PROGRESS COMMENTS

01 10 10 Detailed design completed, site service considerations and approvals ongoing

03 02 11 Investigating options for DDA compliance upgrade of existing toilets

Last Updated - 03/02/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.12 SP086 - Design development of terrace and gardens at West Esplanade, Smithton	Deb Mainwaring - Recreation and Community Officer	Completed	01/07/2009	31/07/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item	\$25,000	\$25,000	\$0	\$25,000

ACTION PROGRESS COMMENTS

08 11 10 Draft designs received 06 05 10

Last Updated - 08/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.13 SP124 - Marine Park Stanley (Grant Funding)	Daniel Summers - Manager of Engineering and Projects	Not Started	01/01/2011	30/06/2011		100%	N/A

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item				

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.14 SP125 - Tatlows Beach, Stanley (Grant Funding)	Daniel Summers - Manager of Engineering and Projects	Not Started	01/01/2011	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item				

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.15 SP126 - West Esplanade Foreshore Upgrade (Grant Funding)	Daniel Summers - Manager of Engineering and Projects	Not Started	01/01/2011	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item				

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.5 SP085 - Tier Hill Scenic Lookout design development	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	31/03/2011	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item	\$4,000	\$4,000	\$0	\$4,000

ACTION PROGRESS COMMENTS

03 08 09 Forestry Practices report on the removal of trees has been received. New Lookout strategy to be developed and design work to be instigated.

02 10 09 Council will be negotiating for the removal of 20 E.viminallis trees and all exotic species from upper most 6m wide band only. IDS will develop a further concept for a lookout platform for submission in next years capital works budget.

12 01 10 Concept will be presented to Council Feb 2010

30 07 10 Design development ongoing
Last Updated - 03/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
2.3.1.8 SP096 - West Esplanade playground design development	Deb Mainwaring - Recreation and Community Officer	Completed	01/07/2009	30/09/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Parks & Reserves	Recurrent 'One Off' Item	\$4,000	\$4,000	\$0	\$4,000

ACTION PROGRESS COMMENTS

03 08 09 Designs and costings development currently underway.

03 09 09 Draft designs and costings have been received, to be reviewed by Council

04 11 09 Draft designs and costings and timelines currently being reviewed by consultant

02 02 10 Federal funding of \$103k has been confirmed. Consultants to meet with Council staff February to discuss progress of design, process and stages for commencement of project.

04 03 10 Met with playground consultant 23/2/10; waiting for engineer report and quantity surveyor costings

06 04 10 Waiting for revised costings/designs due to significant cost estimates over budget

03 06 10 Council Officers visited consultant 24 05 10 to progress costings/designs; awaiting revised plans

05 07 10 Revised plans received 02 07 10

04 08 10 Final designs, drawings, specifications and schedule of rates have been received and are currently being reviewed by staff.

03 09 10 Design completed

Last Updated - 03/09/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
3.4.2.1 SP123 - Smithton Wharf Disability Access	Daniel Summers - Manager of Engineering and Projects	Completed	01/10/2010	31/03/2011	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Recurrent 'One Off' Item	\$4,000	\$4,000	\$0	\$4,000

ACTION PROGRESS COMMENTS

06 12 10 Site works began in November

04 01 11 Works completed prior to end of December 2010

Last Updated - 04/01/2011

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.1.2.1 SP054 - Asset Management Consultancy (includes NAMS Plus). Preparation of revised Asset Management Plans and indicative forward capital works program.	Matt Greskie - Executive Manager Engineering Services	In Progress	01/07/2009	31/12/2010	11%	100%	11%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Recurrent 'One Off' Item	\$10,000	\$10,000	\$0	\$10,000

ACTION PROGRESS COMMENTS

03 08 09 In progress with regular meetings and work toward objective.

01 09 09 No change.

17 05 10 Draft Transport Asset Management Plan completed. Transport Asset Management plan will be presented at July 2010 workshop. Subject to workshop availability all Asset Management plans will be completed by Dec 2010.

29 07 10 Transport Asset Management plan adopted by Council at July 2010 meeting. Recreation and Stormwater Asset Management plans to be presented to Council at August 2010 meeting.

