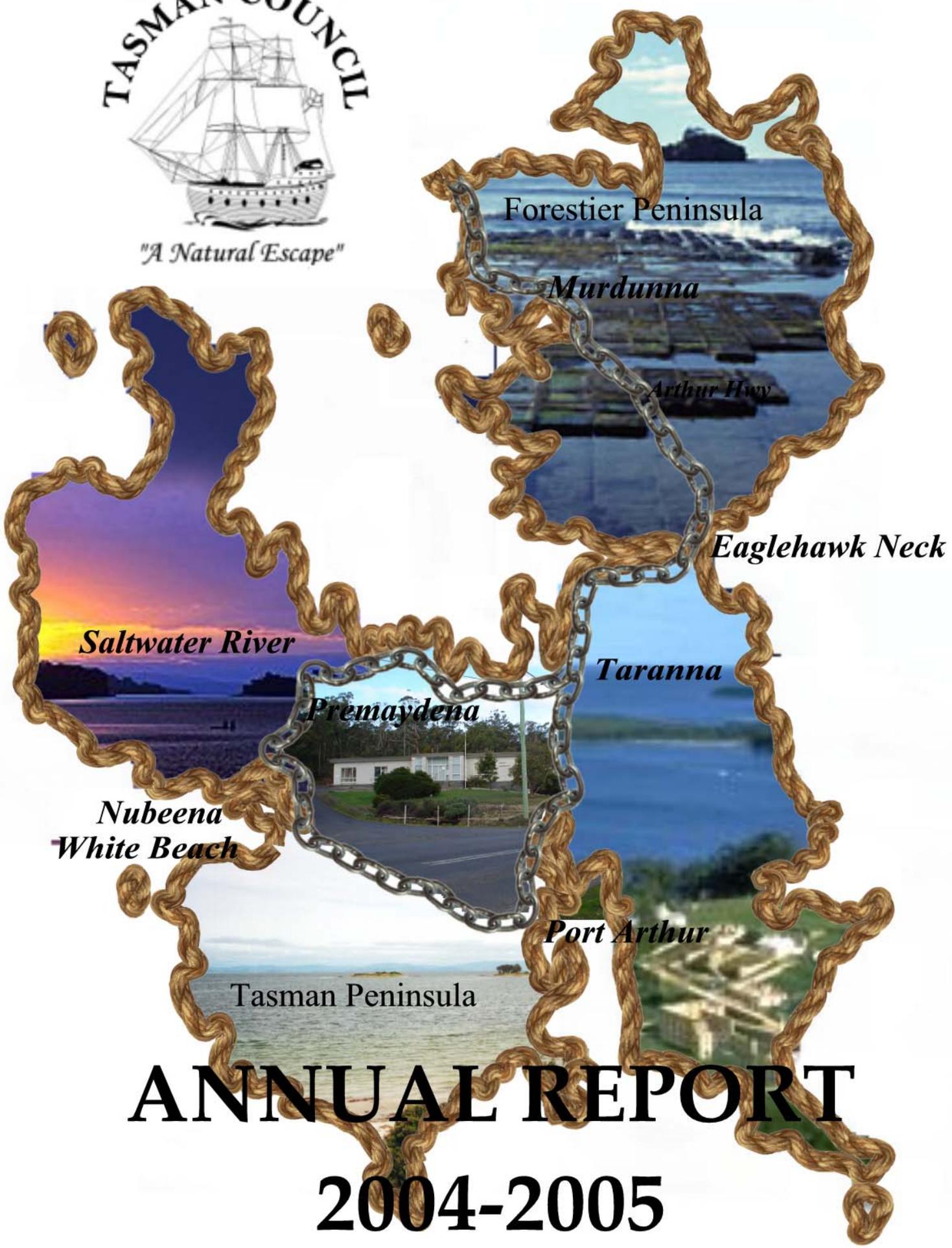


TASMAN COUNCIL



"A Natural Escape"



Forestier Peninsula

Murdunna

Arthur Hwy

Eaglehawk Neck

Saltwater River

Taranna

Premaydena

Nubeena

White Beach

Port Arthur

Tasman Peninsula

ANNUAL REPORT

2004-2005



TASMAN COUNCIL ANNUAL REPORT

2004-2005

29 November 2005

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Tasman Councillors and General Manager – July 2004



*REAR: Councillor Guy Dobner, General Manager David Laugher, Mayor Peter Wilson, Councillor Bruce Wiggins, Councillor Keith Heyward, Councillor Gary Alexander
FRONT: Councillor Kelly Spaulding, Deputy Mayor Roger Self, Councillor Dennis Mansfield, Councillor Joan Fazackerley*

Tasman Councillors and General Manager – November 2005



Left to Right: General Manager David Laugher, Deputy Mayor Gary Alexander, Cr Peter Wilson, Cr Joan Fazackerley, Cr Roseanne Heyward, Cr Jan Barwick, Mayor Roger Self, Cr Allen Briggs, Cr Audrey Noye, Cr Bruce Wiggins



Vision, Mission and Values

Council's Vision For 2014

Tasman will continue to progress as an innovative and vibrant community, valuing its people, environment and heritage while building a sustainable and diverse future.

Vision Statement

Tasman – custodians of the past; visionaries for the future

Mission Statement

Tasman Council will be responsive to its community by:

- Providing effective and strategic leadership;
- Working in partnership with the community to progress its ideas, values and needs;
- Identifying and acting on current and emerging priorities and service needs;
- Enhancing economic growth opportunities through sound planning and leadership;
- Responding efficiently to the expectations of the community through quality and value-for-money service; and
- Adopting a creative and progressive approach to all we do.

Mayor, Deputy Mayor and Councillors (November 2005)

<p>Mayor Cr Roger J Self</p>		<p>RA 30 Waterfall Bay Road EAGLEHAWK NECK 7179</p>	<p>Mayoral term expires October 2007; Councillor term expires October 2009</p>
<p>Deputy Mayor Cr Gary Alexander</p>		<p>PO Box 913 NUBEENA 7184</p>	<p>Deputy Mayoral and Councillor terms expire October 2007</p>
<p>Councillor Jan Barwick</p>		<p>301 White Beach Road WHITE BEACH 7184</p>	<p>Term expires October 2009</p>
<p>Councillor Allen Briggs</p>		<p>296 Safety Cove Road PORT ARTHUR 7182</p>	<p>Term expires October 2007</p>
<p>Councillor Joan Fazackerley</p>		<p>PO Box 640 NUBEENA 7184</p>	<p>Term expires October 2007</p>
<p>Councillor Roseanne Heyward</p>		<p>468 Nubeena Road KOONYA 7187</p>	<p>Term expires October 2009</p>

Councillor Audrey Noye		460 Stormlea Road HIGHCROFT 7183	Term expires October 2007
Councillor Bruce Wiggins		PO Box 30 NUBEENA 7184	Term expires October 2009
Councillor Peter Wilson		PO Box 647 PORT ARTHUR 7182	Term expires October 2007

* Tasmanian Local Government Elections, due in 2004, were deferred until October 2005 and consequently, all terms of office for Councillors elected in 2000 and 2002 were extended by one year, to 2005 and 2007 respectively



Mayor's Annual Report 2004/2005

It is with pleasure that I submit my first annual report as the newly elected Mayor of Tasman Council. This is the twelfth Annual Report for Council, as required in accordance with Section 72 of the *Local Government Act 1993*. Some reporting conditions and items have been revised with the introduction, in July 2005, of the revised version of that Act.

This document summarises the Council's achievements over the 2004-2005 financial year and, through the appended financial statement and associated auditor's report, provides an accurate set of financial records to provide accountability to the ratepayers and residents of the municipal area and other stakeholders.

The year has seen a number of major new initiatives and programs introduced by Council as well as some difficulties caused by resource and staff limitations.

Using the outcomes of the Future Search Conference held in March 2004, at which over 80 community members participated, the Council developed its first ten-year Strategic Plan (2004-2014). The strategies and key performance indicators from that Plan have been used to develop the Council's first Annual Plan, in July 2005. Timeframes for these indicators will be reviewed by the Council on an annual basis and major reviews of the Plan will involve extensive community consultation. The ten key result areas identified in the Plan include managing and preserving our heritage and our history and managing our environment, and the impacts on our environment, in a sustainable manner; maintaining and strengthening the health and well-being of people in our community; maximising the tourism potential; supporting the development of quality small business in the Municipality; and developing effective community communication strategies and practices.

As part of the partnership agreement with the State Government, the Council, in conjunction with Tourism Tasmania, initiated the development of a new Tourism Strategy for the Municipality. A steering committee, consisting of representatives of the Council, Tourism Tasmania, the Parks and Wildlife Service, Port Arthur Historic Site Management Authority, Port Arthur Region Marketing, Forestry Tasmania and the Tasman Chamber of Commerce was established and a consultant, Red Inca, engaged to develop the Strategy over a six-month period. The development of the Strategy involved extensive

consultations with local and regional tourism operators and business stakeholders as well as community groups and individuals who were invited to attend workshops and provide comment on the draft strategy. The final strategy identified four main sub-strategies that focussed on maintaining current market share; expanding investment, market share and visitor spend to increase overnight stays in the area; developing a nature-based coastal icon site (at Pirates Bay); and promotion and marketing of the new coastal icon and its associated activities.

Tasman Council was one of five councils that participated in a major review by the Local Government Board in 2004. All Tasmanian Councils are reviewed at least once every eight years. The Council prepared a comprehensive submission for the review, which was undertaken in October to December 2004. The review board undertook extensive public consultations during this process and presented its report to the Minister in June 2005. The report noted the somewhat unique characteristics of the Tasman Municipality and the changes we are experiencing that are making particular resource demands and challenges for the Council. The major recommendations of the Board's report are summarised in the General Manager's report.

The Council set up the Tasman Entertainment Centre Committee as a special committee of Council in July 2004, with four Councillors and five community members, to investigate a business plan for the Centre and possible fund raising sources for completion of the building. In December 2004, Ms Lin Thorp, MLC for Rumney, announced that the State Government would be providing funding of \$500,000 towards the completion of the Centre through the Government's new Community Health and Well Being Program. The funding would be used to provide flooring, walls, kitchen, power and plumbing to finish the building to a functional standard, as well as project management costs. Part of these costs was used to employ a consultant to undertake a business report for the Centre. A scope of work proposal has since been prepared by architects employed by the Education Department and work is expected to commence in late 2005/early 2006.

The Council employed its first full-time statutory planner, Shannon Finch, in 2004-2005 to enable the Council to deal efficiently with the large increase in the number of building and development applications that has occurred over the past two years. Shannon undertook initial consultation work on the development of a Port Arthur village locality plan as well as progressing the documentation needed to achieve statutory compliance for the Council's new planning scheme. Unfortunately, Shannon had to leave in mid 2005 and a new planner was not able to be re-appointed until towards the end of that year. Council also employed a part-time Natural Resource Management facilitator and coordinator in 2004-2005. The facilitator, Mel Fazackerley, has been able to assist individuals and community care groups with such things as weed control, revegetation, stormwater management and erosion control.

The Council entered into a successful partnership with the Green Corps program and a team of your local people was employed to undertake cultural and natural heritage projects in the area, including: vegetation clearance at Saltwater River and the Coalmines areas; construction of a post and rail fence at the old courthouse building at Premaydena;

reconstruction of a walking track in the Mount Koonya area; and removal of feral oysters in Norfolk Bay.

In September 2004 the Council endorsed a new communication strategy that establishes mechanisms that will be used to provide more timely and relevant communication between the Council, Councillors, the community and stakeholders. Strategies include the production and distribution of four community newsletters to residents and ratepayers each year, the holding of regular quarterly community consultation meetings at different locations around the Municipality; and the production of a regular (fortnightly) staff newsletter. The provision of an improved Council website has been delayed due to access problems between the computer server for the system (which is used by all Tasmanian councils) and the Council's satellite-based broadband system.

Other initiatives and works undertaken or initiated by the Council in 2004-2005 include:

- Initial investigations of potential sewerage districts in Nubeena and White Beach and expanded use of the Port Arthur wastewater treatment plant.
- Development of the Nubeena Foreshore Master Plan via engagement of a consultant Inspiring Place – linking the MPS and the Judd Park areas and down to the Council Chambers and jetty precincts.
- Completion of Stage 2 of the Tasman Multi-Purpose Service (MPS) was in early August 2004. Additional facilities housed in Stage 2 included a central reception area, office spaces, consulting and treatment rooms, community activities room, and accommodation for visiting locums. This has enabled the MPS to expand the services and facilities it provides to the community. Subsequent landscaping and street-scaping work around the MPS was completed in 2005.
- Major roadworks, including sealing, widening and construction of safety barriers on part of Old Jetty Road Eaglehawk Neck, construction of Ohlsens Road EHN, and widening and sealing of Saltwater River Road to the Coalmine Road junction.
- Implementation of annual Hardwaste and Greenwaste collections and the purchase of a Brush Bandit industrial chipper to allow Council to offer a tree chipping service and provide wood chips for mulching gardens and paths.
- Construction of a blackwater dump station at Nubeena (near the SES building) to enable visitors with mobile homes to dispose of their blackwater waste. The facility is the only public facility between Sorell and Nubeena.
- Transfer of the Tasman Childcare Centre from the Tasman Community Centre at Taranna to new premises at Nubeena in the old Community Health Building, adjacent to the MPS.

At the time of writing my report, the report from the Tasmanian Audit Office on the Council's financial performance for the period to 30 June 2005 was not yet available. However, I believe that the reversal of the deficit trend, that began in 2001-2002, has continued, with the Council's financial performance having now been positive for the past

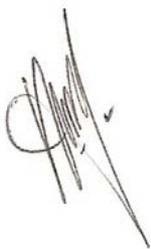
four financial years. The positive outcome for 2004-2005 has been partially achieved through the revaluation of the Council's road assets. The Council's continuing good financial position confirms the rigorous work that the Council's General Manager, David Laugher, and the Council's Financial Services Manager, David Doyle, and their staff are undertaking on the community's behalf.

New senior staff members who 'came on board' in 2004 and 2005 include the Executive Officer, Dave Moser, the Human Resources Officer, Phil Johnston, the Strategic Planner, Shannon Finch, and the new Social Worker, Fiona Jennings, replacing Colin Hariss. We were unable to keep Phil who took up a position with the Port Arthur Site Management Authority in the middle of 2005 and Shannon who returned to the mainland a few months earlier. Both had made significant contributions to the progress of the Council's strategic direction while they were with us.

The end of the year also saw changes to the management structure of the Multi-Purpose Services. The tri-partite agreement signed with the Commonwealth and State governments, to establish and fund the MPS is not due for review until March 2006. However, pressure put on the MPS budget in 2004-2005, in attempting to achieve wage parity for staff with their State counterparts, required efficiency changes to the management structure to reduce staffing costs. The review saw the establishment of two new positions, a CEO/Director of Care and Assistant Manager, replacing three previous management positions. The Manager of the MPS, Marina Campbell, who had been with the facility for over four years, took a redundancy. We wish Marina all the best with her future career and thank her for the commitment and effort that she put in to her role while she was with the Council.

I continue to be impressed with the commitment and professionalism of the Council's management team, and their staff, and believe that we can be proud of the effort that they have made over the year in meeting not only the needs of our community but also the increasingly complex and time-consuming demands of State and Commonwealth agencies and the associated legislation and regulations. Additional demands are put on Council through its unique position as the only local government body in Australia to be responsible for the management of a Multi-Purpose Service facility.

I look forward to working with the new Council team and the new Deputy Mayor, Cr Gary Alexander. I welcome the election of three new female Councillors; achieving what I believe to be a first for Tasman Council, roughly equal numbers of male and female Councillors.



Roger J Self, Mayor



General Manager's Annual Report 2004-2005

Introduction

This is my third annual report as General Manager, and follows my second full year of service with the Council. . The 2004-2005 year has seen the introduction of several major new services and initiatives by the Council, the completion and opening of Stage 2 of the Multi Purpose Service buildings, the development and introduction of the Council's first ten-year strategic plan, the development of a major tourism strategy for the Municipality, the first eight-year review of the Council by the Local Government Board, and the appointment of the Council's first statutory planning officer.

Strategic Plan and Annual Plan

The Council endorsed its first ten-year strategic plan in August 2004. The Plan was developed from the outcomes and ideas expressed at the March 2004 Future Search Conference; a conference that involved over 80 local residents, businesses and government representatives over a three-day period. The Plan, which contains ten key result areas ranging from environmental management to health services and business planning and assistance, will be used to drive and develop the Council's annual plans during the next ten-years. The Strategic Plan will be reviewed on a regular basis and major reviews of the Plan will involve extensive community consultation.