Last Updated - 15/10/2009

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.1.2.2 SP089 - Loftus upgrades and training	Matt Greskie - Executive Manager Engineering Services	Not Started	01/07/2009	31/12/2010	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Engineering Services	Recurrent 'One Off' Item	\$10,000	\$10,000	\$0	\$10,000

ACTION PROGRESS COMMENTS

03 08 09 Anticipate commencement 01/10/09.

29 07 2010 Appropriateness of software is currently being evaluated prior to any expenditure on training or upgrades.

Last Updated - 15/10/2009

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.1.2.3 SP092 - Stormwater review	Daniel Summers - Manager of Engineering and Projects	In Progress	01/07/2009	31/12/2010	1%	100%	1%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Drainage	Recurrent 'One Off' Item	\$10,000	\$10,000	\$0	\$10,000

ACTION PROGRESS COMMENTS

03 08 09 Currently constructing brief for consultant tender.

30 07 10 Works to be completed during 2010/11 inline with draft Stormwater asset management plan improvement

Last Updated - 15/10/2009

Financial Services

Finance

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.2.5.2 SP111 - Consultancy for Dataworks/Reg Apps document integration	Rachel Mallinson - Executive Manager Financial Services	Not Started	01/07/2010	31/12/2010	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Financial Services	Recurrent 'One Off' Item	\$4,000	\$4,000	\$0	\$4,000

ACTION PROGRESS COMMENTS

31 07 10 This project initially would follow the DataWorks upgrade project; however, due to the late release of the upgrade (April 2011), Council will investigate the integration sooner

31 08 10 No further action

30 09 10 PropertyWise contacted and information supplied to start the scoping exercise

30 11 10 No further action

31 12 10 No further action

31 01 11 Met with DataWorks representative and discussed this process. DataWorks to follow up with PropertyWise.
Last Updated - 02/02/2011

Governance

Advocacy & Governance

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.1.1.1 SP101 - Interplan reporting enhancements	Jodi Hennessy - Corporate Administration Assistant	Not Started	01/07/2010	30/06/2011	0%	100%	0%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Council	Recurrent 'One Off' Item	\$10,000	\$10,000	\$0	\$10,000

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.1 SP048 - Projects from Strategic Plan	Greg Winton - General Manager	In Progress	01/07/2008	30/06/2011	55%	100%	55%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Council	Recurrent 'One Off' Item	\$75,000	\$75,000	\$13,754	\$61,246

ACTION PROGRESS COMMENTS

09 07 09 Opportunities for professional development for elected Members included Local Government Association of Tasmania (LGAT) Elected Members Workshop in October 2008; Councillor Seminar in March 2009 and LGAT Annual Conference in June 2009.

30 07 09 Contribution to Rural Clinical School UTas of \$40,000.

05 11 09 Meeting to be held 12 11 09 with Emmerton Park representatives in relation to utilisation of Council owned land adjacent to Aged Persons facility. Settlement of purchase of CBD property in Nelson Street to be concluded by end of calendar year.

13 01 10 Purchase of Nelson Street property undertaken. Offer to purchase Smith Street property from Crown made. Emmerton Park Board considering timeframe for future development.

07 04 10 Acquisition of Nelson Street property (Nursery) and Smith Street property (Child Health Clinic) secured. Representative of Emmerton Park Board confirmed Board is examining future refurbishment/expansion plans.

24 06 10 Emmerton Park Board provided indication of desire to investigate future redevelopment of Upper Havelock St vacant land. To be discussed at Crs Workshop (with Emmerton Park Representatives) 1 07 10

02 08 10 Further discussion to in new year to occur with Emmerton Park CEO to identify demand and opportunities.

29 10 10 Business Strategy Unit review of priorities undertaken in consultation with Councillors. List of projects/activities to be pursued agreed by Councillors in October 2010, subject to funding allocations.

Last Updated - 08/11/2010

Economic Development

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.1.3.1 SP067 - Circular Head Tourism Association contribution	Rachel Mallinson - Executive Manager Financial Services	In Progress	01/07/2010	30/06/2011	50%	100%	50%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Economic Development	Recurrent 'One Off' Item	\$110,000	\$110,000	\$53,945	\$56,055

ACTION PROGRESS COMMENTS

31 07 10 First instalment for 2010/11 paid

Last Updated - 04/08/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.2.5.1 SP093 - Stanley Marina - expression of interest	Greg Winton - General Manager	Ongoing	01/07/2009	30/06/2011		100%	N/A

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Economic Development	Recurrent 'One Off' Item	\$20,000	\$20,000	\$0	\$20,000

ACTION PROGRESS COMMENTS

04 09 09 EOI process deferred pending reconsideration of approach. Strategic Land Use Planning Consultant to present alternative approach to Council for consideration second quarter 2009.

05 11 09 Matter listed for Crs Workshop 10 December 2009 to consider alternative approach in conjunction with TasPorts.

08 01 10 Alternative approach methodology (over longer timeframe) to be the subject of Coucil Budget deliberation for 2010/2011 Budget.

07 04 10 GM meeting with new CEO of TasPorts on 22 04 10; Stanley Port one of discussion topics.

15 06 10 Tasports Representatives met with Development Services staff to further review proposed requirements.

02 08 10 No significant funds allocated in 2010-2011 Budget to progress demand studies.

Last Updated - 05/08/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
1.4.1.1 SP088 - Circular Head Progress Group contribution	Rachel Mallinson - Executive Manager Financial Services	Completed	01/07/2010	31/12/2010	100%	100%	100%

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Economic Development	Recurrent 'One Off' Item	\$0	\$0	\$25,000	-\$25,000

ACTION PROGRESS COMMENTS

31 10 10 Contribution paid

Last Updated - 02/11/2010

ACTION	RESPONSIBILITY	ACTION STATUS	START DAT	END DATE	% COMP.	TARGET	% ON TARGET
4.3.3.1 SP047 - Economic Development Consultancy	Lisa Nelson - Strategy Facilitator	Not Started	01/07/2010	30/06/2011		100%	N/A

SERVICE PROFILE	BUDGET TYPE	BUDGET	YTD BUDGET	YTD ACTUAL	YTD VARIANCE
Economic Development	Recurrent 'One Off' Item	\$20,000	\$20,000	\$4,500	\$15,500

No. 11.4

Title: **Minutes – Central Outdoor Area Management Committee**

Proponent: Central Outdoor Area Management Committee

Location: General

Reporting Officer: General Manager

Date: 8 February 2011

File: Central Outdoor Area Management Committee

Appendices: Copy of Minutes

RECOMMENDATION

That the Council note the minutes of an ordinary meeting of the Central Outdoor Area Management Committee held on 6 December 2010.

BACKGROUND

The minutes of an ordinary meeting of the Central Outdoor Area Management Committee held on 6 December 2010, are laid on the table and circulated.

CENTRAL OUTDOOR AREA MANAGMENT COMMITTEE MEETING

Monday 6th December 2010

Held at C H Community & Recreation Centre Inc 7.30 pm

Present: C Wells A Cole T Astell J Berechree R Smith C Tuxworth

Apologies: J Oldaker D Riddoch P Smith

Minutes: Rex Smith moved to confirm the minutes of the November meeting, as being a correct record. Seconded J Berechree. Carried

Matters Arising:

The application from Smithton Tennis and Netball Ass to construct a weather shelter at their premises can now go ahead. It has been confirmed that no building permit is required. Keith Hood has been advised.

Correspondence:

Inward Works Plus – Claim Details and Minor Works for October/November.
C H Christian School – asking for use of the ground 25th Nov.
Regional Cricket/Scott McNaughton – re Girls Only Cricket League wishing to hire the ground x 4 Friday afternoons 4.30-5.30pm.
Smithton FC – wishing to use the ground for training Dec 13/15/20/22. *Stn to be advised that use is permitted only when ground is not being used by cricket.*

Outward: C H Cricket Association re making arrangements for ‘out-of-hours’ key hire.

T Astell / C Tuxworth moved to accept inward correspondence and confirm the outward.

Financial Report:

Not available.