Based on available resources and funding, the Council has identified which of the key strategies and key result indicators it can progress over the short-term (next two to three years) and will review the other priorities identified in the Plan during the proposed major reviews of the Plan.

The revised *Local Government Act 1993* requires that all Councils now produce an annual plan, replacing the previous operational plan. The annual plan is to be consistent with the Strategic Plan and describe how the Council will meet the goals and objectives of the Strategic Plan. The Council produced its first annual plan, for 2005-2006, and has identified the implementation of the new tourism strategy and associated business promotion plan; the finalisation of the new planning scheme; the development of an access and advisory committee and preparation of a disAbility access plan; and the review and implementation of human resource practices and policies as major projects for the coming year.

Local Government Board Review

The Council participated in the first of its eight-year reviews by the Local Government Board in late 2004. The report from that review was presented to the Minister in June 2005. The report noted the difficulties that the Council has faced, as a small local government entity, caused by the "... multi-faceted pressure created by increased compliance complexity, increased consumer and societal demand, tighter funding availability, and increased professional and skill requirements from its staff." This, combined with the dramatic escalation in recent years of visitor numbers, new residents and a building and development 'boom', several years of operational discontinuity caused by numerous senior staff changes, and the Council's operation and management of the Multi-Purpose Services, led the Board to conclude that the Council will face further significant challenges ahead.

The Board noted improvements in several areas and of planned developments in relation to other major issues. These include: asset and financial management; implementation of the new Strategic Plan; development of the new Planning Scheme; mechanisms to deal with increased planning and development demands; infrastructure development (water and sewerage); corporate services and human resources development; and risk management. Because of the early nature of some of these improvements and proposed improvements, the Board was unable to reach firm conclusions on a number of significant issues, and, following advice from the Council, recommended that the Minister direct that the Board conduct an follow up limited general review in the latter half of 2006.

The issues that will be included in that review include: governance practices, particularly those related to Council meetings, agendas and minutes; planning; human resource matters, particularly OH&S; asset management; financial planning; and response to insurance assessment audits.

The Board noted that considerable progress had been made in a number of areas, including the Annual Report content and format; staffing and resources in key areas such as planning and human resources; and effective working relationships between the Council and Hobart City Council to progress areas such as technology, administration practices and staff training.

Of particular concern to the Board were a number of matters relating to Council meetings, in particular agendas, minutes, consideration of items not on published agendas, minor procedural matters and public participation. The Council has now implemented the June 2005 Local Government (Meeting Procedures) Regulations, replacing the Council's meeting procedures by-law, for all Council and committee meetings. The Council has endorsed those regulations to also apply to meeting and procedures of Council special committees. Councillors and community members of special committees have been provided with information packages and Councillors have attended in-house and external training workshops on meeting procedures and practices. The Council has, in line with the revised *Local Government Act 1993*, provided opportunity for public question time at

Council meetings. The Board had noted the Council's proposal to employ a human resource and planning officer and this appointment was made in January 2005.

The Board also noted that the Council has, in relation to community development, communication and consultation, more extensive services that would usually be the case for a small council, largely due to the operation of the MPS. The Board commended the Council on a number of aspects related to these services, particularly its approach to economic development and tourism, and for its range of social and cultural activities, and its improved communications practices through such avenues as the Future Search Conference, response to Request Forms, and the new Strategic Plan and Communication Strategy. The recommendations of the Board's Report are appended to this report.

Human resource management

One of the areas identified by the Local Government Board review was the lack of sufficient human resources policies and practices developed by the Council. In order to address these shortcomings, the Council employed its first dedicated human resources officer in early 2005. That officer was able to undertake several strategic HR projects during the year, including the review and re-writing of the position descriptions and specifications for all Council and MPS positions so that they meet standard awards and classifications. The officer also developed a draft induction manual for new staff.

However, the officer has since resigned from Council, to take up another position, and the Council is currently reviewing its HR staffing requirements in order to make best use of available and potential staff resources. There is likely to be a split of HR staffing resources in 2005-2006 into administrative support (salaries, pay, leave etc.) and policy and strategy development. Issues that will need to be addressed in the coming year include risk management and occupational health and safety policies.

The Council continues its partnership mentoring program with Hobart City Council for the provision of advice and training on administration, client services, personnel practices, financial management and information technology. The Council has recently undertaken a review of its filing and classification systems and, in mid-2005, introduced a new keyword based classification filing system.

Tasman Tourism Development Strategy

The outcomes of the March 2004 Future Search Conference, combined with the actions of the Partnership Agreement signed with the State Government six weeks later, combined to produce the opportunity for the Council to embark on the development of a new tourism strategy for the Municipality. The Council has long recognised the inability of the Peninsula to expand on its current tourist base, primarily made up of day visitors to the Port Arthur site, and to increase visitor spend and overnight stays in the region.

In late 2004 Council representatives met with representatives of Tourism Tasmania to discuss the proposed strategy development and a steering committee to progress that process was formed a few weeks later. The Steering Committee comprised representatives of the Council (Council Officers and the Mayor) and Tourism Tasmania, as well as invited

representatives of other government agencies (Parks and Wildlife and Forestry), the Port Arthur Site Management Authority, and business and tourism groups (Port Arthur Region Marketing and the Tasman Chamber of Commerce). Tourism Tasman provided \$50,000 in funding to engage a consultant to develop the strategy. Consulting group Red Inca, with assistance from associates SCA Marketing and SEMF, developed the strategy over the first six months of 2005. This development involved several stakeholder and community workshops to discuss visitor and market trends, tourism issues specific to the region, and input to the draft strategy.

The draft strategy contained four main sub-strategies that sought to maintain current market share and visitor numbers; encourage investment to address infrastructure and product gaps; development of an iconic natural coastal precinct; and marketing of the new 'Destination Tasman'. Tasman Council has been charged with undertaking the implementation of the strategy and will be coordinating this through the re-structured Tourism and Economic Development Committee, now a special committee of Council with four community members. The Council hopes to employ a project officer in 2005-2006 to assist with the implementation and development of the recommendations and actions arising from the Strategy. The Council will also be working closely with the Parks and Wildlife Service and the community on the development of the proposed natural coastal precincts in the Eaglehawk Neck/Pirates Bay areas.

Waste Management

The Council's participation in the tri-partite agreement with the Clarence and Sorell councils, to manage and operate the Copping Waste Management site, has continued to be a cost effective mechanism to provide the waste disposal services that had previously been undertaken at the Nubeena disposal site. The Council has a ten per cent share in the Copping site. The Council's kerbside waste and recyclable collections are now operating well, after some initial resistance from the community, and some minor changes to collections routes and practices during the year. In November 2004, the Council undertook its first hard and green waste collections. These annual collections will continue in 2005..

Partnership Agreement with State Government

Several of the tasks and projects identified in the Partnership Agreement with the State Government, signed on 11 May 2004, were progressed in 2004-2005. This agreement, together with the Council's ten-year strategic plan, will provide the thrust for Council's priority strategic programs and projects in the coming years. . Initiatives identified in the Agreement that were progressed in 2004-2005 include: a review of Crown Land in the Municipality (through the Crown Land Assessment and Classification Project) and the potential for the transfer of some of that land to Council; a review to develop and maintain appropriate infra-structure services in the Port Arthur area, and initial consultation mechanisms to assist in the development of a town master plan; the development of a tourism strategy for the Tasman Municipality; continuation of a work experience and traineeship scheme with the Port Arthur Historic Site; establishment of coordinated links for business assistance and development through SERDA and SEBES; development of improved links youth and health programs and links between the Council and District

School. Many other initiatives within the agreement are ongoing programs or reviews of ongoing systems.

Although no meetings of the Partnership Agreement Peak Group were held during 2004-2005, the Council participated in the regular reporting reviews for the Agreement, as well as participating in the review and training sessions for the reporting database. Some difficulties were experienced at times in meeting reporting deadlines due in part to changes to the reporting system and database.

Major progress was made on a number of key actions:

- Working with representatives of DPIWE to establish a register of Crown Land and Council owned land as part of the Crown Land Assessment and Classification Project, including identification of a priority schedule for transfer of Crown Land.
- Ongoing meetings with Parks and Wildlife Service to better manage visitor safety and access at PandWS sites in the Municipality, including discussions and programs to establish better visitor facilities at the Blowhole site at Eaglehawk Neck.
- Development by DIER Mineral Resources of groundwater prospectivity maps for the area and provision of relevant geological maps.
- Ongoing work with the regional NRM committee to achieve NRM strategy accreditation.
- Development of a new Tourism Development Strategy for the Tasman Municipality using funding from Tourism Tasmania and overseen by a steering committee including representatives from Council, Tourism Tasmania, Forestry Tasmania, Parks and Wildlife Service, and Port Arthur Historic Site Management Authority.
- Consultation between Council and the Port Arthur Historic Site Management Authority on options for securing and maintaining effective infrastructure services within the Port Arthur area, including the preparation of a feasibility report on the possible transfer of the site wastewater treatment plant (prepared by GHD consultants).
- Ongoing assistance from the Resource Planning and Development Commission to progress the certification of the Council's draft Planning Scheme.
- Production of a new Convict Trail touring route brochure in conjunction with PAHSMA, Tourism Tasmania and other regional councils.
- Assistance provided to local private owners of convict period sites (Cascades at Koonya) by PAHSMA and the Tasmanian Heritage Council to progress restoration works (via architectural and conservation advice).
- Provision of ongoing support by PAHSMA to the Port Arthur Region Marketing (including space in the site's visitor centre and continuation of funding until 30 June 2006. Council has provided \$30,000 to PARM and will assist it to realign its marketing strategy in line with the new Tourism Development Strategy.
- Placement of the Port Arthur Historic Site on the National Heritage List on 6 June 2005 – an essential step towards the goal of achieving World Heritage listing for the site.

- Progression of talks between Council, PAHSMA and the Tasman Golf Club towards finalisation of a boundary adjustment to enlarge part of the Point Puer historic site (As part of the CLAC project).
- Ongoing meetings between Council and Sport and Recreation Tasmania which have led to the development of new recreation facilities at Judd Park Nubeena, including skateboard facilities and playground equipment.
- Development of ongoing youth programs including school holiday programs, creation of youth leadership opportunities, development of links between the youth community and other community groups – Green Corps and mentoring programs; planning of youth programs and school holiday programs by young people; and raising \$1,500 to send a young person to attend the Australian Youth Leadership Convention.
- Use of the MPS bus and other vehicles to transport young people to and from youth events within and outside the Municipality.
- Provision of work experience opportunities for young people (Grade 9 at Tasman District School) at the Port Arthur Historic Site.
- Promoting joint ventures between the Council, school and PAHSMA, such as the Tsunami Appeal (Night of Lights) Concert.
- Development of a partnership agreement with the Tasman On-Line Access Centre to provide accredited on-line training in TAFE courses.

Appreciation

I would like to express my appreciation to the staff of the Council Offices and the MPS for their high level of commitment shown throughout the year in providing services to our community. This year, like my first year at Council, has continued to be one of ongoing and significant change resulting in an increase in demand on Council funds and resources. Planning and building applications numbers and values have continued to increase, and while some of this workload was handled by the Council's new strategic planner, her departure mid-way during the year has placed an additional load on the technical services staff. Staff at the MPS have also had to work, during a period that saw significant increases to the services and facilities they provide, and to the management structure at the MPS, while at the same time experiencing restrictions on budgets and resources due to wage and condition demands to allow for 'parity' with their State counterparts and the need to upgrade old equipment and furniture within the facilities.

I would also like to thank the current and previous Mayors, Deputy Mayors and Councillors for their support during the year and I look forward to another productive and positive year ahead.



David Laugher, General Manager

Appendix A: Recommendations of Local Government Board Review Report, June 2005

Chapter B Report Overview.

Recommendation – The Board recommends that the Minister direct it to conduct a further limited General Review of Tasman Council in the latter part of 2006. Particular issues for review at that time would include: governance practices, particularly those related to Council meetings, Agendas and Minutes; planning; human resource matters, particularly OH&S; asset management system; financial planning; response to the insurance assessment audit.

Chapter 2 Governance.

Recommendation 1 – The Board recommends that Council: ensure that the Annual Report complies with the *Local Government Act 1993*, and other regulatory requirements; continue to seek ways to improve the content, style and distribution of the Annual Report to enhance community knowledge and understanding of Council's performance.

Recommendation 2 – The Board recommends that Council: examine its list of public land to ensure that the appropriate procedures have been undertaken to determine that the land is 'public land'; a hard copy of the list of public land be kept and updated to ensure compliance with Section 180 of the *Local Government Act 1993*.

Recommendation 3 – The Board recommends that: Council undertake a comprehensive review of its meeting processes; in relation to this review, Council seeks the assistance that it advised was available from Hobart City Council.

Recommendation 4 – The Board also recommends to the Minister that, if necessary, he makes resources available to assist Council with the review and improvement of meeting processes.

Chapter 3 Regulatory Functions

Recommendation 1 – The Board recommends that Council proceed towards a new Planning Scheme as quickly as possible, while ensuring that there is associate widespread consultation and communication about it.

Recommendation 2 – The Board recommends that a Disability Action Plan be completed as soon as possible and that Council aims to replicate the standards of access in the MPS in all its facilities.

Chapter 6 Equity, Access, Human Resource and Council Management

Recommendation 1 – The Board recommends that Council provide adequate support and resources for the new HR Officer position to ensure that its human resource policies, procedures and current practices are reviewed, updated, implemented and monitored, as a matter of priority and within a reasonable time period.

Recommendation 2 – Because of the time it may take for a fully developed induction process to be put into effect, the Board recommends that Council immediately implement a process to provide all new staff with information on essential health and safety matters on their first day of employment, as an absolute minimum.

Chapter 7 Asset Management

Recommendation – The Board recommends that Council continue the implementation of a comprehensive asset management system, as a matter of urgency.

Chapter 8 Financial Matters

Recommendation 1 – The Board recommends that Council ensures that an appropriate long-term financial plan is developed and maintained.

Recommendation 2 – The Board strongly recommends that Council implement the recommendation in the audit by Civic Mutual Plus.

Recommendation 3 – The Board recommends that Council liaise with the Department of Treasury to determine the systems that need to be put in place to ensure that Council fully complies with National Competition Policy requirements.



Technical Services Annual Report 2004-2005

Departmental Staff during 2004-2005

Manager – Merv Graham

Personal Assistant – Sue Burgess/Belinda Nutting

Service Coordinator – Guy Jeanneret

Municipal Inspector – David Parkinson

Statutory Planner – Shannon Finch

NRM Facilitator – Mel Fazackerly

Consultant Planner – Evan Boardman

Consultant Environmental Health Officer – James Wood

Works Crew

David White

Max Thompson

Allan Wrigley

Garry Cooper

David Large

David Carr

Introduction

The Department was able to meet its statutory obligations for the financial year 2004-2005.

This financial year we saw the implementation of the new *Building Act 2000*, which placed an increased focus on compliance and auditing that was more stringent and demanding than previous arrangements.

With the increase in development applications and the urgent need to address compliance issues in this area, Council was informed of the need to employ a full time statutory planner. This also created an opportunity to undertake the necessary documentation required to implement a new Planning Scheme for the Municipality.