General Business:

- Council has advised that COAMC go ahead with plans to construct the barrier to be placed in front of the new toilets. A specific plan is needed that meets any risk management requirements before our committee can go ahead and appoint workmen to complete the project.
- Hockey Complex – the new spectator shelter is not yet completed. A pack of iron has been left lying on the surrounding grassed area. This does not allow the groundsman to mow around that particular area and needs to be moved to another place ASAP.
- Little Athletics - there is not water connected to their building (inside or outside). R Smith suggested that a tap/standpipe be erected close to their building. CW to follow up with B Blake/Work Plus re cost of connection.

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- Several pot-holes continue to appear around the ground especially at the main gate area. Suitable material needs to be provided so that the groundsman can keep up with repairs. CW to speak with Works Plus.
 - A master plan outlining all service connections, underground drains etc. for the entire complex is needed. Peter Harrison to be contacted re this matter.
 - A date will be set in January for a workshop to discuss hire fees. Tony Smart and Rachel Mallinson have indicated they would be available to attend.
 - The members of our committee would like to express their appreciation for the work that is being done by John O'Halloran (groundsman) in keeping the precinct in such wonderful condition. It is a credit to our community.
 - There will be no meeting in January 2011.

Meeting closed 8.30 pm.

Next meeting **Monday 7th February 2011**

Chairman

Date

No. 11.5

Title:	<u>Minutes – Circular Head Heritage Centre</u>
Proponent:	Circular Head Heritage Centre
Location:	General
Reporting Officer:	General Manager
Date:	8 February 2011
File:	Heritage Centre
Appendices:	Copy of Minutes

RECOMMENDATION

That the Council note the minutes of three General Meetings of the Circular Head Heritage Centre held on 11 August 2010, 12 October 2010 and 11 January 2011.

BACKGROUND

The minutes of three General Meetings of the Circular Head Heritage Centre held on 11 August 2010, 12 October 2010 and 11 January 2011 are laid on the table and circulated.

MINUTES OF MEETING HELD AT THE CIRCULAR HEAD HERITAGE CENTRE ON TUESDAY, 11th AUGUST, 2010.

PRESENT: Georgina Laan (Chairman), Catherine Norton-Smith (Secretary), Lee-Ann Simpson, Graeme Odgers, Helen Schuurung, and John Tatlow.

1.0 OPENING AND WELCOME

Meeting opened at 8.00p.m.

2.0 APOLOGIES

Jeanie Murrell (Council Representative).

3.0 MINUTES OF PREVIOUS MEETING

MOTION: HELEN SCHUURING MOVED THAT THE JULY MINUTES BE TAKEN AS READ AND CONFIRMED. SECONDED BY CATHERINE NORTON-SMITH.

MOTION CARRIED

4.0 CORRESPONDENCE

4.1 Inwards

1. I.S.T. re: Collections Mosaic Plus

MOTION: GEORGINA LAAN MOVED THAT THE INWARDS CORRESPONDENCE BE RECEIVED. SECONDED BY LEE-ANN SIMPSON

MOTION CARRIED

4.2 Financial Report

MOTION: LEE-ANN SIMPSON MOVED THAT THE FINANCIAL REPORT BE ACCEPTED AND CURRENT ACCOUNTS PASSED FOR PAYMENT. SECONDED BY JOHN TATLOW.

MOTION CARRIED

5.0 OTHER BUSINESS

5.1 Mosaic Collection

The Heritage Centre is applying for a Grant to buy the Mosaic Collection computer program from Information Services and Technology Pty. Ltd. in order to upgrade the current system.

5.2 New shed

Georgina Laan seeks the approval of the Committee to pay for a surveyor to formulate the plans for a new shed to be built at the Heritage Centre.

**Confirmation of next General Meeting to be held on
Tuesday, the 14th September, 2010**

Meeting Closed at 8.35 p.m.

Chairman.....

Date.....

**MINUTES OF THE CIRCULAR HEAD HERITAGE CENTRE
HELD AT 8A KING STREET SMITHTON TUESDAY 12TH OCTOBER 2010**

Present: Georgina Laan (Chairman), Helen Schuurung, Lee-Ann Simpson, Graeme Odgers, John Tatlow, Lex laing and Cr Jeanie Murrell

1.0 OPENING AND WELCOME

Meeting opened at 7.25pm.

2.0 APOLOGIES

Catherine Norton-Smith (Secretary). In the absence of the Secretary Committee member Lee-Ann Simpson volunteered to take the minutes.