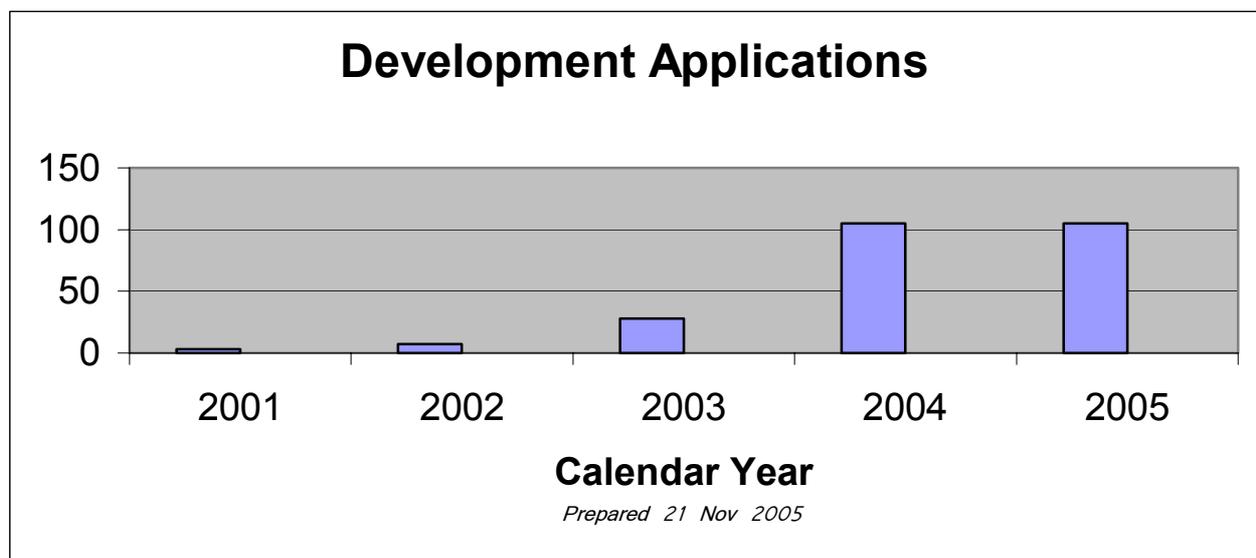
This year also had a major focus on the management of Council's assets with the introduction of a bridge inspection program and, more importantly, a substantial increase

in capital road funding budget. The increase approved for the financial year was \$210,000.00 (36 per cent).

Planning

The area of statutory planning saw an increase of 31 per cent in the number of applications for the 2004-2005 financial year.

This year also saw the appointment of a full-time strategic planner to the Department. With this appointment being made we were able to improve the efficiency in this area and initiate the documentation needed to complete the draft planning scheme. Also by having an in-house planner it has the added advantage of the Department being able to formulate standards for development control.



Figures for 2005 are to 21 November 2005

Environmental and Public Health

In meeting our statutory obligations relating to the *Public Health Act 1997* Council reappointed James Wood from Sustainable Environmental Assessment and Management as its Environmental Health Officer for a further 12-month period.

With the increase in development it was necessary to increase Mr Wood's time from 26 days annually to 39 days, an increase of 50 per cent.

With the increase hours it did allow us to conduct the immunisation program in house this year: it has been run by a nurse immuniser and the EHO at the Council-run MPS.

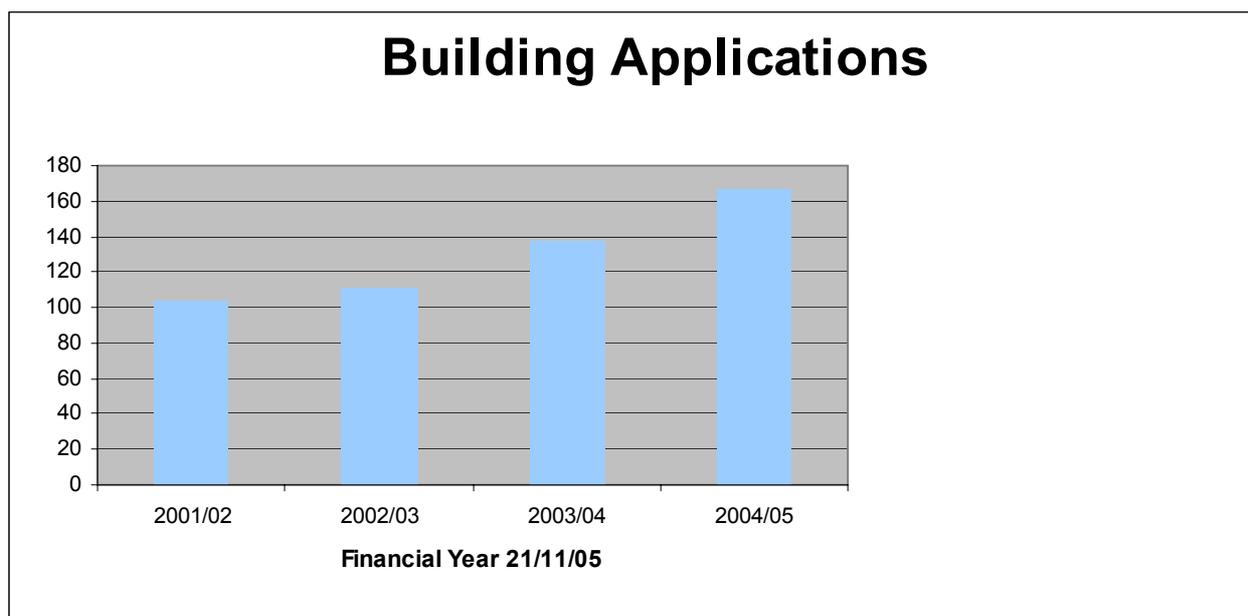
In relation to food suppliers we registered 41 premises and issued improvement orders as required. We also conducted food sampling as directed by the Director of Public Health. During the course of the year it was not found necessary to issue any infringement notices.

Environmental nuisances are also addressed and during the reporting period one Environmental Infringement Notice was issued and the fine paid. Several Abatement Notices were also issued.

Apart from ensuring compliance with the Act, our EHO assists with, and advises as to the suitability of, on-site wastewater treatment systems for our residential lots by giving consent to each application.

Building

The *Building Act 2000* was introduced on 1 July 2004. With the additional compliance issues associated with the implementation of the new act an additional workload was thrust on the Department. This is reflected in the increase in revenue in this area (128 per cent).



Waste Management

The operation and management of the transfer station has not had significant changes during the year and progress has been made with the kerbside collection in that we have constructed collection points in the areas that were not accessible by the contractor's vehicles.

This year saw the re-introduction of the hard and green waste annual collections.

Works

The works crew during the year were able to meet their commitments to an extensive program of road and bridge works.

This year again saw an improvement in quality control and efficiencies, throughout the full spectrum of works, and we were again able to make financial savings in many areas.

The major works undertaken were:

- Bridge replacement - Saltwater River
- Jetty Road Reconstruction - Eaglehawk Neck
- Drainage Nubeena Back Road

- Reconstruction Ohlsens Road - Eaglehawk Neck
- Stage 1 Nubeena Foreshore Plan.

Wastewater Treatment

The treatment plant at Nubeena completed its period of defects liability and a certificate of practical completion was issued.

Tasman NRM Facilitator Report (March – June 2005)

Through the position the Council has provided information and support to community groups such as Eaglehawk Neck Coastcare, Shelly Beach Coastcare, Carnarvon Bay Coastcare, White Beach, Stewarts Bay Coastcare Group. Assistance was given to the Green Corps Team, and a tree planting event registered and advertised for National Tree Day at Saltwater River. Support was given to the Southern Coastcare Association of Tasmania to prepare a GVEHO grant. Site visits and advice were given to Port Arthur Lodge, Mr Roger Lerner (Palmer's Lookout), Phil Ellis, and Tasman District School. Weeds were mapped and advice given to Taranna tidy towns. The position has begun to develop guidelines for weed control and Aboriginal Heritage for the works crew and advice provided on rehabilitation works at Jetty Road Eaglehawk Neck.

Discussion has been initiated with DIER & DPIWE regarding cooperative weed management and Andrew Crane (DPIWE) has helped identify priorities for the Municipality. We are now looking for ways to help fund weed control works within the Municipality through the NRM South Regional Investment Proposal and through the WONS (Weeds on National Significance) funding program. A sighting of asparagus fern, a potentially invasive weed species previously unrecorded in the Municipality, was investigated, positively identified and subsequently controlled by DPIWE.

The planner has been assisted by the development of draft *Threatened Species Procedures*, and with site visits to Nubeena, Murdunna, Safety Cove, and Roaring Beach. A meeting with Coastal & Marine Branch DPIWE was organised and resources and the State Coastal Policy discussed.

The NRM Facilitator has been representing Tasman on Southern Councils NRM Working Group and had input into funding application for implementation of the Southern Weed Strategy and GIS project through the Regional Investment Proposal. Tasman Council has been represented at a number of NRM South meetings and the NRM Facilitator liaised with Tim Phillips, the Australian Government Local Government Facilitator, to ensure Tasman is kept in the loop with the Regional Investment Proposal (and subsequently submitted an investment proposal in October on behalf of Tasman, Clarence, Sorell, Glamorgan Spring Bay and Parks & Wildlife Service to implement the Integrated South East Coastal Management Strategy). Through NRM Facilitators meetings, and networking, Tasman is kept up to date with current funding opportunities etc.

The facilitator has written NRM-related articles for LGAT, the Council Courier, the Council's quarterly Community Newsletter, the Tasman Gazette, Town and Country, and the Eastern Shore Sun. Serrated Tussock and Boneseed workshops have been attended, as

well as the Community Waterfunds Information Session, and subsequently submitted an application for Stormwater Management in September 2005.

Tasman Landcare Group Inc.

Project Coordination for the National Landcare project included:

- Prepared Communication/Media Plan;
- Contacted potential participants and conducted site visits identifying main areas of interest and priorities as well as giving advice on revegetation;
- Prepared GVEHO grant;
- Organised Field Day and BBQ;
- Organised media event to launch project;
- Investigated whole farm planning courses;
- Liased with Frog Hollow Nursery; and
- Prepared interviews, articles and a mail-out.



Merv Graham
Manager, Technical Services



Community and Economic Development Report 2004-2005

Tasman Community Grants Program

Tasman Council's Community Grants Program provides financial and in-kind assistance to support community/sporting groups and individuals to develop projects, facilities and activities that contribute to the development and promotion of the community. Grants between \$150 and \$2,000 are considered. A total of \$8,700 was granted to individuals and community groups under the Tasman Community Grants Program in 2004/2005.

<i>Applicant</i>	<i>Amount Sought</i>	<i>Amount Granted</i>	<i>Reason for grant</i>
Tasman U3A	\$2,000	\$2,000	Purchase of laptop computer
Tasman Girl Guides	\$475	\$475	Toward sending four guides on a State-wide camp
Peninsula Pirates Soccer Club	\$800	\$800	Purchase of portable goals
Eaglehawk Neck Hall Assoc	\$2,000	\$2,000	Renovations to EHN hall kitchen
Angela Anderson	\$450	\$450	Construction of a 'flight enclosure' to assist wildlife carers
Andrea Gibson	\$1,148	\$1,127	Construction of a demountable wildlife pen
Tasman Community Broadcasters Assoc.	\$1,218	\$948	Purchase of microphone and stand
<i>Premaydena Cricket Club</i>	\$900	\$900	Extension of awning at Premaydena club house

Community Projects

Volunteers Day

Re-Connect Family Day

Tasman Christmas Pageant and Family Day

Christmas Lights Competition

Special Tsunami Concert

Clean-Up Australia Day

State Government Provided Specific Purpose Payments – Current Expenditure

<i>Name of SPP</i>	<i>Department or Agency provided by</i>	<i>Area of expenditure</i>	<i>Amount</i>
Youth Development	Education	Youth	\$1,000
Tourism Strategy	Tourism Tasmania	Tourism	\$50,000
Entertainment Centre Business Plan	Education	Community	\$5,000
Post Card project	DHHS	Youth	\$2,000
Tsunami Appeal	Premier & Cabinet	Tsunami	\$2,000
Tasman MPS operating	DHHS	Aged care etc.	\$817,000
Childcare operating	Education	Childcare	\$40,000
Palliative Care	Tasmanian Assn for Hospice	Aged care	\$3,000
Team Building Workshop	DHHS	Training - Aged care etc.	\$2,000
MPS Furniture & Fittings	DHHS	Aged care etc.	\$19,000
Community Volunteers	DHHS	Community	\$2,000

Tasman Green Corps Project

Tasman Council was the main partner agency for a Green Corps project undertaken in the Saltwater River Area. Nine young people undertook the six-month project. Projects included construction of a post and rail fence at the Old Court House building in Premaydena; re-construction of the walking track at Clarks Cliffs, Koonya; removal of box-thorn and re-vegetation at Saltwater River, removal of feral oysters at Saltwater River, work on an old settlers cottage in Saltwater River and painting of the Youth House in Nubeena.

Nubeena Foreshore Master Plan

Following community concern regarding the construction of a skate park in Judd Park Nubeena, Environmental Architects Inspiring Place was commissioned by Tasman Council to help develop a Master Plan for the Nubeena Foreshore.

The Foreshore Plan was developed to address a range of issues, including recreational pathways and skateboarding features, car parking and traffic management, landscaping, playground equipment and to enhance the town's amenity. The Plan was designed to be implemented in stages as funds become available.

The Plan was developed over a two-day intensive planning and consultation program.



Kerry Sakariassen

Community Development Manager



Tasman MPS Annual Report 2004-2005

Introduction

The Tasman Multi-Purpose Service, auspiced by Tasman Council, has provided significant services to the Tasman community this year. These include residential aged care, respite and acute care, accident and emergency services, community care, social work, youth support, community transport, community housing and child care. The facilities have also provided a venue for visiting allied health services and use by community groups.

This year has seen an increase in the use of the MPS facilities, participation in health promotion activities, uptake of the immunization program and the community transport service, and extension of the quality improvement program for the MPS.

Services have been delivered with funding provided by the Australian Departments of Health and Ageing, and Family and Community Services and the Tasmanian Departments of Health and Human Services, and Education.

Key Achievements

Respite and palliative care programs continue to increase in usage and awareness in the community. Repeat use of the facility is common, indicating that families and recipients are using the program to remain in their homes for longer, a major objective of the program. The facility beds are utilised flexibly, with two respite beds in use most of the time. The increasing demand placed on the service by clients with dementia and challenging behaviours has been met in most cases, within existing resources, however some clients have been transferred to more suitable services. The quality use of medications and medication reviews of residential and community clients are being undertaken in conjunction with the GP and the Pharmacist. The equipment replacement program continues, with the purchase of ten high-low beds, three of which were donated by the community. The community loan program has extended to beds and other equipment such as shower chairs, wheelchairs and lifting frames.

The need for community care services across the Municipality has increased considerably during the past year. For example, occasions of care comparisons between the first six months and the second six months: home care increased from 342 to 353; personal care

increased from 92 to 104; home maintenance increased from 57 to 83; and delivered meals increased from 533 to 650.

Whilst the community health nursing occasions of service were similar this six months compared with the previous six months, the complexity of care has increased considerably, which has placed greater demands on staff. Community clients have requested more-complex assistance with home maintenance, such as painting, major repairs etc. This is unable to be met by the home maintenance service, which provides assistance with minor repairs and garden hazard reduction, however the Lions Club of Tasman has been providing support for these community clients. Greater flexibility in the delivery of services has been achieved with the Utility Officer now delivering the home maintenance service one day per week and Extended Care Assistants from Residential Care providing personal care in the community. The Community Care service has benefited from a reciprocal arrangement with other care organisations. The MPS has been able to broker with these organisations to provide back up for each other to provide personal carers to work in the community.

The vehicle provided by Community Transport Services, dedicated specifically for community transport for older and younger disabled members of the community has been extremely well utilised. This has been backed-up with MPS vehicles. The demand for the service as a result of the greater availability of the vehicles and volunteers to provide the service has doubled since its inception, with approximately 17 Hobart trips and 12 local trips per month, servicing approximately 35 clients per month. The transport service has also been available to community members outside this target group, where possible.

The Child Care service continues to meet an ongoing need in the community. An application to extend the licence to include children less than one year old, was successful, and we are now able to accept one child from that age group at a time. Playground equipment was purchased with grant funds and has significantly enhanced the children's enjoyment of the Centre. A pre-Kindergarten session has been developed to assist with ensuring children's readiness for school. Attempts have been made to be as flexible as possible in offering occasional childcare, however financial constraints continue and the service is not always able to offer the care flexibly. After school care and vacation care, are now provided, with a rebate available for parents through the Australian Government. The vacation care program has been particularly successful, with excursions for school children a popular choice.

Support for the community housing units continued. Tenants held a competition through which the unit complex was named 'Pearl's Court'. The units are now numbered 1 – 8, to avoid confusion with tenants' addresses. Housing Tasmania has transferred the ownership of the 'bottom units' to the Council. Funding has also been promised to construct a disabled-friendly footpath between the units and the MPS, and to undertake some modifications to the units to assist people with disabilities.

Social work and community development activities during the year included the commencement of the BeConnected Community Suicide Prevention group, with first

contact training completed. A very successful Family Celebration Day, funded by Colony 47 Reconnect Program, was held in September 2004, which included children's races, land and sea sports, entertainment and activities; another being planned for September 2005. A traditional sailing dinghy, built by Tasman District School students and mentors, with grant funds, was presented to the community. The Peninsula Out-there Women (POW) group commenced with the aim of addressing health priorities for women. A Stop, Think and Do program for special needs children was planned. Connections have developed with Tasman District School, and in particular with support for the Breakfast Program. Links have also been formed with the Care and Share group and support provided to Volunteers Day. Plans are afoot to reinstate previous discussions regarding the instigation of a 'men's shed' program. A total of 195 client contacts were made and 73 new clients admitted to the service.