3.0 MINUTES OF PREVIOUS MEETING

MOTION: GRAEME ODGERS MOVED THAT THE MINUTES OF THE PREVIOUS MEETING BE TAKEN AS READ AND CONFIRMED. SECONDED BY JOHN TATLOW. MOTION CARRIED

4.0 BUSINESS ARISING

4.1 Mosaic Software

Executive agreed to purchase full version after review of trial disc. This will assist the volunteers when Museum Consultant Sue Atkinson visits next week.

4.2 Shed Proposal

Abel Drafting have completed survey plan to be used for any possible future plans for the erection of a shed in the back yard at 8a King Street. The committee discussed the feasibility of building a shed on property not owned by council. Chairman confirmed that as part of the new lease arrangement the property owner Mr Hanson has agreed to the erection of a shed as long as it remains on the property if the museum moved. The committee proposed investigating the possibility of finding a permanent home for the museum.

5.0 CORRESPONDENCE

5.1 Inward

- i) CH Tourism Association Network re: Annual Subscriptions
- ii) Tasmanian Travel Guides – Advertising for NW Coast 2011 Visitors Guide
- iii) Companion Card – Sign Up offer

5.2 Outward

Nil

6.0 FINANCIAL REPORT

CH Council report tabled along with the CH Heritage Centre Monthly Income and Expenditure report.

MOTION: GEORGINA LAAN MOVED THAT THE FINANCIAL REPORTS BE ACCEPTED AND CURRENT ACCOUNTS PASSED FOR PAYMENT. SECONDED BY HELEN SCHUURING. MOTION CARRIED

7.0 OTHER BUSINESS

7.1 Election of Committee Member

As Lex Laing had not been in attendance at the Annual General Meeting and had not been listed as a current committee member.

MOTION: JOHN TATLOW MOVED THAT THE COMMITTEE AGREE TO THE RE-ELECTION OF LEX LAING AS A COMMITTEE MEMBER. SECONDED BY HELEN SCHUURING. MOTION CARRIED (UNANIMOUSLY)

7.2 Lease

The Chairman advised that the new lease has just been received after a long time delay due to the request for certain changes to be made to bring it up to date and in line with current requirement. Also Mr Hanson returned the document to his solicitors for further analysis.

After some discussion the committee are willing to see this document signed given the consideration of the uncertainty of long term or permanent residency. The lease will lay on the table until the next meeting for further review.

7.3 Museum Consultant Visit

Sue Atkinson will be working with the museum volunteers from Monday October 18 to Thursday October 21. Sue will look at around 30 objects from within the collection to be catalogued and will instruct the volunteers on the museum standards for assessing photographing numbering and cataloguing of these objects.

Sue has also advised a date for a grant information day which is to be held next year on February 23 at the Community Hall in Oatlands. Representatives from the Community Heritage Grants, Tasmanian community Fund and Arts Tasmania will be in attendance.

Next General Meeting
Tuesday 9th November 2010

Meeting Closed 8.45pm

Chairman.....

Date.....

**MINUTES OF THE CIRCULAR HEAD HERITAGE CENTRE
HELD AT 8A KING STREET SMITHTON ON THE 11TH JANUARY, 2011**

Present: Georgina Laan (Chairman), Catherine Norton-Smith (Secretary), Graeme Odgers, John Tatlow and Cr Jeanie Murrell

1.0 OPENING AND WELCOME

Meeting opened at 7.20pm.

2.0 APOLOGIES

Lee-Ann Simpson.

3.0 MINUTES OF PREVIOUS MEETING

MOTION: JEANIE MURRELL MOVED THAT THE MINUTES OF THE PREVIOUS MEETING BE TAKEN AS READ AND CONFIRMED. SECONDED BY JOHN TATLOW. MOTION CARRIED

4.0 BUSINESS ARISING

4.1 Mosaic Software

The Mosaic Software is up and running and after spending a week in October training with Sue Atkinson, Curator, Catherine Norton-Smith is systematically cataloguing each and every item in the museum onto this database.

4.2 Lease

The Lease has been signed and this is a five year Lease with a 5 year option.

4.3 Community Heritage Grant

We did not receive a Grant this year and it is very competitive. There is a meeting at Oatlands with Community Heritage Grants and Arts Tasmania on Wednesday, the 23rd February, 2011 to assist in obtaining Grants in the future.

4.4 New Volunteers

Sam Billing and Bob Sayer have joined our team of volunteers just before Christmas last year.

5.0 CORRESPONDENCE

5.1 Inward

1. National Library re: Community Grant Application No. 2010/040.
2. C.H.T.A. No. for display.

Emails

1. Circular Head Council re: South Midlands Council

5.2 Outward

1. Companion Card Sign up.

MOTION: CATHERINE NORTON-SMITH MOVED THAT THE INWARDS CORRESPONDENCE BE TAKEN AS READ AND THE OUTWARDS CORRESPONDENCE BE ACCEPTED. SECONDED JEANIE MURRELL.

MOTION CARRIED

6.0 FINANCIAL REPORT

The Circular Head Heritage Centre Monthly Income and Expenditure report.

MOTION: GEORGINA LAAN MOVED THAT THE FINANCIAL REPORTS BE ACCEPTED AND CURRENT ACCOUNTS PASSED FOR PAYMENT. SECONDED BY JEANIE MURRELL. MOTION CARRIED

7.0 OTHER BUSINESS

7.1 Volunteers Report and Christmas luncheon

The volunteers enjoyed a Christmas luncheon at the Huntsman Restaurant and it was enjoyed by all. This was as a small thank you for all their hard work during the year.

7.2 Workshop 'Making Museums Work: Recruiting and Managing Volunteers'

Bronwyn Billing and Catherine Norton-Smith attended a workshop in Burnie in early December in relation to the above. It was good to make contact and liaise with other museum volunteers.

7.3 Museum Consultant Visit

Judith Andrewartha is presently at the museum assessing the Centre for pests and the restoration and preservation of the textile collection and providing recommendations for all the vulnerable pieces in the collection. The ideal is to train the volunteers in relation to this and knowing what to look for before the problems start. Thursday, the 13th January, 2011 there is a workshop at the Centre with Judith for any volunteers who are interested.

7.4 House Maintenance

There was a leaking ceiling in the kitchen area and a plumber was called in that has been attended to and the window in the office has been fixed as well.

7.5 Offers to Donate

Some reel to reel tapes have been donated to the Heritage Centre.

7.6 New Cupboards

Two new cupboards for storage have recently been purchased.

Next General Meeting
Tuesday 8th February, 2011

Meeting Closed 8.25 p.m.

Chairman.....

Date.....

No. 11.6

Title: **Minutes – Northern Area Management Committee**

Proponent: Northern Area Management Committee

Location: General

Reporting Officer: General Manager

Date: 28 January 2011

File: Northern Area Management Committee

Appendices: Copy of Minutes

RECOMMENDATION

That the Council note the minutes of an ordinary meeting of the Northern Area Management Committee held on 19 January 2011.

BACKGROUND

The minutes of an ordinary meeting of the Northern Area Management Committee held on 19 January 2011 are laid on the table and circulated.

NORTHERN AREA MANAGEMENT COMMITTEE
GENERAL MEETING
STANLEY RECREATION GROUND

MINUTES FOR WEDNESDAY 19TH JANUARY 2010

1. Meeting opened: 7.15 pm Meeting Chaired by Ian Wells, in the absence of chairperson Marty Hardy
2. Present: Deb Mainwaring, Michelle Davis, Damien Smith, Brendan Burke, Ian Wells.
3. Apologies: Marty Hardy, Charlie Davis, Rod Hardy.
4. Absent: NIL
5. Confirmation of Minutes: Moved Brendan Burke seconded Damien Burke that the previous minutes be accepted as true and correct with the exception that Brendan Burke was not listed as present at the meeting.

6. Business in Progress:

- Deb
 - ❖ Purchase order organised for repair of leaking roof Purchase order supplied to Todd Blake Plumbing
 - ❖ Boundary Fence issue – Colin Guest Fixing the fence next week.
- Marty
 - ❖ Ceiling Repairs - TBA
- Ian & Brendan
 - ❖ RAC Meeting -Meeting went well Deb to supply Minutes
- Damien
 - ❖ Ground fertilization – completed
- Michelle
 - ❖ Application for Hire –Damien Hursey
 - ❖ Hire of Facility – Ian Wells 15/1/2011 – Tax invoice to be supplied - completed
- Agistment fees & Seasonal Hire Fees – Committee agreed to raise fees to \$2100 plus GST for the 2011 Football season.