The Youth program continues to address needs of the young people of Tasman. The program is guided by the youth council 'Rehash', which has up to 40 young people participating. The regular Friday night drop-in session at the Youth House (located in Nubeena) and other activities, have included: Safe party program; sleepover and movie marathon; annual alcohol and drug-free 'Unleashed' youth music event (in conjunction with four other youth committees); online Youth Newsletter in conjunction with another youth group; 'Enormity'; youth leaders' program; school holiday activities; health, drug and alcohol, sexuality and workers' rights information; and skateboard activity. Volunteers supporting the Youth program with transport assistance etc. are very much appreciated. One-to-one interventions by the Youth worker occurred informally in the form of discussions and conversations and links are made to health and information services, with up to 20 young people aged over 18 accessing locally provided and visiting health services. The 'Friends of the Youth House' committee has assisted, with grant funding, in refurbishing the Youth House. The Youth and Social Workers have operated collaboratively on a number of projects, in particular a funding submission to assist young people during their post-secondary education transition. Up to 70 young people were supported through the youth program.

More staff time has been allocated to activities for MPS residents. These have focussed on outings, one-on-one attention, and small group work. Activities have continued with external groups, such as the CWA, Peninsula Singers, Tasman District School, Girl Guides and local performers. Regular trips are provided for MPS residents and local community members to Dunalley Neighbourhood House activities. A weekly bus trip provides an opportunity for older community members to access shopping facilities in Hobart, as well as other activities, and to lunch out. Work has continued on beautifying the courtyard, with support from the community and the Aged Care students. New outdoor furniture, shade sails, birdcage and fish tank have been provided with funds raised by this group. Volunteers in residential care assist daily with serving meals. A calendar and residents/relatives newsletter are provided to promote activities, and meetings occur regularly with residents and relatives. Tenants from the housing units and other community members are invited to participate in MPS residential activities.

The Community Advisory Committee has provided valuable support to the MPS in advising on the services needed in the community. Grant funds enabled Committee members and MPS staff members to visit Campbell Town Health and Community Services, to compare services and obtain ideas for community consultation. MPS staff have participated with Community Advisory Committee members in the 'Community Voice' segment on Tasman FM radio, to promote MPS activities and healthy living.

The MPS has collaborated with the Department of Health and Human Services and Tasman District School to deliver immunisation programs.

The postcards produced through the Peaceful Peninsula Postcards Project (achieved with grant funds) have continued to be distributed through outlets around the Tasman Municipality. The project brought older and younger people together to gain a greater understanding of each other.

Support was provided to the Dunalley Neighbourhood House submission for funding for extension of its activities to the Tasman Peninsula plus the Early Support for Parents Program, with the positive outcome that funding has been promised.

Collaboration with the University Department of Rural Health has seen plans for the development of a rural health teaching site at and near the MPS. This will enable general practice, pharmacy and nursing students to access the opportunity to experience rural practice. A Council-owned house in Nubeena is being refurbished to accommodate visiting students who will be on placement at the MPS, Medical Centre and Pharmacy.

Without town water supply, the MPS utilises tank supplies and treats its own water. The MPS has been working in conjunction with the State Government, the Environmental Health Officer and the technical arm of Council to assist with ensuring the provision of a safe and sustainable water supply to the MPS.

A quality improvement (QI) program has now been implemented, with a Continuous Quality Improvement Committee, consisting of a cross-section of staff, which oversees the implementation of all QI initiatives. A process has been set up to follow up on suggestions and complaints. Staff have been trained in the application of the Quality Improvement Council Standards, together with provision of a framework to work towards a Service Development Review, in readiness for accreditation in the future. A document tracking system has been set up and pro formas implemented to commence recording all of the MPS processes. A subscription has also been made for a legislation alert system. Regular audits have been occurring across the service.

The Centrelink and Medicare facilities were transferred from the Council offices to the MPS during the year and have provided easily accessible services to community members.

Staffing and Staff Development

Retention of skilled nursing staff remains a major problem and is not dissimilar to many rural sites with issues concerning pay parity, conditions, staffing structures, and lack of on

site career opportunities. A staff recruitment and retention strategy has been developed and enterprise agreement negotiations with nursing and administration staff have commenced. Difficulties have been experienced in attracting qualified childcare staff. This is not uncommon in Tasmania and even more difficult for rural-based services. This is being addressed with the provision of training opportunities.

We were fortunate to maintain social work and youth program staff levels throughout the year, with minimal impact on clients of changes in personnel.

Staff development has included support for two Extended Care Assistants to upgrade to Enrolled Nurses (EN), a Registered Nurse (RN) undertaking a Masters degree, development of mentor and preceptor programs, succession planning and career development. Access to locally based aged care courses has seen the upgrade of a number of Extended Care Assistants to Aged Care Certificate III. This has resulted in the availability of more personal carers, suitably skilled and qualified to work in the community. Portfolios of interests and responsibility for RNs have been implemented. For example, one EN has taken responsibility for rostering and staff resource allocation. Food handling programs have been supported for kitchen staff. Team building was a focus of the period. A traineeship has been provided to one childcare staff member to attain a Certificate III in Child Care and support for a second child carer to attain a Diploma in Child Care. Childcare staff have also received mentor and training support from the Lady Gowrie Childcare Service in Hobart. Three staff members accessed a series of DHHS Health Promotion workshops. Telehealth facilities have been reinstated and the facility is being used again for training and information. Social Work personnel were involved in the following training programs: community recovery, managing severe disruptive behaviours, emergency management, health promotion and cognitive behavioural mindfulness.

Health Promotion

Health promotion activities are organized to coincide with state and national health promotion programs. Activities have covered men's and women's health (Pittstop), quality use of medicines, and promotion of National Heart Week, SIDS and other 'weeks' on the health promotion calendar. MPS residents are included in promotions such as the Cancer Council's Big Morning Tea. Funding was obtained to set up a Women's Information Network room. Work has commenced in conjunction with the general practice, pharmacy and the Southern Division of General Practice in relation to primary health and chronic illnesses.

Volunteers

The volunteer program continues its success and we are extremely grateful to have such wonderful volunteers to help out. The MPS Auxiliary and the Community Advisory Committee have both provided excellent support to the MPS. The Auxiliary raised significant amounts of money to purchase a range of equipment and articles for the service. Examples of the equipment purchased included trolleys and equipment for the kitchen, beds, wheel chairs and shower chairs for residential care and the community lending program. We have now registered 30 volunteers, who work 7 to 10 hours per

week each, providing support at meal time in Residential Care, gardening, activities, youth house support and transport, outings, visits and community transport. In particular, transport volunteers have provided approximately 750 hours of support between January and July 2005. There are a number of unregistered volunteers, e.g. residents friends and staff working out of hours, who have also provided over 125 hours of support during that time. Assistance provided by community groups such as CWA, Peninsula Singers, Tasman District School, MPS Auxiliary and MPS Community Advisory Committee equated to approximately 250 hours of service during the six-month period.

Coordination with Visiting Services

Allied health services provided at the MPS by the State Government included alcohol and drug, family child and youth health, social work, mental health, physiotherapy and podiatry services. Private health providers have offered dental mechanic, naturopath, optometry and podiatry services, as well as an employment, training and education services. Cooperation of service delivery and coordination of care occurs between the community mental health service provided by Department of Health and Human Services Department of Health and Human Services (DHHS), the general practice and the MPS social worker, community and acute nursing. The erosion of services provided by DHHS has occurred despite the fact Service Agreements are in place with all visiting services. Social Work, Physiotherapy Assistant, Alcohol & Drug and Women's Health services have all been withdrawn either permanently or short-term over the past 18 months.

Utilisation of the MPS facilities has increased. New services commencing during the year included a fourth strength-training class, and an adult literacy class, as well as utilisation of the facility by community groups for meetings.

Conclusion

This has been a significant year in the development and expansion of the Tasman MPS. It continues to be an exciting time for the MPS and I look forward to reporting on future successes as the Tasman MPS defines its role in the delivery of services to the Tasman Municipality.



Greg Norman
Chief Executive Officer/Director of Care

Summary of Performance Against Strategies and Key Performance Indicators for 2004/2005

The Council produced its first ten-year Strategic Plan in August 2004 and an operational plan based on that plan was not produced for 2004-2005. The following summary provides information on the outcomes of the Council's activities against the key performance indicators and strategies identified in the Strategic Plan. Following the introduction of the revised *Local Government Act 1993*, Council will be producing Annual Plans, replacing annual Operational Plans, that accord with the strategies and key performance indicators of the 2004-2014 Strategic Plan.

Development of a Planning Scheme that identifies and considers heritage values, sites and structures in the Tasman Municipality; and Development of a revised Municipal Planning Scheme that incorporates community views and values (KPIs 1.1.i and 5.3.i -a.)

With the employment of the Council's first statutory planner, Shannon Finch, in February 2005, major substantial progress was made in progressing the implementation of the new planning scheme. With the assistance of Mr Kerry Boden of the Resource Planning and Development Commission, Ms Finch was able to initiate the preparation of the necessary modifications of the original draft of the Scheme (prepared in mid-2004) to meet statutory requirements. Unfortunately, this process was only half completed when Shannon, because of family commitments, was forced to resign to return to New South Wales. Prior to her departure, a contract was initiated with Shannon to complete the ordinance document but this contract was not fulfilled due to work commitments for her new employer. The continuation of the finalisation of the draft scheme could not be commenced until the Council was able to employ a new statutory planner (Mr Frank Darke) in November 2005. It is anticipated that the draft documentation will be ready for further public consultation in early March 2006.

Extend MPS services and facilities (KPI 3.1.1 - b.)

Council was able to move into the second stage of the MPS in September 2004. The new facilities, which include a central reception area, office spaces, consulting and treatment rooms, a community activities room, and accommodation for visiting locums and patients' family members (in times of emergency), will increase the Service's capacity to provide effective and timely services to the community. A discussion of these additional services and facilities is contained in the separate report from the Multi-Purpose Service Chief Executive Officer/Director of Care

Preparation of a program to assess and plan improved access to Council facilities for people with disabilities (KPI 3.1.iv - c.)

In June 2005 the Council engaged a consultant, Mr Andrew Hurst of Coaching Access Management Systems, to help prepare an access policy and action plan to allow the Council to meet its obligations under the Commonwealth Disability Discrimination Act 1992 and subsequent associated regulations, and to the access requirements of people who live, work and undertake recreational activities within the Tasman Council region. The process of developing the policy and plan will include the establishment of an access and advisory committee of Council, which will include up to six community representatives who, among them, must include a person with a disAbility; a person with specialist skills

relevant to people with a disAbility; and a person who is a representative of a group or organisation that represents people with a disAbility.

Provision of appropriate transport services (KPI 3.1.v - d.)

The Council, through the MPS, operates a community transport program, using cars and a small bus service operated by volunteer drivers, to provide subsidised travel for eligible members of the community. The service operates to and from the MPS, to allow residents to attend appointments, as well as trips, at least once a week, to Sorell, Hobart and Glenorchy for appointments. The service also provides outings for older residents. The program is resourced by Health and Community Care funds from the State Community Transport Services.

Continue consideration and implementation of the recommendations of the March 2003 Tasman Council Recreation report and undertake a review of those recommendations (KPI 3.3.i - e.)

The Council continues to implement the recommendations of the report. In 2004-2005 the Council engaged consultants Inspiring Place to prepare a Nubeena Foreshore Access and Recreation Master Plan. That Plan has undergone extensive community consultation and the Council is currently completing stage one of the plan: construction of pathways from the MPS area to Judd Park and the installation of pathways, skateboard facilities and new playground equipment at the park. The Council will be reviewing its halls and grounds committees with a view to forming an overarching Council committee to provide advice on the management and maintenance of the four halls and three grounds operated by the Council. The Council continues to employ a part-time youth worker. The Council will be reviewing the recommendations of the report in 2005-2006.

Development of a Council business plan to promote and encourage new and existing [primary] industries within the Municipality (KPI 4.1.i - fi)

The Council, through its participation in the South East Regional Development Authority and the South East Business Enterprise Service, has sponsored a part-time business manager who is available one day per fortnight to assist existing and emerging small businesses. This assistance includes one-on-one mentoring, identification of suitable government business assistance programs, and individual training.

The Council's Business Enterprise Committee, with funding and assistance from the State Department of Economic Development, engaged a consultant in early 2005 to develop a preliminary economic analysis for the development potential of natural resources in the Municipality. The study identified business opportunities in the forestry, marine and agriculture sectors as well as possible development of coastal and natural attractions.

Development of a quarantine and weed management strategy for the Municipality (KPI 4.1.ii - g) and Development and support of a community environment program that encourages the establishment and operation of relevant environment groups (bushcare, coastcare etc.), and community participation in those groups (KPI 6.2.i - k.)

The Council employed a part-time National Resource Management facilitator in 2004-2005. That officer has undertaken weed-mapping activities in the Municipality and has

developed guidelines for weed control. Discussion has also been initiated with DIER and DPIWE on cooperative weed management and to identify priorities for the Municipality. Funding to undertake weed control works within the Municipality is being investigated through the NRM South Regional Investment Proposal and Weeds of National Significance programs.

The officer has also provided information and support to community environment groups such as Eaglehawk Neck Coastcare, Shelly Beach Coastcare, Carnarvon Bay Coastcare, White Beach Coastcare and Stewarts Bay Coastcare groups. Assistance was also provided to the Green Corps Team operating in the Municipality in mid 2005, and to a National Tree Day tree planting event at Saltwater River.

Development and implementation of an effective communication strategy for the Council and Develop and implement improved communication mechanisms between Council and the community (KPI 5.2.i and 9.2 – h.)

A communication strategy was developed and endorsed by Council in September 2004. Communication programs from that strategy that have been implemented in 2004-2005 include the establishment of a regular fortnightly staff newsletter; quarterly Council newsletters that are sent to all ratepayers and distributed to residents via local shops; regular community consultation meetings held each quarter in a different area of the Municipality and held on Friday evenings to allow holiday home owners a greater opportunity to attend; and distribution of information flyers and posters around the community advising of Council programs and issues.

Development of an effective website for Tasman Council (KPI 5.2.ii – i.)

Initial work and training to develop a new website for the Council, using the Unity website development and maintenance server (based in South Australia) for all Tasmanian Local Government Authorities was undertaken in July and August 2004. However, continuing linkage problems between the server and the Council's satellite-based broadband system have forced the Council to investigate other broadband options, including the use of other more effective facilities away from the Municipality, in order to complete the upload of Council web pages and undertake the necessary day-to-day maintenance of the site.

Development and implementation of a revised and effective Emergency Risk Management Plan and Community Recovery Strategy (KPI 5.3.ii – j.)

The Council's Emergency Risk Management Committee is currently reviewing the Municipal Emergency Risk Management Plan and Recovery Strategy. Funding was sought in mid-2005 to employ a project officer to facilitate and coordinate the project. It is expected that this will occur in the first half of 2006 in conjunction with the development of complimentary plans for other councils in the region.

Development, in association with relevant agencies, of a tourism strategy for the Municipality (KPI 7.1.i)

The Council, with the assistance of Tourism Tasmania, engaged a consultant, Red Inca, to prepare a tourism strategy for the Municipality. The development of the strategy was

overseen by a steering committee with representatives of Council, Tourism Tasmania, Parks and Wildlife Service, Forestry Tasmania, Port Arthur Historic Site Management Authority, Port Arthur Region Marketing, and the Tasman Chamber of Commerce. The development of the strategy involved extensive consultation with local and regional tourism operators, other stakeholders, and interested members of the community. The strategy finalised in July 2005 and endorsed by Council the following month. The Council is currently seeking funding to assist with the implementation of the strategy.

Establishment of a Partnership Agreement with the Tasmanian Government (KPI 10.2.i – m.)

The Council signed a bilateral Partnership Agreement with the State Government on 11 May 2004. The progress of that Agreement is summarised in the General Manager’s Report earlier in this document.

Statement of Total Annual Remuneration Paid to Senior Employees

In accordance with subsection 4 of Section 72 of the Local Government Act 1993, the following table provides information on the total remuneration packages paid to employees of the Council who hold positions designated by the Council as being senior positions. The total remuneration comprises salary, employer-funded superannuation, value of any motor vehicle provided to the employee, and the value of any other allowances.

	<i>\$60,000 - \$80,000</i>	<i>\$80,000 - \$100,000</i>
Number of senior employees	1	3

Total Value of Allowances Paid to the Mayor, Deputy Mayor and Councillors

The total value of all allowances paid to the Mayor, Deputy Mayor and Councillors in 2004-2005 was \$66,139.

Appendix 1: Tasmanian Audit Office, Independent Audit Report for Tasman Council for Year Ended 30 June 2005



INDEPENDENT AUDIT REPORT To the Councillors of the Tasman Council

Financial Report for the Year Ended 30 June 2005

Matters Relating to the Electronic Presentation of the Audited Financial Statements

This audit report relates to the financial statements published in both the annual report and on the website of the Tasman Council for the year ended 30 June 2005. The Council's General Manager is responsible for the integrity of both the annual report and the website.

The audit report refers only to the financial statements and notes named below. It does not provide an opinion on any other information which may have been hyperlinked to/from the audited financial statements.

If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial statements in the Council's annual report.

Scope

The financial report and the General Manager's responsibilities

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows, statement of changes in equity, accompanying notes to the financial statements, and the General Manager's declaration for the year ended 30 June 2005.

The General Manager is responsible for the preparation and true and fair presentation of the financial report in accordance with Section 84 of the *Local Government Act 1993*. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

I conducted an independent audit in order to express an opinion to the Councillors. My audit was conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the *Local Government Act 1993*, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the Council's

Accountability on Your Behalf

financial position, and of its performance as represented by the results of its operations and cash flows.

I formed my audit opinion on the basis of these procedures, which included:

- Examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- Assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the General Manager.

While I considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of my procedures, my audit was not designed to provide assurance on internal controls.

The Audit Opinion expressed in this report has been formed on the above basis.

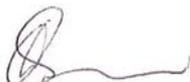
Independence

In conducting my audit, I have met applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In my opinion the financial report presents fairly, in accordance with the *Local Government Act 1993* and applicable Accounting Standards and other mandatory financial reporting requirements in Australia, the financial position of the Tasman Council as at 30 June 2005, and the results of its operations and its cash flows for the year then ended.

TASMANIAN AUDIT OFFICE



D W R Baulch
DEPUTY AUDITOR GENERAL
Delegate of the Auditor-General

HOBART
28 November 2005

TASMAN COUNCIL

INTRODUCTION

The Tasman area was first proclaimed as a Municipality in 1907 and the first council meeting was held on 6 January 1908. In 1993 with amalgamation it took over a part of the municipal area of Sorell Council. The municipal area now includes both the Tasman and Forestier Peninsulas and starts just south of the Dunalley canal. The population serviced by the Tasman Council is in the order of 2 400 people.

AUDIT OF THE 2004-05 FINANCIAL STATEMENTS

Signed financial statements were received on 23 September 2005, with amended statements received on 28 November 2005 and an unqualified audit report was issued on the same day.

FINANCIAL RESULTS

FINANCIAL PERFORMANCE

	2004-05	2003-04	2002-03	2001-02	2000-01
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Rates	1 743	1 534	1 274	1 148	1 115
User charges	467	481	420	528	512
Grants	2 864	3 102	3 442	2 647	2 011
Other operating revenue	619	373	349	297	182
Non-operating revenue	125	183	133	145	142
Total Revenue	5 818	5 673	5 618	4 765	3 962
Employee costs	2 909	2 563	2 134	1 910	1 610
Borrowing costs	80	57	52	39	30
Depreciation	731	633	588	571	1 231
Other operating expenses	2 068	1 901	1 556	1 511	1 596
Non-operating expenses	120	129	140	7 173	113
Total Expenses	5 908	5 283	4 470	11 204	4 580
Result from Ordinary Activities	(90)	390	1 148	(6 439)	(618)

Comment

During the five-year period Council returned a total deficit from Ordinary Activities of \$5.609m. In 2001-02, due to a write-down of road and bridge assets of \$7.047m, Council recorded a deficit of \$6.439m. Had it not been for the write-down, recommended by its valuation consultants, Council would have returned a surplus of \$0.608m for the year. This

would have resulted in an average result over the five year period of a \$0.288m surplus.

The increase in rates revenue in 2003-04 is mainly due to Council including a waste management charge for the first time, and a slight increase in the general rate. The bulk of the increase in 2004-05 is due to Crown properties being rated for the first time.

The increase in Government grants for 2001-02, \$0.636m was due principally to funding received for reconstruction of the Nursing Home at Nubeena \$0.300m, and increased funding for roads and bridges projects, \$0.250m. Additional grant revenues received in 2002-03 was due to capital works for the Nubeena Sewerage Treatment Plant, \$0.376m, and the Nubeena Nursing Home (Multi purpose service) (Nubeena MPS), \$0.419. Grants in 2003-04 were higher than in 2004-05 because grants in the former year included \$0.285m for a mobile phone tower.

The decrease in depreciation expense in 2001-02 resulted directly from the downward revaluation of Council's roads and bridges, referred to earlier in this segment of the Report, together with a reassessment of useful lives. The increased charge in 2004-05 is mainly due to a revaluation of roads and bridges.

The increase in employee costs for 2003-04 and 2004-05 resulted from the Council employing additional nursing staff at the Multi purpose service.

The increase in other operating expenses of \$0.345m in 2003-04 includes the cost of the new waste management collection service introduced in that year.

FINANCIAL POSITION

	2004-05	2003-04	2002-03	2001-02	2000-01
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Cash	128	116	284	235	725
Receivables	327	255	284	390	296
Investments	86	257	529	501	412
Other	0	0	0	5	0
Total Current Assets	541	628	1 097	1 131	1 433
Payables	304	469	568	657	295
Borrowings	161	137	102	74	52
Provisions	239	222	222	261	259
Other	146	121	118	55	55
Total Current Liabilities	850	949	1 010	1 047	661
Working Capital	(309)	(321)	87	84	772
Property, plant and equipment	14 928	12 874	11 843	10 589	16 239
Other	0	0	10	21	31
Total Non-Current Assets	14 928	12 874	11 853	10 610	16 270
Borrowings	1 290	1 063	849	722	546
Provisions	69	32	23	42	48
Other	0	0	0	10	83
Total Non-Current Liabilities	1 359	1 095	872	774	677
Net Assets	13 260	11 458	11 068	9 920	16 365
Reserves	1 903	1	1	1	1
Retained surpluses	11 357	11 457	11 067	9 919	16 364
Total Equity	13 260	11 458	11 068	9 920	16 365

Comment

The large decrease in the value of Property, plant and equipment for 2001-02, \$5.560m, resulted from the revaluation of Council's road network, referred to earlier in this segment of the Report, \$7.047m, partially offset by asset additions. The increase in Property, plant and equipment of \$1.031 in 2003-04 includes a CDMA Mobile Phone Tower, \$0.295m, the purchase of 10 vehicles, \$0.272m and expenditure of \$0.285m on a sewerage treatment plant. The bulk of the increase in 2004-05 was due a revaluation of roads and bridges.

The increased balance in payables noted in 2001-02 was due to the timing of creditor invoices and included capital creditors relating to progress payments for the re-development of the Nubeena MPS. Creditors have reduced during each of the three following years due to a deliberate policy on the part of Council to manage creditors.

The increase in borrowings in 2000-01 was due to \$0.200m being taken up to fund Council's share of the Copping Waste Management Project, while new borrowings of \$0.250m were taken up in 2001-02 to assist funding for the re-development of the Nubeena MPS. In response to a tightening cash position in 2003-04, \$0.350m was borrowed to fund expenditure on the sewerage treatment plant. A further \$0.387m was

borrowed in 2004-05 for Nubeena Sewerage, Copping Tip, roads and plant.

CASH POSITION

	2004-05	2003-04	2002-03	2001-02	2000-01
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Receipts from customers	2 970	2 788	2 383	2 096	1 919
Payments to suppliers and employees	(5 302)	(4 969)	(3 985)	(3 449)	(3 323)
Interest received	26	39	36	31	45
Borrowing costs	(80)	(57)	(52)	(39)	(31)
Cash from operations	(2 386)	(2 199)	(1 618)	(1 361)	(1 390)
Payments for property, plant and equipment	(1 013)	(1 778)	(2 036)	(2 021)	(818)
Proceeds from sale of property, plant and equipment	125	183	133	145	142
Cash used in investing activities	(888)	(1 595)	(1 903)	(1 876)	(676)
Proceeds from borrowings	400	350	230	250	200
Repayment of borrowings	(149)	(102)	(74)	(52)	(35)
Cash from financing activities	251	248	156	198	165
Cash Flows from Government	2 864	3 106	3 442	2 647	2 011
Net increase/(decrease) in cash	(159)	(440)	77	(392)	110
Cash at the beginning of the period	373	813	736	1 128	1 018
Cash at end of the period	214	373	813	736	1 128

Comment

During 2002-03, there was a significant increase in payments to suppliers and employees, due to a number of staff resigning, retiring or Council terminating their employment. The further increase in 2003-04 and 2004-05 was the result of the employment of additional nursing staff at the Nubeena MPS, and the new waste collection service.

The significant level of payments for Property, plant and equipment in the years from 2001-02 until 2003-04 was attributable to additional capital expenditure as noted previously, including the Nubeena MPS, the sewerage treatment works and numerous other items. Some of these works have been partly funded by grants, which is reflected in the higher cash inflows from Government.

FINANCIAL ANALYSIS

	Bench Mark	2004-05	2003-04	2002-03	2001-02	2000-01
Financial Performance						
Result from operations (\$'000s)		(95)	336	1 155	589	(647)
Operating margin	>1.0	0.98	1.07	1.27	1.15	0.86
Financial Management						
Current ratio	>1	0.64	0.66	1.09	1.08	2.17
Cost of debt	7.5%	5.5%	4.8%	5.5%	4.9%	5.0%
Debt service ratio		4.0%	2.9%	2.3%	2.0%	1.7%
Debt collection	30 days	43	40	52	74	36
Creditor turnover	30 days	32	72	117	129	29
Capital Exp/Depreciation	100%	139%	281%	346%	354%	66%
Other information						
Employee costs as a % of operating expenses		50%	50%	49%	47%	36%
Staff numbers FTEs		55	50	41	31	34
Average staff costs (\$'000s)		45	47	47	52	45

Comment

After a deficit result in the prior year, a surplus was achieved in 2001-02 due to increased revenue; particularly grant receipts, and a decrease in depreciation, as a result of a revaluation. This improvement continued until 2002-03 when the highest result of \$1.155m in 2002-03 was due to a further increase in government grants. After that year reduced grants and increased operating expenses caused poorer results, a small deficit situation returned in 2004-05.

The current ratio of 1.08 for 2001-02, although still above the benchmark, decreased noticeably compared to the previous year, due to an increase in payables relating to the construction of the Nubeena MPS. In 2003-04 and 2004-05 there was a further decline, primarily driven by Council's diminished holdings of cash and investments.

These capital creditors also had a negative effect on creditor turnover, where the 2001-02 result was more than four times the result from the preceding year under review. Creditor turnover has much improved since 2001-02 and is now only slightly above the benchmark.

The debt collection ratio was consistently high in the early part of the five-year period of review, as Council took a lenient approach to local ratepayers in those years. This was due to the impact of the Port Arthur tragedy on the level of local economic activity. The ratio has now improved as the level of economic activity within the Municipality has improved.

Increased capital expenditure in the years from 2001-02 until 2003-04, as mentioned earlier in this summary, is reflected in the high capital

expenditure to depreciation ratios, with the ratio trebling in 2001-02 and 2002-03.

OVERALL COMMENT

The audit of the financial report for 2004-05 was completed with satisfactory results.

**Appendix 2: Tasman Council Statement of Financial Performance, Year
Ended 30 June 2005**

**TASMAN COUNCIL
STATEMENT OF FINANCIAL PERFORMANCE
YEAR ENDED 30 JUNE 2005**

	Note	Actual 2005 \$'000	Budget 2005 \$'000	Actual 2004 \$'000
Revenue from ordinary activities				
General rates		1,743	1,749	1,534
Government grants	3	2,864	2,873	3,102
User charges		467	550	481
Interest		26	36	39
Other		593	355	334
Proceeds from disposal of plant & equipment	4	125	223	183
Total revenue from ordinary activities		5,818	5,786	5,673
Expenses from ordinary activities				
Employee costs	5	2,909	2,780	2,563
Materials & contractors		1,981	1,924	1,820
Depreciation and amortisation	6	731	632	633
Borrowing costs	7	80	82	57
Other	8	87	94	81
Carrying amount of plant & equipment disposed	4	120	123	129
Total expense from ordinary activities		5,908	5,635	5,283
Increase/(Decrease) in net assets from ordinary activities		(90)	151	390
Revaluation of assets	16	1,892	0	0
Total Changes in equity		1,802	151	390

The Statement of Financial Performance is to be read in conjunction with the notes to and forming part of the financial report set out on pages 5 to 27.

**TASMAN COUNCIL
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2005**

	Note	2005 \$'000	2004 \$'000
Current assets			
Cash assets	9	214	373
Receivables	10	327	255
Total current assets		541	628
Non-current assets			
Property, plant & equipment	11	14,928	12,874
Total non-current assets		14,928	12,874
Total assets		15,469	13,502
Current liabilities			
Payables	12	304	469
Interest-bearing liabilities	13	161	137
Provisions	14	239	222
Other	15	146	121
Total current liabilities		850	949
Non-current liabilities			
Interest-bearing liabilities	13	1,290	1,063
Provisions	14	69	32
Total non-current liabilities		1,359	1,095
Total liabilities		2,209	2,044
Net assets		13,260	11,458
Equity			
Accumulated surplus		11,357	11,457
Reserves	16	1,903	1
Total equity		13,260	11,458

The Statement of Financial Performance is to be read in conjunction with the notes to and forming part of the financial report set out on pages 5 to 27.

**TASMAN COUNCIL
STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2005**

	Note	2005 \$ '000	2004 \$ '000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from government grants		2,864	3,106
General rates		1,727	1,594
Payments to suppliers and employees		(5,302)	(4,629)
Interest received		26	39
Interest paid		(80)	(57)
Other receipts		1,243	818
Net cash provided by operating activities	17(b)	478	871
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(1,013)	(1,788)
Proceeds from disposal of property, plant and equipment		125	183
Net cash used in investing activities		(888)	(1,605)
CASH FLOWS FROM FINANCING ACTIVITIES			
Proceeds from interest-bearing liabilities		400	350
Repayment of interest-bearing liabilities		(149)	(102)
Net cash provided by financing activities		251	248
NET INCREASE (DECREASE) IN CASH HELD		(159)	(486)
Add cash at the beginning of the year		327	813
CASH AT THE END OF THE YEAR	17(a)	168	327

The Statement of Financial Performance is to be read in conjunction with the notes to and forming part of the financial report set out on pages 5 to 27.

**TASMAN COUNCIL
STATEMENT OF CHANGES IN EQUITY
YEAR ENDED 30 JUNE 2005**

2005	Accumulated surplus \$ '000	Reserves \$ '000	Total \$ '000
Balance at the beginning of the year	11,457	1	11,458
Increase (decrease) in net assets resulting from ordinary activities	(90)	0	(90)
	<u>11,367</u>	<u>1</u>	<u>11,368</u>
Revaluation of assets	1,892	0	1,892
Transfers from (to) reserves	(1,902)	1902	0
Balance at the end of the financial year	<u>11,357</u>	<u>1,903</u>	<u>13,260</u>

2004	Accumulated surplus \$ '000	Reserves \$ '000	Total \$ '000
Balance at the beginning of the year	11,067	1	11,068
Increase (decrease) in net assets resulting from ordinary activities	390	0	390
	<u>11,457</u>	<u>1</u>	<u>11,458</u>
Transfers from (to) reserves	0	0	0
Balance at the end of the financial year	<u>11,457</u>	<u>1</u>	<u>11,458</u>

The Statement of Financial Performance is to be read in conjunction with the notes to and forming part of the financial report set out on pages 5 to 27.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1 The Local Government Reporting Entity

All funds through which the local government controls resources to carry on its functions have been included in this report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example loans and transfers between funds) have been eliminated in full.

(a) Basis of Accounting

The general purpose financial report has been prepared to comply with the Statements of Accounting Concepts, Australian Accounting Standards and Urgent Issues Group consensus views together with the requirements of the Local Government Act 1993.