7. Correspondence:

Inwards:

- Cheque received from FSFC – reimbursement of stools - \$138.00
- Cheque received from FSFC – reimbursement of telephone - \$30.95
- Cheque received from FSFC – reimbursement of power - \$1163.87
- Circular Head Council Place of Assembly Licence

Outwards:

- NIL
- B Burke moved that all correspondence be accepted seconded D Smith, all in favour, carried

8. Financial Report:

Inwards:

- November & December Financial Report
- Telstra Account – Nov \$42.77 & Dec \$47.93
- Stanley Roadhouse for fuel - \$175.00
- Incitec Pivot – Fertilizer – \$748.00
- Damien Smith – Ground Maintenance - \$2075.00
- Aurora – Electricity – \$1132.88
- Tasmania Farm & Equipment – Mower repairs - \$122.67
- GL & SM Ralston – Top Soil - \$330.00

Outwards:

- Invoice to FSCC – Telephone reimbursement -\$42.77 Nov
- Invoice to FSCC – Telephone reimbursement -\$47.93 Dec
- Invoice to FSCC – Electricity reimbursement -\$1132.88
- I Wells moved that financial reports be accepted seconded M Davis, all in favour, carried

9. New Business:

- Place of assembly licence - issues to be resolved Deb to seek further information
- Damien
 - Requires fuel
 - Suggested we start to seek quotes for the restructure of steps and carpet replacement
 - Drain Requires Councils Attention

10. Next Meeting: Wednesday 16th February 2011 @ 7.00 pm

11. Meeting Closed: 8.15pm

No. 11.7

Title:	<u>Minutes – Stanley Town Hall Special Committee</u>
Proponent:	Stanley Town Hall Management Committee
Location:	General
Reporting Officer:	General Manager
Date:	3 February 2011
File:	Stanley Town Hall
Appendices:	Copies of Minutes

RECOMMENDATION

That the Council note the minutes of a general meeting of the Stanley Town Hall Special Committee held on 1 February 2011.

BACKGROUND

The minutes of the General Meeting of the Stanley Town Hall Special Committee held on 1 February 2011 are laid on the table and circulated.

STANLEY TOWN HALL COMMITTEE

General meeting held at the Stanley Town Hall on Tuesday 1st February 2011 commencing at 7.05pm.

PRESENT: John Costa, Danny Dwyer, Sandra Evans, Caroline Gillam, Max Gillam, Maureen Webb, Graham Wells.

APOLOGIES: Sue Smedley

MINUTES OF PREVIOUS MEETING were confirmed.

MOVED C. Gillam SECONDED J. Costa. CARRIED

BUSINESS ARISING FROM THE MINUTES

- Faulty chair returned to the manufacturer. Unresolved dispute about liability.
- Agreed surge protector for Hearts 'n' Crafts not needed.
- Memory stick purchased for Sam Humphries.
- Operating Manual at the editing stage.
- Missed deadline for Tas Regional Arts Touring Menu 2011. Nothing registered.
- Committee will deal with the mouldy storage box.
- Change of Premier so will consider contacting other politicians later.

CORRESPONDENCE

OUTWARDS

Yvonne Stone. Centennial celebrations, December report.

Deb Mainwaring and Yvonne Stone. Invitation to attend Centennial celebrations meeting.

Circular Head Council. Place of Assembly License.

INWARDS

James Coffey, Coast FM. Thanks, and postponement of fundraising event.

Andy Farrell, Cradle Coast Orchestra. Re November visit.

Jim Davis. Background info on the projectors.

MOVED C. Gillam SECONDED D. Dwyer CARRIED

FINANCE

Balance carried forward from end of October 2010 \$13,432.48.