It has been prepared on the basis of historical costs and except where stated, does not take into account changing money values or fair values of non-current assets. These accounting policies have been consistently applied and except where there is a change in accounting policy, are consistent with those of the previous year.

Certain assets acquired before 1 July 1993 have not been recognised in the statement of financial position because there are significant problems in determining a reliable measure of the carrying amount of those assets. The assets in question are Land Under Roads. These assets will be recognised as soon as the problems with reliable measurement are overcome.

(b) Revenue recognition

Rates, grants, donations and other contributions are recognised as revenues when the Council obtains control over assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier upon receipt of the rates. The collectability of debts is assessed at period end and specific provision is made for any doubtful accounts. Control over granted assets is normally obtained upon their receipt or upon notification that a grant has been secured.

Unreceived contributions over which the Council has control are recognised as receivables.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of any amounts pertaining to those undischarged conditions are disclosed in the notes to these accounts. Those notes also disclose the amount on contributions recognised as revenues in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

Interest revenues are recognised as they accrue.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(c) Revaluations of Non Current Assets Brought to Account

Land, buildings, roads and streets, other structures and

Council has applied AASB 1041 as follows:

Revaluations of a class of asset occurs at such time as there has been a significant movement in current replacement cost of that asset class relative to the value disclosed in the financial statement. Variables influencing such movements in current replacement cost will include inflation, changes in available technology and materials, and general industry movements and trends. In any event, each class of assets will normally be subject to a revaluation at intervals of no greater than five years. It was anticipated that a revaluation of land, buildings and other structures would have occurred in 2004/05 but has been postponed to 2005/06 when all properties in the Tasman Municipality will be re-valued by the Valuer General. Roads were revalued during 2004/05 at replacement cost.

Other non-current assets

Council has continued to apply the cost basis for other non-current assets.

(d) Depreciation of Non-Current Assets

In accordance with AAS4 "Depreciation", all non current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the service potential in those assets. Depreciation is provided for on a standard straight line basis using a range of rates applicable for Local Government which are reviewed annually. Major depreciation periods are:

	<u>Years</u>
Buildings	20 to 95
Plant & Equipment	
- Small Plant	2
- Other	5 to 15
Office Equipment and Furniture	5
Motor Vehicles	2 to 5
Computers	3 to 5
Roads - Sealed Pavements	20 to 60
Roads - Unsealed Pavements	5 to 20
Roads - Seal	15 to 20
Bridges & Culverts	5 to 80

(e) Valuation of property, plant and equipment.

Buildings and roads and streets are valued at fair value.

All other categories of property, plant and equipment are valued at cost.

Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architect's fees and engineering fees and all other costs incurred in getting the assets ready for use.

For assets valued at fair value, fair value is deemed to be Council value or Valuer General value.

For initial acquisitions of those categories which are valued at fair value, fair value is deemed to be cost.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(f) Non Current Assets Constructed by the Council

The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

(g) Recoverable amount of non-current assets valued on a cost basis

The Council is a not for profit entity and does not generally hold non-current assets for the purpose of generating cash flows. In accordance with AAS 10 the recoverable amount test does not apply to non-current assets where the future economic benefits comprising these assets are not primarily dependant on the asset's ability to generate net cash inflows.

Non-current assets which are primarily held to generate net cash inflows and are bought to account on a cost basis, are reviewed to determine whether they are in excess of their recoverable amount. If the carrying amount of a non-current asset exceeds its recoverable amount, the asset is written down to the lower amount. The write-down is recognised as an expense in the Statement of Financial Performance in the reporting period in which it occurs.

In assessing recoverable amounts of non-current assets the relevant cash flows have not been discounted to their present value, except where specifically stated.

(h) Employee Entitlements

(i) Wages and salaries

The amount of wages and salaries earned but not paid at balance date is recognised and brought to account as an accrual at expected rates of pay. The accrual is included as a current liability in payables.

(ii) Annual leave

Liabilities for wages and salaries and annual leave are measured at their nominal amounts, using remuneration rates (including all on-cost components) the entity expects to pay when the obligation is settled.

(iii) Long service leave

The provision for long service leave represents the present value of the estimated future cash outflows to be made by the employer resulting from employees' services up to the balance date. Long service leave which is not expected to be settled within 12 months of balance date is discounted using the appropriate indicative mid-rates on selected Commonwealth Government securities. In determining the provision for long service leave, consideration has been given to future increases in wages and salary rates, and the Council's experience with staff departures. Related oncosts have been included in the liability. Staff are eligible for long service leave after 10 years service.

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(iv) Superannuation

The Council makes superannuation contributions for some of its employees to the Quadrant Superannuation Scheme ("the Scheme") (formerly known as the Municipal Employees Assurance Scheme), which has both a defined benefit and an accumulation section. The Council contributes various percentages of employees' gross income to the scheme. As such, assets accumulate in the Scheme to meet members' benefits as they accrue. If the assets of the Scheme were insufficient to satisfy benefits payable to members, then the Council would be obliged to meet its share of the deficiency. A funding and solvency certificate under Division 9 of the *Superannuation Industry (Supervision) Act 1993* was issued by Bendzulla Tasmania Pty Ltd on 25 October 2002.

The last Actuarial Review and Valuation Report for the Scheme, undertaken by Bendzulla Actuarial Pty Ltd as at 30 June 2004, stated that the net market value of assets available for funding members' benefits was \$202,083,049, the value of total accrued benefits was \$184,119,966, the surplus was \$17,963,083 and the value of total vested benefits was \$184,832,559. The above figures relate to all members of the Scheme as at the valuation date and have not been recorded in these accounts.

In the opinion of the Actuary, the Scheme is adequately funded in that assets are sufficient to cover the vested benefits for all members as at the review date and the actuarial value of accrued past service benefits.

The amount of contributions paid by the Council during the reporting period was \$134,858 (2004 \$122,948).

Council also contributes to Hesta for its employees, however Hesta is not a defined benefits superannuation plan and therefore Council is not responsible for any deficiencies that may occur. The amount of contributions paid by the Council during the reporting period was \$97,858 (2004 \$87,296).

(v) Sick Leave

No amount is shown for non-vested sick leave as experience indicates that, on average, sick leave taken for each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods.

(vi) Change in accounting policy

Due to a change to AASB 1028 Employee Benefits there is now a requirement to include all on-costs to the calculation and to also recognise the liabilities owed to employees at the remuneration rate that Tasman Council expects to pay when the obligation is settled.

(i) Inventories

Inventories are no longer held by Council, as materials are expended at time of purchase.

(j) Materiality

Items are deemed to be material by the Council if their omission, non-disclosure or mis-statement has the potential to adversely affect;

- decisions about the allocation of resources
- the discharge of accountability by the Council

Items of a similar nature and amount are examined together to determine whether an item is material.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(k) Trust Funds

The financial report of the Council incorporate only those trust items of which the Council has control.

Amounts received as tender deposits and retention amounts controlled by Council are included in the amount disclosed as trade creditors within the current liabilities.

(l) Assets that are leased from the State Government.

A number of Council properties including the Multi Purpose Services Centre, Council Chambers and some recreation grounds are leased from the State Government. These assets have been capitalised in the Financial Statements because the Council has control over these assets.

(m) Receivables

(i) Settlement terms

Rate debtors are generally settled within 60 days of demand and are carried at amounts due. Should amounts be unpaid outside these terms a 10.95% penalty applies and Council may instigate collection proceedings in accordance with the Local Government Act 1993 (as amended).

Sundry debtors are generally settled within 30 days of issue of the account. Should amounts be unpaid outside these terms Council may instigate collection proceedings in accordance with the Local Government Act 1993 (as amended).

(ii) Credit risk

The Council does not have any significant exposure to any individual customers or counterparties.

(iii) Net fair value

The Council considers that the carrying amount of receivables approximates their net fair value.

(n) Payables

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to Council. Trade accounts payable are normally settled within 30 days. The carrying amount of creditors approximates net fair value.

(o) Interest-bearing liabilities

Borrowings are carried on the statement of financial position at their principal amount. The carrying amount of the borrowings is their current value. The Net Fair Value of the loan portfolio is \$1,493,190 (2003/04 \$1,195,061). This estimate is based on present value calculations applied to each loan using interest rates prevailing at balance date.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(p) Other liabilities

The carrying amount of the deferred cost of valuation and hostel contributions approximates their net fair value. Hostel contributions are accommodation bonds held on behalf of aged care

(q) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except when the amount of GST incurred is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense or revenue.

Receivables and payables are stated with the amount of GST included.

Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

(r) Statement of Financial Performance - Budget Amounts

The Budget amounts which appear in the Statement of Financial Performance are taken from the Annual Estimates and are not subject to audit.

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

FUNCTIONS OF THE COUNCIL

2(a) Revenues, expenses and assets have been attributed to the following functions.

A detailed explanation of each function is outlined in Note 2(b).

	Revenue Grants \$ '000	Revenue Other \$ '000	Expenses \$ '000	Net Surplus (Deficit) \$ '000	Assets \$ '000
2005					
Administration	0	96	787	(691)	479
Public service & amenities	16	131	322	(175)	1,921
Community welfare services	127	16	134	9	2
Tasman Multi Purpose Service	2,036	617	2,560	93	4,195
Economic development and tourism	55	1	125	(69)	276
Transport & associated infrastructure	286	1,902	896	1,292	5,941
Waste & environment	0	302	347	(45)	747
Sewer	25	3	42	(14)	525
Depot & workshop	0	4	84	(80)	92
Private works	0	39	35	4	0
Non - attributable	319	1,735	576	1,478	1,291
TOTAL	2,864	4,846	5,908	1,802	15,469
2004					
Administration	0	70	603	(533)	457
Public service & amenities	310	122	323	109	1,983
Community welfare services	125	17	154	(12)	22
Tasman Multi Purpose Service	1,919	455	2,393	(19)	4,168
Economic development and tourism	100	13	126	(13)	244
Transport & associated infrastructure	357	5	733	(371)	4,290
Waste & environment	5	218	304	(81)	636
Sewer	0	0	4	(4)	472
Depot & workshop	0	3	65	(62)	116
Private works	0	61	51	10	0
Non - attributable	286	1,607	527	1,366	1,114
TOTAL	3,102	2,571	5,283	390	13,502

2(b) The Council has adopted the following functional areas by which it manages the municipal area.

Administration

To provide a high level of Corporate Services to the other functions carried on by the Council efficiently and at a reasonable cost.

Activities include:

- General operations

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

FUNCTIONS OF THE COUNCIL

2(b) (Continued)

Public service & amenities

To provide a diverse range of needs based community facilities and an aesthetically pleasing recreational environment encouraging increased usage by members of the community at a minimum cost.

Activities include:

- Cemeteries
- Parks and reserves
- Community halls
- Fire protection
- Animal control
- Disaster planning
- Emergency services
- Preventative health services
- Other health services
- Community health
- Council residences
- Other public services - library
- Public amenities

Community welfare services

To administer the delivery of community based health and welfare services and to manage all associated funding.

Activities include:

- Home and Community Care
- Emergency relief
- Other community services

Tasman Multi Purpose Services

To administer residential care and associated services within approved funding allocated by the State Community and Health Services - Southern Region Aged and Disability Support Program.

Activities include:

- Nursing home
- Hostel
- Surgery
- Community health
- Childcare
- Board
- Emergency care

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

FUNCTIONS OF THE COUNCIL

2(b) (Continued)

Economic development and Tourism

To direct corporate effort towards the creation of sustainable employment opportunities and improved quality of life in line with Councils strategy for the regions development and the aspirations of the community.

To promote and provide a diverse range of tourist based activities in the municipality so as to maximise financial returns while maintaining high aesthetic and environmental standards.

Activities include:

- Town planning
- Development
- Building control
- Tourism & area promotion

Transport & associated infrastructure

To provide a safe and efficient land transportation system for the municipality through better management, increased inspection and adequate maintenance.

Activities include:

- Local roads
- Bridges
- Footpaths
- Kerb & channel
- Drainage
- Street lighting

Waste & environment

To provide an efficient and environmentally sound waste management service for the municipality with an emphasis on recycling waste materials and the protection of public health.

Activities include:

- Waste disposal
- Waste & environment

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

FUNCTIONS OF THE COUNCIL

2(b) (Continued)

Sewer

To provide an efficient and environmentally sound sewerage management service for the municipality with an emphasis on the safe disposal of domestic sewerage effluent.

Depot & workshop

To provide an efficient and safe base for the outdoor workforce and a base for the storage of plant and vehicles along with materials and supplies.

Private works

To provide a service to undertake works not capable of being undertaken by local contractors on a full cost recovery basis.

Non-attributable

To provide a basis for accounting for any revenue and expense which cannot be directly associated with any one particular functional area.

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

	Note	2005 \$ '000	2004 \$ '000
3 GOVERNMENT GRANTS			
Tasman Multi Purpose Services		2,163	2,032
Other		701	1,070
		<u>2,864</u>	<u>3,102</u>

Conditions over grants

No grants were recognised as revenues during the year which were obtained under the condition they be expended on a specific project but are as yet to be applied in that manner at the reporting date.

4 Gain/(Loss) on non-current assets sold or retired

Proceeds from sales		125	183
Less Carrying amount of assets sold or retired		(120)	(129)
Gain/(Loss) on Disposal/Retirement		<u>5</u>	<u>54</u>

5 EMPLOYEE COSTS

Wages and salaries		2,377	1,995
Superannuation		233	213
All other employee costs		299	355
		<u>2,909</u>	<u>2,563</u>

6 DEPRECIATION

Depreciation expense for the year is as follows:

Motor vehicles		100	97
Buildings		45	42
Plant and equipment		24	7
Deferred valuation amortisation		0	9
Roads		475	393
Infrastructure		24	12
Other structures		15	12
Furniture and fittings		48	61
		<u>731</u>	<u>633</u>

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$ '000	2004 \$ '000
7 BORROWING COSTS			
Interest		80	57
8 OTHER EXPENSE			
Auditors remuneration			
- Audit services		17	14
Bad debts		1	3
Election expenses		1	1
Payments to elected members			
- Fees and allowances		68	63
		<u>87</u>	<u>81</u>
9 CASH ASSETS			
Cash at bank and on hand		128	116
Cash investments		86	257
		<u>214</u>	<u>373</u>

There is a restriction on the expending of \$8,000 (2004 \$1,000) of cash at bank that relates to public open space money. The Local Government (Buildings and Miscellaneous Provisions) Act 1996 restricts the use of these funds.

10 RECEIVABLES

Current

Sundry debtors	69	104
Rate debtors	111	95
MPS debtors	25	57
Prepayments and accruals	126	3
	<u>331</u>	<u>259</u>
Less provision for doubtful debts	(4)	(4)
	<u>327</u>	<u>255</u>

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

11 PROPERTY, PLANT & EQUIPMENT

2005	Cost or valuation \$ '000	Accumulated depreciation \$ '000	Written down value \$ '000
Land			
- at cost	873	0	873
Buildings			
- at fair value	3,193	339	2,854
Roads and streets			
- at fair value	14,157	8,216	5,941
Other structures			
- at cost	540	39	501
Plant and equipment			
- at cost	563	311	252
Office equipment, furniture and fittings			
- at cost	517	350	167
Infrastructure			
- at cost	1,271	95	1,176
Motor vehicles			
- at cost	540	208	332
Works in progress			
- at cost	417	0	417
Leasehold Improvements			
- at cost	2,415	0	2,415
	24,486	9,558	14,928

All classes of property, plant & equipment were recorded at cost or fair value for the year ended 30 June 2005 in accordance with Note 1(e).

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

11 PROPERTY, PLANT & EQUIPMENT (Continued)

2004	Cost or valuation \$ '000	Accumulated depreciation \$ '000	Written down value \$ '000
Land			
- at cost	873	0	873
Buildings			
- at fair value	3,179	294	2,885
Roads and Bridges			
- at fair value	12,467	8,247	4,220
Other Structures			
- at cost	534	24	510
Plant and equipment			
- at cost	378	321	57
Office equipment, furniture and fittings			
- at cost	452	302	150
Infrastructure			
- at cost	619	71	548
Motor vehicles			
- at cost	516	139	377
Works in progress			
- at cost	3,254	0	3,254
	22,272	9,398	12,874

All classes of property, plant & equipment were recorded at cost or fair value for the year ended 30 June 2004 in accordance with Note 1(e).

Reconciliations	2005 \$ '000	2004 \$ '000
Land		
Carrying amount at beginning of year	873	875
Reclassified	0	(2)
Carrying amount at end of year	873	873
Buildings		
Carrying amount at beginning of year	2,885	2,786
Additions	14	155
Reclassified	0	(14)
Depreciation	(45)	(42)
Carrying amount at end of year	2,854	2,885

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

Reconciliations (Continued)	2005	2004
	\$ '000	\$ '000
Roads and Bridges		
Carrying amount at beginning of year	4,220	4,294
Additions	304	319
Revaluation	1,892	0
Depreciation	(475)	(393)
Carrying amount at end of year	<u>5,941</u>	<u>4,220</u>
Other structures		
Carrying amount at beginning of year	510	82
Additions	6	428
Reclassified	0	12
Depreciation	(15)	(12)
Carrying amount at end of year	<u>501</u>	<u>510</u>
Plant and equipment		
Carrying amount at beginning of year	57	31
Additions	219	34
Disposals	(34)	(1)
Accumulated depreciation on disposals	34	0
Depreciation	(24)	(7)
Carrying amount at end of year	<u>252</u>	<u>57</u>
Office equipment, furniture and fittings		
Carrying amount at beginning of year	150	163
Additions	65	48
Depreciation	(48)	(61)
Carrying amount at end of year	<u>167</u>	<u>150</u>
Infrastructure		
Carrying amount at beginning of year	548	173
Additions	652	387
Depreciation	(24)	(12)
Carrying amount at end of year	<u>1,176</u>	<u>548</u>
Motor vehicles		
Carrying amount at beginning of year	377	330
Additions	175	273
Disposals	(151)	(129)
Accumulated depreciation on disposals	31	0
Depreciation	(100)	(97)
Carrying amount at end of year	<u>332</u>	<u>377</u>
Work in progress		
Carrying amount at beginning of year	3,254	3,109
Additions	168	567
Completed works	(3,005)	(422)
Carrying amount at end of year	<u>417</u>	<u>3,254</u>
Leasehold Improvements		
Carrying amount at beginning of year	0	0
Additions	2,415	0
Carrying amount at end of year	<u>2,415</u>	<u>0</u>

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$ '000	2004 \$ '000
12 PAYABLES			
Current			
Trade Creditors		183	377
Accruals		121	92
		<u>304</u>	<u>469</u>
13 INTEREST-BEARING LIABILITIES			
Current			
Borrowings		161	137
		<u>161</u>	<u>137</u>
Non-Current			
Borrowings		1,290	1,063
		<u>1,290</u>	<u>1,063</u>
Borrowings are secured over the general rates of the Council.			
14 PROVISIONS			
Current			
Annual leave		170	157
Long service leave		55	52
Payroll Tax		14	13
		<u>239</u>	<u>222</u>
Non-Current			
Long service leave		65	30
Payroll Tax		4	2
		<u>69</u>	<u>32</u>
15 OTHER LIABILITIES			
Current			
Hostel contributions		76	83
Other		70	38
		<u>146</u>	<u>121</u>

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

	Note	2005 \$ '000	2004 \$ '000
16 RESERVES			
Balances at beginning of year			
Public open space		1	1
		<u>1</u>	<u>1</u>
Movements in Reserves			
Public open space		7	0
Revaluation reserve		1892	0
Tasman Entertainment Centre		3	0
		<u>1902</u>	<u>0</u>
Balances at end of year			
Public open space		8	1
Revaluation reserve		1,892	0
Tasman Entertainment Centre		3	0
		<u>1,903</u>	<u>1</u>

Nature and purpose of reserves:

The amount standing to the credit of the public open space reserve resulted from allocation of accumulated surplus for the purpose of identifying the surplus set aside for specific works to be conducted in future years. The reserve will be released to accumulated surplus when the specific works are undertaken.

The Asset Revaluation Reserve represents the net revaluation increments arising from the revaluation of Non-Current Assets in accordance with Australian Accounting Standard AASB 41.

The amount standing to the credit of the Tasman Entertainment Centre Reserve resulted from funds donated to Council to be used for future expenditure at the Tasman Entertainment Centre.

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

	Note	2005 \$ '000	2004 \$ '000
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17 STATEMENT OF CASH FLOWS

(a) Reconciliation of cash

For the purposes of the statement of cash flows, cash includes cash-on-hand and in banks, net of outstanding bank overdraft. Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position.

Cash at bank and on hand	9	214	373
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(b) Reconciliation of increase (decrease) in net assets resulting from ordinary activities to net cash inflow

Increase (decrease) in net assets resulting from ordinary activities		(90)	390
Depreciation and amortisation		731	633
(Profit) Loss on disposal of plant & equipment		(5)	(54)
Movements in assets and liabilities			
- (Increase)/Decrease in receivables		(72)	29
- Increase/(Decrease) in payables		(165)	(93)
- Increase/(Decrease) in other liabilities		25	3
- Increase/(Decrease) in provisions		54	9
Net cash provided by operating activities		478	917

The Council does not have access to any standby financing facilities.

18 EMPLOYEE ENTITLEMENTS

Aggregate liability for employee entitlements, including on-costs (refer note 1(h))

Current	14	239	222
Non-current	14	69	32
		308	254

Number of employees at year end		94	83
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**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

19 COUNCIL COMMITTEES

The transactions of Council's special committees have been included in the financial statements of Council, as listed below.

	Balance 30-June-2004	Revenue	Expense	Balance 30-June-2005
	\$	\$	\$	\$
Tasman Peninsula Community Centre Committee	965	5,485	2,642	3,808
Nubeena Recreation Ground Committee	1,074	643	870	847
Koonya Hall Committee	4,143	489	879	3,753
Port Arthur Sports Ground Committee	1,460	1,996	692	2,764
Nubeena Community Hall Committee	11,910	832	12,392	350
	19,552	9,445	17,475	11,522

Each Committee's accounts have been audited or certified by the Council's General Manager or Corporate Services Manager.

20 SIGNIFICANT BUSINESS ACTIVITIES

Tasman Council has identified the Tasman Multi Purpose Services Centre as its only Significant Business Activity in accordance to Section 84 (2) (da) of the Local Government Act 1993.

For financial details of the Tasman Multi Purpose Services Centre, see note 2(a)

In the process of reporting notional tax expenses, these have not been included for this activity because all other aged care facilities within this State are exempt from those costs associated with competitive neutrality.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

21 RELATED PARTY TRANSACTIONS

Transactions between Council and its related parties are on normal commercial terms and conditions are no more favourable than those applicable to dealings with other parties.

In accordance with the requirements of the Local Government Act 1993 the following interests are noted:

Clr. Peter Wilson (Mayor)	Provision of laundry services to the Multi Purpose Services Centre. Such services were provided on an arms length basis.
Clr. Roger Self (Deputy Mayor)	Provision of minor coach hire services. Such services were provided on an arms length basis.
Clr. Kelly Spaulding	Provision of minor sales. Such sales were at arms length.

No other interests by Councillors have been declared or identified.

22 COMMITMENTS AND CONTINGENT LIABILITIES

Council is aware of no incidents or actions, which may cause to be, or have created future liabilities. All existing claims against Council are covered by policies of insurance, and the maximum limits of the liability, as set out in those policies is believed to be adequate to meet all contingencies of those claims without financial liability on Council. Council's total liability per claim is \$5,000.00

23 ECONOMIC DEPENDENCE

Council receives funding from the Department of Health & Human Services for the provision of services to the community through the Tasman Multi Purpose Service.

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

24 INTEREST RATE RISK

The Council's exposure to interest rate risks and the effective interest rates on financial instruments at the balance date are:

2005		Note	Variable Interest Rate \$ '000	Less one year \$ '000	Maturing:		Non-Interest Bearing \$ '000	Total \$ '000
			WAEIR %		2 to 5 years \$ '000	Greater 5 years \$ '000		
FINANCIAL ASSETS								
Cash	9	4.75	128	0	0	0	0	128
Receivables	10	N/A	0	0	0	0	327	327
TOTAL FINANCIAL ASSETS			128	0	0	0	327	455
FINANCIAL LIABILITIES								
Creditors	12	N/A	0	0	0	0	304	304
Borrowings	13	6.17	0	160	669	622	0	1,451
Other	15	N/A	0	0	0	0	146	146
TOTAL FINANCIAL LIABILITIES			0	160	669	622	146	1,901
2004								
			Variable Interest Rate \$ '000	Less one year \$ '000	Maturing:		Non-Interest Bearing \$ '000	Total \$ '000
			WAEIR %		2 to 5 years \$ '000	Greater 5 years \$ '000		
FINANCIAL ASSETS								
Cash	9	3.30	91	0	0	0	25	116
Investments	9	4.65	0	257	0	0	0	257
Receivables	10	N/A	0	0	0	0	255	255
TOTAL FINANCIAL ASSETS			91	257	0	0	280	628
FINANCIAL LIABILITIES								
Creditors	12	N/A	0	0	0	0	469	469
Borrowings	13	6.15	0	137	523	540	0	1,200
Other	15		38	0	0	0	83	121
TOTAL FINANCIAL LIABILITIES			38	137	523	540	552	1,790

WAEIR - weighted average effective interest rate.

**TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005**

25 IMPACT OF ADOPTING AASB EQUIVALENTS TO IASB STANDARDS

During the year, Tasman Council has continued with its transition process from Australian GAAP to Australian equivalents to International Financial Reporting Standards (AIFRS). The transition to AIFRS is currently at practical implementation phase and is substantially complete. During the reporting period, key areas of impact have been addressed.

The opening AIFRS balance sheet at 1 July 2005 is still the priority as it forms the basis of accounting under AIFRS in the future and is required for the preparation of Council's first fully compliant financial statements for the year ending 30 June 2006. This opening balance sheet will incorporate the choice of accounting policies available, including elective exemptions under AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards*.

As at 30 June 2005, the key areas identified as being affected are listed below, including where possible the estimated financial impacts on the financial report, had it been prepared under AIFRS. The disclosures made are management's best estimates of the impacts of the changes as at the date of preparing the 30 June 2005 financial statements. The actual effects of transition to AIFRS may differ from the estimates disclosed due to (a) ongoing work being undertaken by Council's financial staff; (b) potential amendments to AIFRSs and Interpretations thereof being issued by the standards setters and IFRIC; and emerging accepted practice in the interpretation and application of AIFRS and UIG Interpretations.

Classification of Financial Instruments

Under AASB 139 Financial Instruments; recognition and measurement, financial instruments will be required to be classified into one of five categories, which will in turn, determine the accounting treatment of each item. The classifications are;

- Loans and receivables - measured at amortised cost.
- Held to maturity - measured at amortised cost.
- Held for trading - measured at fair value, with changes charged to net profit/loss.
- Available for sale - measured at fair value, with changes taken to equity.
- Non trading liabilities - measure at amortised cost.

Valuation and Impairment of Non Current Assets:

Accounting Standard AASB 1 *First-time Adoption of Australian International Financial Reporting Pronouncements* allows entities to decide the valuation basis for non current assets. The majority of Council's infrastructure assets (roads and bridges) are currently measured on a fair value basis, which is determined as the asset's written down replacement cost.

The remaining asset classes (Land, buildings, plant and equipment, office equipment and furniture, computers and motor vehicles) are at cost in accordance with AASB 1041.

TASMAN COUNCIL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2005

25 IMPACT OF ADOPTING AASB EQUIVALENTS TO IASB STANDARDS (Continued)

Council intends to maintain existing valuation bases upon the adoption of Australian equivalents of AIFRS. Therefore Council does not anticipate a change in accounting policy or an adjustment to asset values.

Council will also be required to comply with the provisions of AASB 136 *Impairment of Assets*, which replaces the existing recoverable amounts test with a more robust impairment test. Under AASB 136, the recoverable amount of an asset is determined as the higher of net selling prices and value in use. In accordance with AAS 10 *Recoverable Amount of Non Current Assets*, Council is currently not required to apply the recoverable amount test to its non current assets. There will be no impairment losses recognised as the recoverable amount of assets is estimated to be higher than the carrying amount of assets.

Provisions for disposal and restoration of long lived assets

The Council has a future commitment for the restoration of land currently being used for refuse disposal. Council has estimated that the cost of rehabilitation would be \$48,275.

Intangibles

Council currently capitalises and amortises the Municipal property revaluation that is used as the basis for raising rates and charges on properties. Under AIFRS, AASB 138 *Intangible Assets* the recognition of the Municipal Property Revaluation does not meet the recognition criteria. Consequently, at 1 July 2004 the balance of Accumulated Surplus \$11,456,712 will be reduced by \$9,000 to reflect the expensing of the Municipal Property Revaluation.

Superannuation

Council makes contributions to the Quadrant Defined Benefits Superannuation Scheme for some of its employees. The Scheme had been classified as a multi-employer plan for the purposes of the AASB 199 Employee Benefits. As a consequence, the Scheme will be accounted for and disclosed as if it were a defined contribution plan, in accordance with the provisions of AASB 119.

Appendix 3: Council Meetings Summary

Date of Meeting	Mayor P. Wilson	Deputy Mayor R. Self	Cr G. Alexander	Cr G. Dobner	Cr J. Fazackerley	Cr. K Heyward	Cr D. Mansfield (resigned 6.12.04)	Cr Briggs (from 01/05)	Cr K. Spaulding	Cr B. Wiggins
19 July 2004	—	X	X	X	X	X	X	n/a	X	X
16 August 2004	X	X	X	X	X	X	X	n/a	X	X
20 September 2004	X	X	X	X	X	X	X	n/a	X	X
18 October 2004	X	X	X	X	X	X	X	n/a	X	X
15 November 2004	X	X	X	—	X	X	X	n/a	X	X
20 December 2004	X	X	X	X	—	X	n/a	n/a	X	X
17 January 2005	X	X	X	X	X	X	n/a	X	X	—
21 February 2005	X	X	X	X	X	X	n/a	X	X	X
21 March 2005	X	X	X	X	X	X	n/a	—	X	X
18 April 2005	X	X	X	X	X	X	n/a	X	X	X
16 May 2005	X	X	X	X	X	—	n/a	X	X	X
20 June 2005	X	X	X	X	X	X	n/a	X	X	X
Total attended	11	12	12	11	12	11	5	5	12	11
Special meeting 26 October 2004	—	X	X	X	X	X	—	n/a	X	X
Annual General Meeting 8 December 2004	X	—	X	—	X	—	n/a	n/a	X	X

Appendix 4: Reports from Council Committees

(*Note: Reports have not been provided for the Access and Advisory Committee, as this committee was not set up as formal committees of Council until 2005/2006*)

Engineering Services Committee

The Engineering Services Committee was appointed by Council by resolution in accordance with Section 23 of the *Local Government Act 1993* to liaise with Council on matters pertaining to waste management, replacement of major items of plant, major capital road development and provide an oversight of the development of new infrastructure such as water and sewerage.

The members of the committee appointed by Council are: Cr Bruce Wiggins – Chairman; Cr Denis Mansfield (Replaced by Councillor Allen Briggs in January 2005); Cr Roger Self; Cr Guy Dobner; and Cr Joan Fazackerley. The General Manager, Mr David Laughler and the Manager Technical Services, Mr Merv Graham attend in an advisory capacity.

There were ten (10) meetings held during the year and a quorum was present at all meetings. The attendance record of each member was as follows:-

Meeting date	Cr Bruce Wiggins (Chair)	Cr Guy Dobner	Cr Joan Fazackerley	Cr Roger Self	Cr Dennis Mansfield	Cr Allen Briggs	Mr David Laughler	Mr Merv Graham	Major issues discussed
28 July 2004	X	X	X	X	-	N/a	X	X	Waste transfer station update; policy on spraying of public places; kerbside collection review.
29 Sept. 2004	X	-	X	X	-	N/a	-	X	New equipment tenders; SWSA workshop; purchase of plant and equipment; chipper waste and
27 Oct 2004	X	X	X	X	-	N/a	X	X	Rehabilitation works at Nubeena waste transfer station.
24 Nov 2004	X	X	X	-	N/a	N/a	X	X	Repairs to plant and equipment; replacement member for Cr Mansfield.
27 Jan 2005	X	X	X	-	N/a	-	-	X	Review of all items submitted to Council in previous year; use of chipper and sale of chipper waste; machinery sales; waste

									transfer site upgrade; asset register; road asset maintenance program.
2 March 2005	X	X	X	-	N/a	-	X	X	Chipper hire and use; old tip site rehabilitation; burning of green waste; machine asset register; review of kerbside collections; workshop on standards policy; policy for heavy vehicle movements; waste transfer station compaction services.
23 March 2005	X	X	X	-	N/a	-	X	X	Hire and income from chipper; additional waste transfer bins; road asset maintenance program software; staff collection of waste; road blackspot program funding; hiring policy for council equipment; policy performance indicators.
26 April 2005	X	X	-	-	N/a	X	-	X	Chipper use and hire; redevelopment plans for waste transfer station; road asset maintenance program; public rubbish bins; heavy vehicle policy; maintenance contract review.
24 May 2005	X	-	X	X	N/a	X	X	X	Commercial waste collection; chipper use; waste management transfer station upgrade
28 June 2005	-	X	X	X	N/a	-	X	X	Waste management transfer station upgrade; chipper use.
Proportion of meetings attended	9/10	8/10	9/10	5/10	0/3	2/6	7/10	10/10	

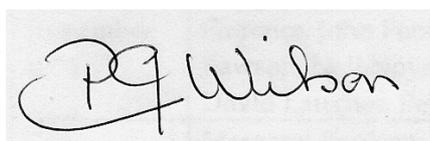


BRUCE WIGGINS, CHAIRMAN

Planning, Tourism & Economic Development Committee

Eight meetings of the Committee were held during 2004-2005; however, the meeting held on 19 January 2005 was cancelled due to the lack of a quorum.

Meeting Date	Councillor Wilson	Councillor Spaulding	Councillor Dobner	Councillor Heyward	Councillor Briggs	Councillor Alexander	Topics Discussed
14/7/04	X	X	X		N/A	N/A	Tasman Tourism Plan Nubeena Foreshore Master Plan
15/9/04	X	X	X		N/A	N/A	Port Arthur Master Plan
10/11/04	X	X	X		N/A	N/A	Tourism Strategy Steering Group Nubeena Foreshore Master Plan Planning Scheme Maps Business Enterprise Service
19/1/05		X	X		N/A	N/A	Meeting closed due to lack of quorum
16/2/05	X	X	X		N/A	N/A	Port Arthur Master Plan Roadside camping Tourism Strategy
20/4/05	X	X	X	N/A	X		Tourism Strategy Small Business Development Nubeena Foreshore Master Plan Motor Home Roadside Camping
18/5/05		X	X	N/A	X	X	Recommends establishment of a separate statutory planning committee and a special committee to deal with issues of Tourism and Economic Development
22/6/05	X		X	N/A	X	X	<i>Disbandment of the Planning Tourism & Economic Development Committee</i>
Meetings attended	6/8	7/8	8/8	0/5	3/3	2/3	



Peter Wilson
Chairperson

Tasman MPS Community Advisory Committee

Annual Report for the year 1/7/04 – 30/6/05

During the year three members left the committee, and four joined, resulting in a committee of eight people who have worked consistently for the benefit of the MPS. Individuals have willingly given time and effort to the activities of the Committee, to achieve the objectives of the Terms of Reference.

- Identifying and prioritising community need;
- Providing input and advice to the MPS Manager in relation to key services assessed to be essential to the delivery of services;
- Promoting and marketing the Tasman MPS within the community and
- Monitoring community satisfaction with the Tasman MPS.

Through attendance and consultation at community events, we have been able to monitor community satisfaction, identify needs and assist in the promotion of the MPS. Reports of consultations have communicated our findings to MPS Management and to Council. These reports are also available to staff when planning programs. The regular radio program and items in the Gazette have also assisted in promotion and marketing, throughout the municipality and beyond.

In the coming year, it is intended that all activities already initiated will continue. In addition, we plan to extend our information network by visiting local community groups and having dialogue with them. We also hope to have greater participation in the planning of services, making use of information gained in consultations.

Meeting Date: Fourth Wednesday of each month, 9.30 – 12, MPS Activities Room

Meeting Attendance:

DATE	ATTENDANCE	APOLOGIES
28 July 2004	Margaret Poulson, Len Barton, Denis Mermet, Ruth Noye, Marion Florence, John Forster, Dot Wiggins, Marina Campbell, David Laughher	
25 August 2004	Margaret Poulson, Len Barton, Ruth Noye, Marion Florence, John Forster, Dot Wiggins, Marina Campbell, David Laughher, Peter Wilson	Denis Mermet,
22 September 2004	Margaret Poulson, Len Barton, Ruth Noye, Marion Florence, John Forster, Dot Wiggins, Marina Campbell, David Laughher	Denis Mermet,
27 October 2004	Margaret Poulson, Len Barton, Ruth Noye, Marion Florence, John Forster, Dot Wiggins, Marina Campbell, David Laughher, Peter Wilson	Carmen Lawson
24 November 2004	Margaret Poulson, Len Barton, Ruth Noye, Marion Florence, John Forster, Dot Wiggins, Carmen Lawson, Neil Noye, Sue Clark, Marina Campbell, David Laughher, Peter Wilson	
22 December 2004	Margaret Poulson, Len Barton, Ruth Noye, Marion Florence, John Forster, Neil Noye, Sue Clark, David Laughher, Peter Wilson	Carmen Lawson, Dot Wiggins, Marina Campbell,

19 January 2005	Margaret Poulson, Neil Noye, Marion Florence, Dot Wiggins, Sue Clark, Len Barton, Ruth Noye, Peter Wilson, David Laughler, David Moser, Helen Stone	Carmen Lawson, Marina Campbell
23 February 2005	Neil Noye, Len Barton, Marion Florence, Ruth Noye, Sue Clark, Dot Wiggins, Marina Campbell	Margaret Poulson
23 March 2005	Margaret Poulson, Len Barton, Ruth Noye, Sue Clark, Dot Wiggins, Roseanne Heyward, Marina Campbell	Neil Noye, Marion Florence
27 April 2005	Margaret Poulson, Len Barton, Ruth Noye, Sue Clark, Dot Wiggins, Roseanne Heyward, Marion Florence	Neil Noye, Marina Campbell
25 May 2005	Margaret Poulson, Len Barton, Ruth Noye, Sue Clark, Dot Wiggins, Roseanne Heyward, Marion Florence, Marina Campbell	Neil Noye
22 June 2005	Margaret Poulson, Len Barton, Sue Clark, Roseanne Heyward, Marina Campbell	Neil Noye, Dot Wiggins, Ruth Noye, Marion Florence

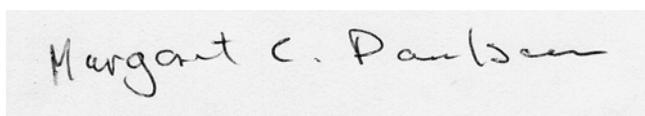
Major issues considered and agreed to:

- Attracted new members
- Revised the communication strategy
- Invited guest speakers to meetings
- Developed and held training session on surveys
- Networked with other MPS's around the state.
- Organised community forums at Murdunna, Eaglehawk Neck and Nubeena.
- Submitted reports on above.
- Submitted Gazette articles regularly and run a radio program weekly.
- Participated in the preparation of the Orientation Manual for the Tasman MPS.

Overall:

It has been a difficult year for the Community Advisory Committee, with changes in membership and proposed changes in MPS Management. Throughout this, all staff at the MPS have been unfailingly supportive and helpful to the Committee, demonstrating an awareness that we have a major role to play in the organisation. Their support is recognised and appreciated.

I believe that we have evolved into a group with a sense of common purpose and a feeling of genuine progress in identifying and fulfilling our role. Members have willingly taken part in training, consultation and promotion activities. I thank them all, past and current, for the support they have given me.



Margaret C. Poulson
Chair, Community Advisory Committee

Tasman Community Centre Committee

Four meetings of the Committee, and an Annual General Meeting, were held during 2003-2004. A quorum was present at each meeting.

Date of Meeting	Members attending	Major matters arising / Issues discussed
7 September 2004	Present: <i>T. Kingston</i> <i>R. Self</i> <i>H. Stone</i> <i>N. Wilson</i> <i>P. Wilson</i> <i>R. Carter</i> <i>C. Dell</i> Apologies: <i>P. Campbell</i> <i>L. Kingston</i>	Closure of child care centre and relocation of equipment New membership Follow up of accounts Electrical work – lights and switches Proposal to sell old lights Treasurer’s report
9 November 2004	Present: T. Kingston L. Kingston R. Self R. Carter N. Wilson P. Wilson	Verbal Treasurer’s Report Ongoing report on electrical works Report on sale of old lights Finalisation of child care centre operations Use of old childcare room by EHN playgroup and arts group Request for rental remission by U3A Letter to Tasman Horseriders’ Club on use of hall and grounds and Rotary Fair New membership and seeking expressions of interest.
8 February 2005	Present: T. Kingston R. Self N. Wilson P. Wilson R. Carter K. Marshall Apologies: L. Kingston P. Campbell	Provision of keys to the Centre Final account for childcare Follow up of outstanding accounts Use of Centre over summer period, including use by craft group Treasurer’s Report (content and presentation) Centre security (locking of doors and setting of alarms) Promotion/advertising of Centre
10 May 2005	Present: L. Kingston R. Self C. Dell N. Wilson P. Wilson R. Carter D. Judge	Treasurer’s Report Funding from Tasman Rotary Club Construction of cable trench Security gate lock Repairs to basketball ring Maintenance of outside lighting and working bee for general maintenance Donation of microwave by Mr and Mrs

		K. Marshall Apologies: T. Kingston P. Campbell	Forster.
Annual Meeting 2004	General Meeting 7 September	Present: C. Dell P. Wilson T. Kingston N. Wilson H. Stone R. Self R. Carter Apologies: P. Campbell L. Kingston	<i>Treasurer's Report</i> <i>Declaration of all positions as vacant, and nomination and election of new office bearers.</i>



T. Kingston
Chair

Business Enterprise Committee

Eight meetings and one special meeting were held during 2004-2005. A quorum was present at each meeting.

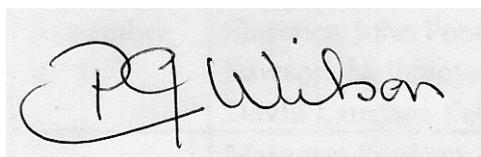
Date of Meeting	Mayor P. Wilson (Chair)	Deputy Mayor R. Self (replaced by Cr Briggs in March 2005)	Cr Allen Briggs	Cr G. Alexander	Cr J Fazackerley	General Manager	Manager. Technical Services	Ms M Best	Mr G Stump	Hon Michael Field	Ms Jen Newman
11 August 2004	X	—	n/a	X	X	X	X	n/a	n/a	n/a	n/a
8 September 2004	X	—	n/a	X	X	X	X	n/a	n/a	n/a	n/a
13 October 2004	X	—	n/a	X	X	—	X	n/a	n/a	n/a	n/a
10 November 2004	X	—	n/a	X	X	—	X	X	X	X	n/a
8 December 2004	X	—	n/a	X	X	X	X	X	n/a	—	n/a
9 February 2005	X	—	n/a	X	X	—	X	X	X	—	n/a
13 April 2005	X	n/a	X	X	X	X	X	X	X	—	X
11 May 2005	X	n/a	X	—	X	X	X	—	X	—	X
Total attended	8/8	0/6	2/2	7/8	/8	5/8	8/8	4/5	2/5	1/5	2/2
Special meeting 29 October 2004	X	—	X	X	X	X	X	visit or	visit or	n/a	n/a

The Business Enterprise Committee was established by Council in July 2004 and held its first meeting the following month. The membership of the Committee initially consisted of three councillors (plus the Mayor as Chairperson), the General Manager, and the Manager, Technical Services. The Terms of Reference for the Committee allow for the appointment, by Council, of community members with business skills and experience who might assist the Committee in providing advice to Council. Subsequently, several suitable community members (both local and having links to the Municipality) were approached to consider becoming members of the Committee. During early 2005, the State Department of Economic Development was also invited to nominate a member of staff to become a member of the Committee.

As the Committee discusses and advises on potential commercial-in-confidence business matters in which the Council may be involved, the meetings are closed to the general public and their minutes are confidential.

Meetings during 2004-2005 discussed, and provided advice to Council on a number of Council business initiatives and projects. These included:

- possible development and/or sale of Council property and potential developments within the Municipality;
- private works and contracts that the Council was undertaking or for which it was tendering;
- rental arrangements for the Council-owned house in Main Road, Nubeena;
- a proposed community forest project;
- an economic analysis project – Development Potential of the Natural Resources of the Tasman Peninsula – undertaken by KPMG on behalf of the Council and funded and supported by the State Department of Economic Development; and
- consideration of business opportunities within the Municipality and the development of a business and skills database/register.

A handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Peter Wilson".

Peter Wilson
Chair

Tasman Entertainment Centre Committee

Eight meetings and two special meetings were held during 2004-2006. A quorum was present at each meeting.

Date of Meeting	Mayor P. Wilson	Cr K Spaulding	Cr G. Alexander	Cr J. Fazackerley	Mrs B Wylie	Mr G Wylie	Mr T Purdon	Mr T Evans	Mr C Batchelor / Ms M Watts / Mr S Bowes	General Manager
9 August 2004	— *	—	X	X	X	—	X	—	—	X
7 September 2004	X	—	X	X	X	X	X	X	X	X
5 October 2004	X	X	X	X	X	— **	X	X	— #	X
9 November 2004	X	X	X	—	X	X	X	—	X	X
11 January 2005	X	X	X	X	X	— **	X	X	X	X##
1 February 2005	X	X	X	X	X	X	X	X	— ***	X
5 April 2005	X	X	X	X	X	X	X	X	X	X
7 June 2005	X	X	X	X	X	X	X	X	X	X
Total attended	7/8	6/8	8/8	7/8	8/8	5/8	8/8	5/8	###	6/8
Special meeting 22 March 2005	X	X	X	X	X	X	X	X	X	X
Special Meeting 26 April 2005	X	X	—	X	X	X	—	X	—	X

* Deputy Mayor Roger Self acting chair for Mayor Peter Wilson

Ms Marcelle Watts, as representative of Tasman District School, replaces Mr Colin Batchelor

** Mr Colin Batchelor proxy for Mr Gary Wylie

Mr Merv Graham Acting General Manager

*** Mr Steve Bowes replaces Ms Marcelle Watts as representative of Tasman District School

Total meetings attended were: Mr Batchelor 1/2; Ms Watts 2/3 ; Mr Bowes 2/3.

The Tasman Entertainment Centre Committee, a special committee of Tasman Council, was established in July 2005 and held its first meeting the following month (9 August 2005). Initially four community members, who had been members of the previous Entertainment Centre Committee, were chosen for the Committee. However, one of these community members, Mr Colin Batchelor, was replaced after the second meeting of the Committee by a community member who would represent the Tasman District School.

The previous Entertainment Centre Committee had not been constituted as a special committee of Council.

The issues discussed by the Committee during 2004-2005 included:

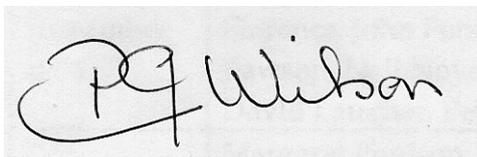
- Advice on transitional management arrangements for the Centre;
- Review, advice on and prioritising of building works for the Centre;
- Fundraising policies and procedures and identification of potential sources for funding;
- Development of a business plan for the Centre;
- Site security; and
- Assessment of the initial proposed scope of work plan for the Centre, prepared by Gilby Vollus Architects.

In December 2004, the Legislative Council Member for Rumney, Ms Lin Thorp, advised that \$500,000 was being made available by the Education Department to progress work on the Centre. The funding was made available from the government's Health and Well Being Program. The funds were to provide flooring, walls, kitchen, power and plumbing to finish the building to a functional standard, as well as project management costs.

Part of the project management cost funds were used by the Council and the Education Department to engage a consultant, Mr Andrew Hurst of Coaching Access Management Systems, to prepare the Tasman Entertainment Centre Business Report.

The Committee held two special meetings and one consultancy meeting to progress, and advise Council on, that Report. The Report, which contains a series of specific visions for the Centre, was prepared following extensive consultation with the Tasman community. This consultation included a major survey that sought to determine potential uses for, predicted usage of, and individual visions for the Centre. The response rate for the survey was over 20 per cent, considered high for a voluntary community-based survey.

In 2005-2006 the Committee will be working with the Education Department and the community to progress the proposed work on the Centre to see it brought up to a useable standard in early 2006.

A handwritten signature in black ink that reads "Peter Wilson". The signature is written in a cursive style with a large, stylized initial "P".

Cr Peter Wilson
Chairperson