INWARDS

Chair Hire \$200.00

Hearts 'n' Crafts \$180.00

OUTWARDS

Telstra \$38.50

Piano tuning \$150.00

Aurora \$748.98

Telstra

\$39.04

Closing balance at the end of January 2011 \$13,726.24

MOVED S. Evans SECONDED J. Costa. CARRIED

GENERAL BUSINESS

Maureen advised that David Murphy is considering photos that may be suitable for the Then and Now display. Monica Smith has provided a list of those people who should receive complimentary tickets to the Ball.

Caroline has quotes for balloons, and the bus on the night. She reported that fire sensors in the men's toilet have been setting off intruder alarm, and the matter was passed to Danny.

Danny gave up-date on the windows and the painting. To speed up the setting-up of the web page, he will get some quotes. He suggested a Priority List be prepared, to do further work when funds permit. Supper room needs cleaning so, after discussion, it was resolved that Integrity Cleaners power-clean the floor and scrub the walls.

Quotation for all cleaning services of Stanley Town Hall by Integrity Contract Cleaning Services has been received.

The flag will fly at Graham's discretion, depending on the weather or when functions are on. Working bee this week to clean upstairs rooms.

Meeting closed 8.06pm.

Next committee meeting Tuesday 1st March 2011, 7pm at the Town Hall.

12.0 PUBLIC QUESTIONS

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005 Regulation 31

The Chairperson is to invite members of the public present to ask questions without notice. When dealing with questions that require research or a detailed response, the Chairperson may require that the question be put on notice and in writing. Responses will be provided at the next Ordinary Council Meeting.

A summary of questions without notice and response(s) and the name of the person asking the question will be recorded in the minutes.

Public Question Time was taken at _____pm.

13.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2005; Regulation 15

A Council may (by absolute majority resolution) to close a meeting or part of a meeting when certain matters are being, or are to be discussed. The grounds for the closure are to be recorded in the minutes of the meeting.

Subregulation (2) provides the following list of specified matters:-

- (a) personnel matters, including complaints against an employee of the council;
- (b) industrial matters relating to a person;
- (c) contracts for the supply and purchase of goods or services;
- (d) the security of property of the council;
- (e) proposals for the council to acquire land or an interest in the land or for the disposal of land;
- (f) information provided to the council on the condition it is kept confidential;
- (g) trade secrets of private bodies;
- (h) matters relating to actual or possible litigation taken by or involving the council or an employee of the council;
- (i) applications by councillors for leave of absence;
- (j) the personal affairs of any person.

A Council may also close a meeting or part of a meeting when acting as a Planning Authority if it is to consider any matter relating to actual or possible legal action taken by, or involving, the council.

Any discussions, decisions, reports or documents relating to a closed meeting are to be kept confidential unless the Council or Council Committee, after considering privacy and confidentiality issues, authorises their release to the public.

The chairperson is to exclude members of the public from a closed meeting, but may invite any person to remain at the meeting to provide advice or information.

The chairperson may authorise the removal of any person from a closed meeting if that person refuses to leave; and request the assistance of a police officer to remove that person.

MOVED: CR

SECONDED: CR

That the Council RESOLVES BY AN ABSOLUTE MAJORITY that the matters listed below be considered in Closed Meeting:-

<i>Matter</i>	<i>Reason – pursuant to Local Government (Meeting Procedures) Regulations 2005</i>
Leave of Absence Requests - Councillors	15 (2)(i)
Minutes of Other Bodies/Committees	15 (2)(f)

MOVED: CR

SECONDED: CR

That the Council RESOLVES BY AN ABSOLUTE MAJORITY to close the meeting to the public to consider the matters listed below, the time being _____ p.m.:-

<i>Matter</i>	<i>Reason – pursuant to Local Government (Meeting Procedures) Regulations 2005</i>
Leave of Absence Requests - Councillors	15 (2)(i)
Minutes of Other Bodies/Committees	15 (2)(f)

14.0 CLOSED MEETING

15.0 RESUMPTION OF OPEN MEETING

Legislative Reference

Local Government (Meeting Procedures) Regulations 2005; Regulation 15 (8)

MOVED: CR

SECONDED: CR

That the Council re-open the meeting to the public, at _____ p.m.

There being no further business, the Chairman declared the meeting closed at _____pm.

CHAIRMAN:

CONFIRMED: