



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

20 April 2020

20 April 2020

Notice of Meeting – Ordinary Meeting of Council

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* NOTICE is hereby given that the next Ordinary Meeting of the Waratah-Wynyard Council will be held via video / teleconference, in accordance *S.18(3a) of the COVID Act*, at the Council Chambers, 21 Saunders Street, Wynyard on Monday 20 April 2020 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

PURSUANT to Section 65 of the *Local Government Act 1993* I hereby certify, with respect to the advice, information and/or recommendation provided for the guidance of Council in this Agenda, that:

1. Such advice, information and/or recommendation has been given by a person who has the qualifications or experience necessary to give such advice; and
2. Where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person.



Shane Crawford
GENERAL MANAGER

Enquiries: Mayor Walsh
Phone: (03) 6443 8311
Our Ref: 004.01

20 April 2020

Mr Shane Crawford
General Manager
Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Dear Shane,

COUNCIL MEETING

In accordance with regulation 4 of the *Local Government (Meeting Regulations) 2015*

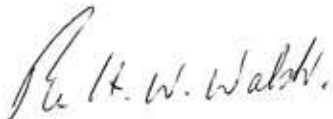
4. *Convening meetings of council*
(1) *The mayor of a council may convene council meetings.*

and *S.18(3a) of the COVID Act*, which states:

as determined by notice in writing, delivered, by the person who ordinarily presides over such meetings

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 20 April 2020 commencing at 6.00pm via video / teleconference, in accordance *S.18(3a) of the COVID Act*, at the Council Chambers, 21 Saunders Street, Wynyard.

Yours sincerely



Cr Robby Walsh
MAYOR

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THE PUBLIC IS ADVISED THAT IT IS COUNCIL POLICY TO RECORD THE PROCEEDINGS OF MEETINGS OF COUNCIL ON DIGITAL MEDIA TO ASSIST IN THE PREPARATION OF MINUTES AND TO ENSURE THAT A TRUE AND ACCURATE ACCOUNT OF DEBATE AND DISCUSSION OF MEETINGS IS AVAILABLE. THIS AUDIO RECORDING IS AUTHORISED BY THE LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015

AGENDA OF AN ORDINARY MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD ON MONDAY 20 APRIL 2020, COMMENCING AT

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

AUDIO RECORDING OF COUNCIL MEETINGS POLICY

The Chairman is to declare the meeting open (time), welcome those present in attendance and advise that the meeting will be recorded, in accordance with the Council Policy **GOV.017 - Audio Recording of Council Meetings** to “record meetings of Council to assist in the preparation of minutes and ensure a true and accurate account of debate and discussion at meetings is available”.

ANNOUNCEMENT VIDEO RECORDING OF COUNCIL MEETING

The Mayor to advise that Council will be filming the meeting and that the recording for testing purposes, if test successful the film will be made available to the public.

ACKNOWLEDGEMENT OF COUNTRY

I would like to begin by acknowledging the traditional owners and custodians of the land on which we meet today, the Tommeginne people, and to pay our respect to those that have passed before us, their history and their culture.

1.0 RECORD OF ATTENDANCE

Legislative Reference:

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

*The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:
(a) attendance and apologies.*

1.1 ATTENDANCE

MAYOR ROBBY WALSH
COUNCILLOR MARY DUNIAM
COUNCILLOR DARREN FAIRBROTHER
COUNCILLOR CELISA EDWARDS
COUNCILLOR ALLIE HOUSE
COUNCILLOR GARY BRAMICH
COUNCILLOR KEVIN HYLAND
COUNCILLOR ANDREA COURTNEY

IN ATTENDANCE

SHANE CRAWFORD - GENERAL MANAGER
DANIEL SUMMERS – DIRECTOR INFRASTRUCTURE AND DEVELOPMENT SERVICES
SAM SEARLE – DIRECTOR ORGANISATIONAL PERFORMANCE
TRACEY BRADLEY – DIRECTOR COMMUNITY AND ENGAGEMENT
SALLY BLANC - EXECUTIVE OFFICER

1.2 APOLOGIES

Nil

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
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Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 8(2)(b)

The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:

(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at Council Chambers, 21 Saunders Street, Wynyard on Monday 16 March 2020, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.

Any corrections to the Minutes are to be identified and agreed at this point prior to taking a vote to adopt the minutes.

3.0 DECLARATIONS OF INTEREST

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015, Regulation 8(7)

(7) The chairperson is to request Councillors to indicate whether they have, or are likely to have, a pecuniary (or conflict of) interest in any item on the agenda.

Councillor and Agenda Item Number

Staff and Agenda Item Number

4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT**4.1 ANNOUNCEMENTS BY MAYOR**

Nil received.

4.2 MAYOR'S COMMUNICATIONS**RECOMMENDATION**

That the Council note the Mayors Communications

14/3/20	Officiate at Wynyard Show
15/3/20	Order of Australia Association Luncheon
16/3/20	Council Meeting
17/3/20	Meeting with General Manager
23/3/20	TasWater Special Meeting COVID-19
23/3/20	Citizenship Ceremony
23/3/20	Councillor Workshop
24/3/20	Mayors Message
24/3/20	LGAT Meeting re COVID-19 Stimulus Package options
26/3/20	Mayors Message
27/3/20	LGAT General Meeting
31/3/20	Meeting with General Manager
6/4/20	Councillor Workshop
7/4/20	Meeting with General Manager

4.3 REPORTS BY DELEGATES

Nil received.

4.4 NOTIFICATION OF COUNCIL WORKSHOPS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 8(2)(c)

The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:

(c) the date and purpose of any council workshop held since the last meeting.

RECOMMENDATION

That the Council note the following Councillor Workshops

10/3/20	Review of Financial Management Strategy and Long-Term Financial Plan
10/3/20	Review draft Capital Works Budget 20/21
23/3/20	CCA Presentation
23/3/20	COVID-19 Business Continuity Plan
23/3/20	Somerset Art Project
6/4/20	COVID-19 Update
6/4/20	Draft Operational Budget
6/4/20	Draft Hardship Policy
6/4/20	Draft Annual Plan Actions 20/21

Upcoming Workshops – Indicative Only

27/4/20	Operational Budget 20/21
4/5/20	Cam River Reserve Masterplan
4/5/20	iCEP Review

Councillor Attendance Record

Meetings attended during 2019/20 (to 10/2/20)

	Ordinary Meetings 2019/20 (8)	Special Meetings 2019/20 (1)	Workshops 2019/20 (20)	Weeks Leave Approved
Mayor Robert Walsh	8	1	20	
Deputy Mayor Mary Duniam	7	1	19	3
Cr Gary Bramich	7	1	20	
Cr Andrea Courtney	6	1	12	3
Cr Celisa Edwards	8	1	17	2
Cr Darren Fairbrother	8	1	20	
Cr Allie House	6	1	15	1
Cr Kevin Hyland	5	1	10	2

5.0 PUBLIC QUESTIONS AND STATEMENTS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31

- (1) *A member of the public may give written notice to the general manager 7 days before an ordinary meeting of the Council of a question to be asked at that meeting.*
- (3) *The Chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of the meeting is available for questions to be asked by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.*
- (7) *A council is to determine any other procedures to be followed in respect of question time.*

The Council determined (at a meeting held on 20 July 2015) that the following procedures be followed in respect of question time: -

- (1) *In this clause a question includes part of a question (so that a question in 3 parts is to be treated as 3 questions).*
- (2) *A member of the public who wishes to ask a question at a meeting must—*
 - (a) *before the commencement of the meeting, submit their question in writing, on the form provided by the local government, to the General Manager or his or her representative; and*
 - (b) *be present at the meeting when the question is asked, however the person may seek approval from the Presiding Member for their nominated representative to ask the question on their behalf.*
- (3) *A completed question time form must include:*
 - (a) *the name and residential or contact address of the person who wishes to ask the question; and*
 - (b) *the question in a succinct and legible form.*
- (4) *In cases of disability or other extenuating circumstances:*
 - (a) *an officer of the local government, if requested to do so, may assist the person to complete a question time form; and*
 - (b) *in the absence of that assistance, the Presiding Member may permit a person to ask a question that was not included on a question time form.*
- (5) *(a) If more than 2 questions are submitted in writing by any one person, the Presiding Member shall allow that person, in the first instance, to ask a maximum of 2 questions;*
- (b) *If after all other members of the public have asked their questions, and where time permits, the Presiding Member is to allow members of the public who wish to ask more than 2 questions to sequentially ask one further question. This process will continue until the allotted time has expired; and*
- (c) *Where only one person wishes to ask more questions and where time permits, the Presiding Member is to invite that person to ask their additional questions.*
- (6) *The Presiding Member may decide that a question is out of order, and is not to be recorded or responded to—*
 - (a) *if it is not in the form of a question, having regard to its content and length, is essentially a statement of expression of opinion rather than a question, provided that the Presiding Member has taken reasonable steps to assist the member of the public to phrase the statement as a question; or*
 - (b) *if the question uses an offensive or objectionable expression or is defamatory.*
- (7) *The Presiding Member may determine that any question requiring research or investigation be answered in writing as soon as practicable.*
- (8) *Where the necessary information is available at the time the question is posed a response is to be provided by either the General Manager, relevant Member or employee nominated by the Presiding Member.*
- (9) *If the 15minute period set aside for questions from the public is reached, Council, by resolution, may resolve to extend the period for an additional 15 minutes to allow further questions to be asked.*
- (10) *No more than two 15-minute extensions to the time for the public to ask questions are to be permitted.*

The Council determined (at a meeting held on 20 July 2015) that the following procedures be followed in respect of public statements: -

- (1) *Members of the public may, during the public statements or the Planning Authority segments of the order of business, with the consent of the Presiding Member make a public statement on any matter that appears on the agenda for that meeting provided that:*
 - (a) *The member of the public submits to the General Manager prior to the commencement of the meeting the public statement in a form acceptable to the General Manager and which includes the name and residential or contact address of the member of the public;*
 - (b) *The public statement precedes discussion of any matter which requires a decision to be made at the meeting but otherwise at item (11) of order of business at clause 4.2;*
 - (c) *The public statement is limited to a maximum period of 3 minutes, unless otherwise determined by the Presiding Member; and*
 - (d) *No discussion or questions relating to the statement are permitted, unless otherwise determined by the Presiding Member.*
- (2) *Fifteen minutes is to be allocated for the public statement time.*
- (3) *Once all statements have been made, nothing prevents the unused part of the statement time period from being used for other matters.*
- (4) *If the 15-minute period set aside for public statements is reached, Council, by resolution, may resolve to extend the period for an additional 15 minutes to allow statements to be made.*
- (5) *No more than two 15-minute extensions to the time for public statements are to be permitted.*
- (6) *Procedures for public statements are to be in accordance with policy adopted from time to time by the Council and, where the policy is silent on a matter, the procedures for that matter are to be determined by the Presiding Member.*

5.1 RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

5.1.1 R CAMERON - MULTI-PURPOSE FACILITY

QUESTION

Mrs Cameron of Wynyard asked the following:

1. Has Council completed a viability study in the last six months to see if a restaurant would be viable (at the new multi-purpose facility)?
2. How much will the development of the multi-purpose facility cost rate payers and who will pay any over spend on the project.
3. How much of the election commitment of \$1,100,000 was spent on Camp Creek which is still not complete and was the funding Federal or State. She also asked for details on what the \$1,978,800 has already been spent on.

OFFICERS RESPONSE

The full financial details relating to this project will be included in a report when awarding the tender for the building. This report will provide details as requested. Unfortunately, this report has been delayed due a to planning appeal.

A viability study has not been completed in the last six months.

5.1.2 CR FAIRBROTHER - FREEDOM CAMPING AT SISTERS BEACH

QUESTION

Cr Darren Fairbrother asked when the report on Freedom Camping at Sisters Beach would be presented

OFFICERS RESPONSE

A discussion document was circulated amongst residents of Sisters Beach in late March. Results will be provided to Council for decision once collated.

5.1.3 C HUTCHISON - PLANTATIONS IN MUNICIPAL AREA

QUESTION

Mr Hutchison of Preolenna asked how many hectares of land, within the Waratah-Wynyard Municipality, is currently used as private or public hardwood and softwood plantation? And what percentage of the municipality does this cover?

OFFICERS RESPONSE

The following information was provided to Mr Hutchison by email on 13 March in response to the above question asked at the February Council Meeting:

It is difficult to find precise information in relation to this query; however, an analysis of the Waratah Wynyard Cadastral dataset estimates there are 220 Crown Forestry Parcels totalling 75112.29 Ha (21.23% Municipal Area) and 413 Freehold Forestry Parcels totalling 78212.49 Ha (22.10% Municipal Area)

5.1.4 MR C HUTCHISON - FIRE PREVENTION PROTOCOLS

QUESTION

In the case of a bushfire / wild fire scenario inland of Wynyard (where people live amongst private and public plantations in Waratah, Oonah, Henrietta, Yolla, Takone, West Takone, West Calder, Calder, Oldina, Preolenna, Meunna, Milabeena & Lapoinya), what preventative protocols does Council have in place mitigate for risk against council infrastructure and private dwellings? And does council think this is adequate now and in to the future?

OFFICERS RESPONSE

The following information was provided to Mr Hutchison by email on 13 March in response to the above question asked at the February Council Meeting

Council participates in a range of emergency management committees at a regional level and as such is a party to the Western Emergency Management Plan, which aims to describe the emergency management arrangements for the municipal areas of Burnie, Circular Head, and Waratah-Wynyard. This plan is available on Council's website and covers bushfire as a high-level emergency management issue. There is also a Western Fire Management Plan which is currently drafted and with the State Government for approval and review following the recent bushfires.

Emergency management practices provides for broad community protection, however individual property owners (including plantation owners) are responsible for their own awareness, prevention and preparedness. The Tasmania Fire Service has ongoing bushfire community education, particularly pre-fire season.

Plantation owners have their own planned burns to mitigate risk to their assets and community. Tasmania Fire Service works with other agencies to reduce risk through Community Bushfire Planning (Bushfire Protection Plans, Bushfire Response Plans & Bushfire Mitigation Plans) and through fuel reduction burning often partnering with private landholders, Parks, and plantation owners. Council manages fire risk through abatements, road side slashing and partnering with TFS to improve community awareness. There are planning and development controls and standards for future use and development.

Is difficult to predict whether the current plans will be adequate into the future, however regular review and revision ensures they meet all current legislative requirements. The Western Emergency Plan is reviewed every two years.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING

Nil received.

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31(2)(5)

(2) *The Chairperson of an ordinary council meeting may –*

(b) *invite any members of the public present at an ordinary meeting to ask questions relating to the activities of the council.*

When dealing with questions that require research or a detailed response –

(5) *The Chairperson may –*

(b) *require a question to be put on notice and in writing to be answered at a later ordinary council meeting.*

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

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

A summary that includes the name of the person making a public statement and subject title of that statement will be recorded in the minutes.

Nil received.

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

6.0 PLANNING AUTHORITY ITEMS

Legislative Reference:

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

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

25(2) The general manager is to ensure that the reasons for a decision by a Council acting as a Planning Authority are recorded in the minutes.

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

THERE ARE NO PLANNING AUTHORITY ITEMS FOR THIS MEETING

6.1 PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015 Regulation 31(2)(5)

(2) The Chairperson of an ordinary council meeting may –

(b) invite any members of the public present at the meeting to ask questions relating to the activities of the council.

When dealing with questions that require research or a detailed response –

(5) The Chairperson may –

(b) require a question to be put on notice and in writing to be answered at a later ordinary council meeting.

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

Nil received.

6.2 PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS

A summary that includes the name of the person making a public statement and subject title of that statement will be recorded in the minutes.

Nil received.

7.0 MATTER RAISED BY COUNCILLORS

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; 29 (3)

(3) *The Chairperson must not permit any debate of a question without notice or its answer.*

Local Government (Meeting Procedures) Regulations 2015; 30(1) and (2)

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

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

7.1 RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING**7.1.1 CR FAIRBROTHER - FREEDOM CAMPING AT SISTERS BEACH****QUESTION**

Cr Darren Fairbrother asked when the discussion paper on Freedom Camping at Sisters Beach would be presented to the community

OFFICERS RESPONSE

The discussion paper was circulated to the community in late March. Public comments closes on 30 April 2020 following which a report will be prepared for Council consideration

7.1.2 CR A HOUSE - COMMUNITY SURVEY ACTIONS**QUESTION**

Cr Allie House asked if officers could provide a report detailing action on top five matters raised in the last Community Survey

OFFICERS RESPONSE

A separate report has been included as part of this agenda to respond to this query

7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

Nil received.

7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

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

8.0 NOTICE OF MOTION

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 16

- (5) *A councillor may give written notice of a motion, together with supporting information and reasons, to be included on the agenda of the next meeting to the general manager at least 7 days before the meeting.*
- (6) *The general manager, after consultation with the chairperson, may refuse to accept a written motion that, in their opinion –*
 - (a) *is defamatory; or*
 - (b) *contains offensive language; or*
 - (c) *is unlawful.*
- (7) *A councillor who has given notice of a motion that has not been refused under subregulation (6) is to move the motion at the meeting, otherwise it lapses.*

Nil received.

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 COVID-19 COUNCIL ACTION REPORT

To: Council
Reporting Officer: General Manager
Responsible Manager: General Manager
Report Date: 2 April 2020
File Reference: 0401
Enclosures: Nil

LATE REPORT TO BE PRESENTED

In Accordance with *Local Government (Meeting Procedures) Regulations 2015, Section 8 Agendas*

(5) Subject to [sub regulation \(6\)](#), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.

(6) A council by absolute majority at an ordinary council meeting, or a council committee by simple majority at a council committee meeting, may decide to deal with a matter that is not on the agenda if –

(a) the general manager has reported the reason it was not possible to include the matter on the agenda; and


(b) the general manager has reported that the matter is urgent; and

(c) in a case where the matter requires the advice of a qualified person, the general manager has certified under [section 65](#) of the Act that the advice has been obtained and taken into account in providing general advice to the council.

Council intends to provide a full report detailing its financial relief and stimulus package at the April council meeting.

Due to the rapidly changing nature of this situation and the need to wait for qualified information/instructions from the State Government a report with all the most current information will be presented on the night to ensure council is presenting its fully detailed position and the impact of those decisions.

9.2 FINANCIAL HARDSHIP POLICY

To: Council
Reporting Officer: Director Organisational Performance
Responsible Manager: General Manager
Report Date: 26 March 2020
File Reference: 1
Enclosures: 1. Proposed Financial Hardship Policy 

RECOMMENDATION

That Council adopt the proposed Financial Hardship Policy with immediate effect.

PURPOSE

This report has been prepared to enable Council to consider a range of temporary measures to assist those in the community in meeting their financial obligations to Council throughout the period of the COVID-19 pandemic.

The proposed Policy is temporary in nature and recommended to be in place until 31 October 2020. Council at that time will review the policy for its ongoing appropriateness.

BACKGROUND

Some members of the community will experience financial hardship due to the restrictions imposed on the community in response to the crisis.

The Policy establishes a framework for supporting the community in meeting their financial obligations to Council during this time.

DETAILS

This report has been prepared to enable Council to consider a range of temporary measures to assist those in the community in meeting their financial obligations to Council throughout the period of the COVID-19 pandemic.

The scope of the Policy covers rates and charges and extends to other Council sundry debtors (for rent, fees and charges). The Policy does not cover infringements or rates and charges relating to investment properties.

The Policy recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances and provides a suite of temporary measures to provide relief to those suffering from financial hardship including:

1. Working proactively with ratepayers and customers to negotiate special payment arrangements including:
 - a) Negotiation of period payment arrangements for period of between 3 and 12 months (period to be approved on a case by case basis).
 - b) In extenuating circumstances, provide for the postponement of rates and charges for between 3 and 12 months (period to be approved on a case by case basis).
2. Putting on hold legal action for all overdue debts to allow ratepayers and customers time to contact Council to enter a special payment arrangement if needed.

3. The ability for customers to apply to the General Manager to waive fees.

Special Payment Arrangements

The policy provides a framework for the assessment of applications from ratepayers, customers who are having trouble in meeting their financial obligations to Council due to serious and genuine financial hardship.

The proposed policy encourages ratepayers to proactively work with Council to negotiate payment plan and options and will provide special payment arrangements for period of between 3 and 12 months.

Councils existing policies do already allow some negotiation with ratepayers experiencing hardship. The new policy brings elements of Councils existing policies together into the one location and extends the scope of the policy to provide for the postponement of rates and charges for between 3 and 12 months.

The terms of special payment arrangement will be considered on a case by case basis including the period of the arrangement and will be proportionate to the applicant's demonstrated financial hardship circumstances.

The proposed policy relaxes the application process and will allow Council Officers to work with ratepayers over the phone to enter special arrangements.

Applicants must be able to demonstrate serious and genuine financial hardship and a willingness to work with Council to reach an agreed arrangement.

Temporary Hold on Legal Action on Outstanding Debts

The Policy proposes that Council not commence any new legal action on outstanding debts to allow ratepayers and customers time to contact Council to enter a special payment arrangement if needed and for legal action will be put on hold until after 30 June 2020.

Reminder notices have been sent to ratepayers with overdue accounts urging ratepayers to either pay in full or contact Council to organise a payment arrangement. Many have not yet done so.

Customers and ratepayers suffering serious and genuine hardship are encouraged to contact Council for assistance as soon as possible.

Legal action may continue where ratepayers and debtors have not contacted Council to make an application for assistance and entered into a special payment arrangement by 30 June.

Legal costs that have already been incurred will remain a debt against the property and payable by the ratepayer.

Rates and Charges - Early Payment Discount Period for 2020/21

It is recommended that Council provide an extension of the early payment discount period for the 2020/21 rating year to 31 October 2020. This will allow ratepayers an extension of time to take advantage of the early payment discount.

The level of early payment discount is set by Council when it adopts the annual plan and budget estimates each year.

The later first instalment date represents a 61-day extension of time for ratepayers to take advantage of the early payment discount.

Hardship Assistance in relation to Council Fees

The Policy allows for the General Manager to make decisions in relation to waiving or reducing of fees of up to \$10,000 per applicant. For amounts over \$10,000 the decision must be a resolution of Council.

Any application for hardship assistance in relation to Council fees will be assessed in accordance with the same eligibility criteria used to assess hardship assistance in respect to rates and annual charges. Applications will be considered on a case by case basis.

STATUTORY IMPLICATIONS

The *Local Government Act 1993* provides for the following:

Section 125. Postponement of payment

(1) A ratepayer may apply to the council for a postponement of payment of rates on the ground of hardship.

(2) An application is to be –

(a) made in writing; and

(b) lodged with the general manager.

Section 126. Conditions of postponement

(1) A council may grant a postponement of the payment of rates for a specified period if satisfied that such payment would cause hardship.

(2) A council may grant a postponement of payment of rates –

(a) on the condition that the ratepayer pay interest on the amount of rates postponed at a rate fixed by the council; and

(b) on any other condition the council determines.

(3) Interest fixed under subsection (2) (a) is not to exceed the prescribed percentage as calculated in section 128 (2)

Section 127. Postponement ceases to operate

(1) A council may, at any time, revoke a postponement of payment of rates by giving 60 days' notice in writing to the ratepayer of the date on which the postponement ceases to operate.

(2) A postponement of payment of rates ceases to operate on the date on which the ratepayer.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

GOAL
Desired Outcomes
We cherish fairness, trust and honesty in our conduct and dealings with all.

Our Priorities

1.7 Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

Councils existing *FIN.005 Rates and Charges Policy* and *FIN.003 Debt Management Policy* both refer to the ability to enter a payment arrangement where a ratepayer is having difficulty in paying. This policy brings the provisions of both policies together and includes additional scope to postpone rates and charges.

FINANCIAL IMPLICATIONS

Rates and charges are an important revenue stream of Council and therefore are an important part of Councils ongoing sustainability and ability to provide services.

Councils debt collections are expected to slow substantially because of reduced capacity of ratepayers to pay.

Council has healthy cash reserves and therefore postponing debtors including rates and charges is not expected to cause significant cash flow challenges or any threat to Council's liquidity (an ability to meet its own financial obligations as and when they fall due). Councils cash levels will be impacted. Where debts are not paid, Councils cash will be lower.

Extension of the Early Payment Discount Period

Council last year received around 72% of its annual rates and charges by the early payment discount date. Ratepayers paying rates and charges by the first instalment due date (31 August) receive an early payment discount of 5% which costs Council approximately \$290k each year.

The upfront payment does provide a cash flow advantage to Council however Council earns less on its investments than what is paid in the early payment discount so overall there is a net cost to Council from the initiative.

The economic impacts of the pandemic to small business and individuals through loss of employment and/or a reduction in working and trading hours is expected to be substantial and the level of take up of the early payment discounts is likely to be reduced for the coming year.

RISK IMPLICATIONS

Council is operating in an environment of increased financial risk from deteriorating economic conditions impacting on the capacity of ratepayers and customers to pay.

Adoption of this policy does not increase the risk to Council. It will assist in managing those risks to ensure we are fully informed and working with ratepayers.

The level of the early payment discount is not known. There is some risk that in extending the early payment discount period. If there is a higher take up of the discount, there will be a higher cost of the initiative to Council. If fewer people take up the early payment discount, the cost to Council will be lower.

CONSULTATION PROCESS

Council discussed the policy intent at its workshop on 6 April 2020.

CONCLUSION

That Council adopt the proposed Financial Hardship Policy providing the ability for payment postponement of rates and charges and other fees for those experiencing genuine financial hardship.

9.3 WASTE MANAGEMENT STRATEGY ACTIONS - WASTE TRANSFER STATION

To: Council
Reporting Officer: Director Infrastructure and Development Services
Responsible Manager: General Manager
Report Date: 31 March 2020
File Reference: Waste Management
Enclosures: Nil

RECOMMENDATION

That Council:

1. **Note the draft outputs for Waste Transfer Station services from the recent Waste Survey regarding opening hours;**
2. **As a hardship offsetting measure, from 1 May 2020 to 30 June 2020 amend the following Wynyard Waste Transfer Station Fees to \$0 for non-commercial customers upon proof of Waratah-Wynyard residency: -**
 - (a) **Cars/ Station Wagons**
 - (b) **Wheelie bin**
3. **Prior to setting the 20/21 Annual plan and budget, consider permanent reduction of some Waste Transfer station fees to \$0 for non-commercial customers upon proof of Waratah-Wynyard residency and develop a model for achievement of full cost recovery through the Waste utility charge by 2023/24 - the end of the 5 year strategy period.**

PURPOSE

To bring forward some Waste Strategy actions for Council consideration that may assist community members experiencing hardship during the COVID-19 pandemic.

BACKGROUND

Council's Waste Strategy 2019-2024 was adopted during 2019. During March 2020 some of the year 1 actions were progressed via a waste survey, namely: -

- Determine community's appetite for a change in opening hours at the Wynyard WTS and implement changes (if any) the following year

The survey has now closed with the final results being collated however some draft results are available which may assist Council to consider actions that it may wish to bring forward to assist community members experiencing economic hardship as a result of the COVID-19 pandemic.

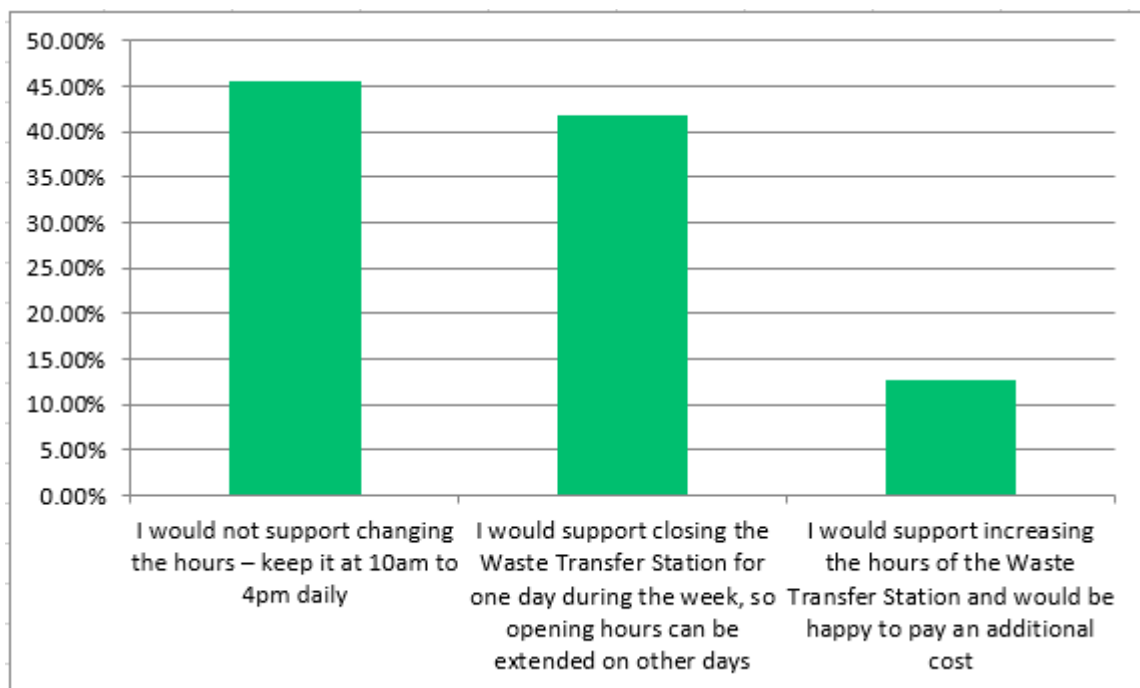
DETAILS

As at Wednesday 31 March 2020 a total of 585 responses had been received for the Waste Survey. It is expected the final numbers will be close to 600 as a handful of written submissions are processed and the final results known.

Two of the key questions asked as part of the waste survey were as per below, with the results shown graphically: -

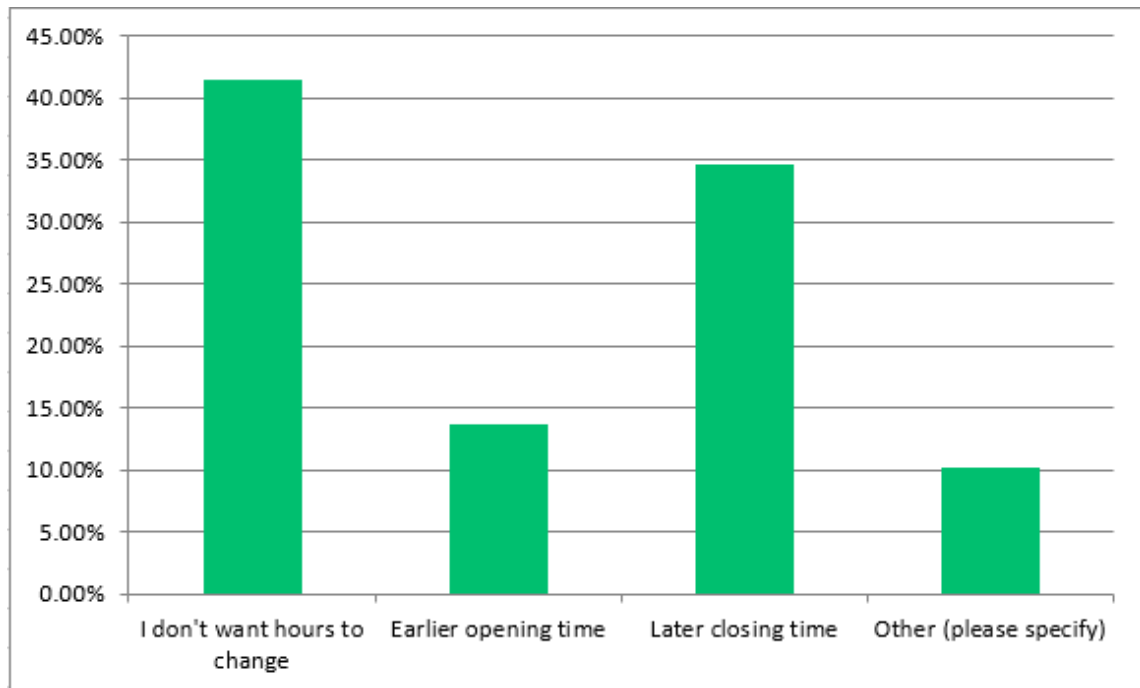
The Waste Transfer Station currently operates between the hours of 10am and 4pm daily. Council has heard from some community members that these hours are not always suitable. Increasing the number of hours open will increase costs to cover the running of the facility, including wages and electricity. For example, if the opening hours were increased by seven hours each week, it is estimated that every property will need an increase of about \$4 per annum (equivalent 7 cents per week) to cover the costs of the change. What do you think about changing the hours of the Wynyard Waste Transfer Station?

Answer Choices	Responses	
I would not support changing the hours – keep it at 10am to 4pm daily	45.63%	256
I would support closing the Waste Transfer Station for one day during the week, so opening hours can be extended on other days	41.71%	234
I would support increasing the hours of the Waste Transfer Station and would be happy to pay an additional cost	12.66%	71
	Answered	561
	Skipped	24



If you were interested in changing the hours of the Wynyard Waste Transfer Station, what would be your preference?

Answer Choices	Responses	
I don't want hours to change	41.50%	222
Earlier opening time	13.64%	73
Later closing time	34.58%	185
Other (please specify)	10.28%	55
	Answered	535
	Skipped	50



The following can be determined from the draft results: -

1. Approximately 10% of respondents support an increased cost to allow for increased transfer station opening hours
2. Approximately 45% of respondents suggest no change to opening hours
3. Just over 40% of respondents would support closure of one day per week to allow longer opening hours on other days and maintain the current cost
4. If opening hours were to change nearly 35% would prefer later closing time, under 15% would prefer earlier opening times, over 40% want no change and the remaining just over 10% have not agreed with either of the three.

In essence, the draft survey results do not point to a strong majority option for any change to operating hours.

In regards to the current Waste Transfer Station funding model (also a year 1 Waste Strategy action) there is opportunity to bring forward actions to ease economic hardship as a result of the current COVID-19 pandemic.

From page 8 of the WWC Waste Strategy 2019-2024 of the population of 13,578: -

- 35% of households do not currently receive kerbside garbage collection.
- 31% of households have a gross income of less than \$650 per week and
- 26% are renting

Of the above proportion of households some may have access to pre-paid entry tickets (10 per year received with a rates notice) for the waste transfer station while some may not (the 26% renting).

Anecdotally, given we are nearing the end of the financial year, some households that do not receive kerbside garbage collection may have used all of their pre-paid entry tickets to the waste transfer station. It is likely that for the final months of May and June these properties need to pay cash to enter the Waste Transfer station to dispose of household waste. Given the economic impacts of lockdown measures imposed by Federal and State government to contain the COVID-19 pandemic, some industries and employers have had to close business and stand down employees. At a whole of municipal area level, it is likely that of the 35% of households that do not receive kerbside waste collection, a portion are also affected by economic slowdown due to COVID-19 pandemic lockdowns.

Therefore, it is highly feasible that a move to not charge gate fees at the transfer station for the months of May and June in 2020 for domestic quantities of general waste upon proof of residential status in the Waratah-Wynyard Municipal area should be of broad community benefit.

This benefit might be described as direct and indirect; direct for households affected by economic slowdown and indirect to the broad community if this measure goes some way to discourage illegal dumping by residents who may find themselves without the disposable income to pay for entry to the waste transfer station.

It is suggested that this fee removal not extend to items such as green waste and builders waste as there is not the same link to direct benefit as household waste disposal which is an essential service for public health and safety.

The total budgeted cost of Waste Transfer Station services for 2019/20 is approximately \$888,000 and the budgeted revenue to cover these costs is made up of: -

- Gate fees \$50,000
- Waste Utility Charges \$749,000
- General Rate subsidy \$89,000

At 31 March 2020 the current revenue generated from gate fees is at \$37,453 against a budget of \$50,000.

Moving to no fees for residents of the Waratah-Wynyard Municipal Area from 1 May 2020 to 30 June 2020 and allowing for some continued use of non-residents is expected to reduce the end of year revenue to approximately \$40,000 giving a \$10,000 under budget result or 1%.

The current fees that apply are as per the below table under the heading "All other customers" it is envisaged that these fees would continue to apply to all customers other than non-commercial customers that present proof of residential status in the Waratah-Municipal area: -

2019-20 Wynyard Waste Transfer Station fees	WWC residents, non commercial & upon proof of residency	All other customers
Cars / Station Wagons	Free	\$6.00
Wheelie Bin	Free	\$6.00
Clean builders rubble, concrete, brick etc (if not clean standard fees apply)	50% of standard charge	50% of standard charge
Clean Green Waste and timber (if not clean standard fees will apply)	50% of standard charge	50% of standard charge
Utilities / Vans / Trailers (Less than 2.4m x 1.5m and maximum of 3.6m ³ volume)	\$12.00	\$12.00
Utilities / Vans / Trailers (Greater than 2.4m x 1.5m and maximum of 3.6m ³ volume)	\$24.00	\$24.00
Trucks < 5t GVM	\$212.00	\$212.00
Trucks 6-12t GVM	\$844.00	\$844.00
Trucks 13-16t GVM	\$1,265.00	\$1,265.00
Trucks 17-23t GVM	\$1,685.00	\$1,685.00
Car Tyres	\$10.00	\$10.00
Truck and Larger Tyres	\$30.00	\$30.00
Tractor Tyres	\$49.00	\$49.00
Refrigerators / Freezers - certified gas free	Free	Free
Refrigerators / Freezers - uncertified	\$39.00	\$39.00
Sorted Recyclables	Free	Free
Disposal of Car Bodies - contact Council Offices	Free	Free

STATUTORY IMPLICATIONS

Statutory Requirements

There are no statutory implications as a result of this report.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 7: Environment
Desired Outcomes
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.8 Review and adjust service levels to provide value for money.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water

Community Future Direction Theme	Key Challenges & Opportunities:
	management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

FINANCIAL IMPLICATIONS

A result of \$10,000 under recovery through Gate fees would result in further reliance upon a general rate subsidy. In effect this would mean a predicted \$10,000 reductive impact upon Council's operating statement at the end of the financial year.

Taking this scenario into future financial years the estimated impact of continuing these \$0 fees for residents would reduce the current full year forecast of \$50,000 from gate fees to approximately \$10,000. The impact of this is a \$40,000 under recovery via the waste utility charge in addition to the existing \$89,000 general rate subsidy.

The amount of additional revenue to raise via the Waste utility charge in future years to achieve full cost recovery would then become \$129,000. At current rates this translates to an approximate future increase of \$14 per property, per year increase to achieve full cost recovery.

RISK IMPLICATIONS

Reputational Risk

There are risks that this measure may be seen as beneficial for some sectors of the community while not providing benefit to others. This would apply to a community member who doesn't currently make use of the Wynyard waste transfer station.

Financial Sustainability

There are financial risks associated with the recommended waving of fees, however these should be mitigated by requirement for proof of residential status and limiting to the smaller quantities of a wheelie bin or car boot and not extending beyond general waste.

CONSULTATION PROCESS

There are no consultation requirements as a result of this report.

CONCLUSION

Given the COVID-19 pandemic the waving of fees for Waratah -Wynyard residents for use of the transfer station for wheelie bin and/or car boot size quantities of waste is intended to overcome the need for cash sales at the point of entry for an essential service. In particular this would benefit rural residential properties which do not currently receive kerbside waste collection.

9.4 EAST WYNYARD PLAYGROUND - DISPOSAL OF PLAYGROUND EQUIPMENT

To: Council
Reporting Officer: Project Manager
Responsible Manager: Director Infrastructure and Development Services
Report Date: 23 March 2020
File Reference: 1234
Enclosures: Nil

RECOMMENDATION

That Council note the content of the report relating to the disposal of playground equipment from the East Wynyard Rotary Park and given the equipment cannot be reinstalled in any public place for use:

Option 1

endorse the use of existing practices for disposal of the equipment

OR

Option 2

endorse Council officers to undertake an expression of interest process to seek proposals from interested parties for transfer of the equipment to private ownership subject to the following conditions: -

- a. Complete and full details of noncompliance with Australian Standards and deteriorated condition are made known to any party wishing to submit a proposal;
- b. No reuse options on public land to be allowed;
- c. Note the equipment has no warranty; and
- d. The equipment is to be fully maintained by a private party with no cost to Council

PURPOSE

To present to Council the options for the disposal of playground equipment, including the spiral slide, that was located at Rotary Park, East Wynyard.

BACKGROUND

The playground located in Rotary Park, East Wynyard, was initially constructed by the Wynyard Rotary Club and donated to Council over twenty-five years ago. The playground consisted of several separate equipment items and included a popular yellow spiral slide.

During Council's regular inspection program for playgrounds, the equipment at this location was identified as showing signs of wear and tear and was not consistent with current Australian Standards. These standards are in place to ensure play spaces are manufactured, built and remain safe for the intended users.

Given the playgrounds condition and non-compliance with standards, the replacement of the equipment was scheduled as part of Councils ongoing renewals program. The concept

design of the playground was completed in partnership with Wynyard Rotary and through community consultation. A tender was awarded to A_Space Pty Ltd in July 2019 for the design, manufacture and construction of the new playground.

During the consultation process and preparation for installation, community interest was shown for the yellow spiral slide, specifically in the context of keeping the slide for ongoing use and enjoyment by the community.

Given the community interest and circumstances regarding the slide, this report will explore the options available for methods of disposal with consideration of the risk to council.

Work has commenced on the new playground and the equipment removed and stored off site.

DETAILS

Council has an obligation to comply with the Australian Standards for playgrounds, which are in place to ensure the equipment remains safe. Whilst there are no requirements for asset owners to bring old playgrounds up to current day standards, all new equipment should comply with these standards or they may be found liable for injuries that occur as a result.

The slide at Rotary Park was funded and installed through an initiative of the Wynyard Rotary Club over twenty-five years ago. At the time of installation, the slide complied with the Australian Standards for playgrounds. Significant changes have occurred in the management of playgrounds since this time and the new standards have much higher expectations of manufacturers, installers and asset owners. Typically, playgrounds are expected to last approximately fifteen years before reaching the end of their functional lives. Given the age of the spiral slide, it is now showing signs of significant deteriorations in condition as well as being non-compliant with the current standards.

The elements of the slide with most concern for poor condition include:

- Extensive rust under some steps
- Slide support poles rusting
- Slide surface wear around metal plates exposing fibreglass with possible sharp edges

Specifically, the elements of non-compliance with current Australian Standards include:

- Free height of fall – slides above three metres must limit the free height of fall through the use of tunnel slides or through the equipment being installed into an embankment
- Lack of protection against injuries in the free space for users undergoing a movement forced by equipment – the gap between the slide and the support pole is of a distance significant enough to potentially cause injury
- Potential entrapment – the design of the structure has many gaps and openings which are potential for head, neck, finger, clothing and hair entrapments
- Equipment finishes – the design of the structure has protruding bolt threads and nuts which are accessible to users

Due to the nature of its condition, it is not viable for Council to repair the slide for continued use. The structure of the slide is non-compliant, and it is not possible to create a compliant

slide given the existing design. For these reasons, the slide was scheduled for decommissioning in advance of the new playground construction.

The current practice for decommissioning existing playgrounds includes salvaging equipment that may be suitable for use in other public play spaces (if still compliant with Australian standards) and disposing the remainder through scrap steel recycling and landfill. This process is in place to best manage the risk associated with poor condition assets whilst also ensuring council manages its waste sustainably.

The existing playground at Rotary Park has been decommissioned in preparedness for the construction of the new playground. The spiral slide was transported and stored until a decision is made regarding its future along with some other ancillary playground items.

Community interest for the slide and other associated playground items has largely presented on social media (including non-Council operated pages) prior to the slide's removal. Contact was also made by the Wynyard Rotary Club and a small number of residents who contacted the council offices directly to ask questions about the slide's future. The majority of the feedback relates to a discomfort with the slide being removed from Rotary Park, a strong emotional attachment to the slide and confusion regarding the reasons behind its removal.

Due to the condition and non-compliance of the slide, it is unable to be installed in another public space without triggering the same obligations for Council to provide safe equipment which meet the Australian Standards.

Given the circumstances, there are three options available for the disposal of the spiral slide:

1. Maintain existing practice for decommissioning and disposal;
2. Transfer of ownership to a private entity for installation on private property; or
3. Installation of the slide in a public facility, inside an enclosed structure to eliminate the risk of it being used or climbed on. It should be noted that an enclosed structure, such as a fence, is likely to diminish the visual appeal of the slide and its surroundings.

Option 1

The risks are minimised through the use of maintaining the existing method for decommissioning and disposal of play equipment, which has been standard practice for council for many years.

There is a possibility that there is a reputational risk in the conduct of these activities in this situation given the level of community interest around the slide, although this may be limited due to the reduced community interest since its removal.

Option 2

In terms of transferring ownership, there are risks attached considering the condition of the slide and other ancillary items, its current noncompliance with Australian Standards and the potential liability for council should an injury occur.

These risks can be mitigated through the provision of a full condition report including all references to non-compliance with current Australian Standards prior to the transfer of ownership.

Additionally, there may be a sense of inequity if one or more parties are offered preferential treatment over others in the community. This could be managed through the employment of an expression of interest process for interested parties to register for the ownership of

the slide and other items. This process would include a transparent and upfront method for selection of the entity that would receive the transfer of ownership.

Option 3

The potential risk of personal injury to the general public if the slide was re-installed in a public facility is considered too high and mitigation strategies would need to be implemented in order to minimise this risk, such as a fully fenced enclosure.

Consideration would need to be given to the type and style of the enclosure and its location to ensure it didn't create additional risk for users of the facility. Enjoyment of the slide is likely to be limited whilst it is not physically accessible, and this may garner negative community feedback.

STATUTORY IMPLICATIONS

Statutory Requirements

There are no new statutory implications as a result of this report beyond common law duty of care imposed upon Council as a public authority applying to all options.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 3: Connected Communities
Desired Outcomes
Our community enjoys access to visually appealing safe spaces and facilities for recreation.
Our Priorities
3.7 Promote and strengthen community safety to retain and attract families to live and recreate in Waratah-Wynyard.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

Changes to the way council manages the disposal of the spiral slide from Rotary Park could generate need for setting of a policy position regarding the treatment for disposal of all play equipment into the future.

FINANCIAL IMPLICATIONS

Financial impacts are dependent upon the option selected for disposal of the slide. If maintaining the existing practices for disposal, the costs associated with the slide disposal is minimal and has been factored into the project budget.

The costs associated with transferring ownership to private individuals or businesses is likely to be confined to staff resources to manage the process for ownership transfer. A revenue stream could be identified through the sale of the slide; however, it may be considered

unethical to obtain funds for a poor condition asset that was donated to council by a not-for-profit community organisation.

Finally, the costs associated with the installation of the slide for the purposes of viewing is largely dependent upon the location and the type of enclosure to surround the slide. A weather resistant 2.1m high chainmesh fence is estimated to cost in the vicinity of \$2,300 plus additional for a suitable base material under the slide.

RISK IMPLICATIONS

The risks of each option are discussed in the detail section of this report.

CONSULTATION PROCESS

Advice was sought to determine the viability of transferring the ownership of the slide. As previously indicated in this report, the re-use or moving of the slide to another public space would trigger a requirement for the equipment to be assessed against the current Australian Standards. The legal advice suggested that the best way for Council to limit its liability could be to provide an opportunity for private parties to take ownership of the slide, with complete and full knowledge of its condition and details of its non-compliance with current standards. Under these circumstances, the conditions of the transfer would be that: -

- it is not installed on publicly owned or managed land,
- has no warranty and
- is maintained by a private party.

The Wynyard Rotary Club have been a primary stakeholder throughout the design process given their initial donation of the slide over 25 years ago and were invited to make comment on the matter.

Whilst there was a desire to ensure the playground “lives on” in the community, there was also recognition that the safety of the community was paramount. In the discussion, ethical concerns were raised by the club in relation to transferring the ownership of the slide when there are known safety issues.

Regardless of future ownership, there is also a belief that the slide will always have an association with the Rotary Club and this is cause for reputational concern for the club, should an injury occur on the slide if it is reused in the future.

CONCLUSION

It is clear that the slide has become an important community asset which has been valued by families for decades. A strong emotional attachment has been formed by many individuals as they fondly recall their memories of the slide growing up. Whilst there are many families who share these memories, ultimately Council is responsible for providing a safe playground to the intended users of the equipment.

The other options currently available for the disposal of the slide create possible reputational and ethical concerns for both council and the Wynyard Rotary Club.


The design of the new playground for the site has been developed through consultation with various organisations and the community to best ensure the new playground meets the needs of the community. Elements of the design go as far as possible to mimic the old slide

whilst also meeting the current-day Australian Standards, to ensure the children who use the playground can gain the same enjoyment as children of the past, and to do so safely.

It is therefore recommended that the Council endorse the use of existing practices for disposal of the spiral slide previously located at the Wynyard Rotary Park.

However, if Council wishes to pursue the alternatives discussed within the report this could take the form of an expression of interest process to commence immediately.

9.5 STRATEGIC ASSET MANAGEMENT PLAN (SAMP)

To: Council
Reporting Officer: Manager Asset Services
Responsible Manager: Director Infrastructure and Development Services
Report Date: 1 April 2020
File Reference: SAMP
Enclosures: 1. WWC Strategic Asset Management Plan 2020- Under Separate Cover 

RECOMMENDATION

That Council adopt the 2019/20 – 2028/29 Strategic Asset Management Plan (SAMP).

PURPOSE

To seek Council adoption of the Strategic Asset Management Plan (SAMP) 2020.

BACKGROUND

Waratah-Wynyard Council is committed to sustainable and affordable service delivery into the future.

A strategic and coordinated, organisation-wide approach to asset management and service delivery is critical. This is achieved through the development of an asset management framework where the organisation's Long-Term Financial Plan (LTFP) is meaningfully integrated with its Strategic Asset Management Plan (SAMP) to inform Council's ongoing resourcing decisions via the Strategic planning and annual budget process.

In this way Council can provide a transparent, accountable and evidence-based approach to the provision of value-for-money services. This approach will allow Council to communicate the service level and risk consequences of various funding scenarios as it engages with the community to identify agreed levels of service.

DETAILS

Waratah Wynyard Council is responsible for the acquisition, operation, maintenance, renewal and disposal of an extensive range of physical assets with a replacement value in excess of \$250,000,000.

The assets covered by 2019/20 – 2028/29 SAMP include roads, bridges, footpaths, stormwater drainage, buildings, open space & recreation, and solid waste, and associated operating assets and provide services essential to our community's quality of life.

This SAMP takes the organisational objectives in the Strategic Plan and Asset Management Policy, and develops the asset management objectives, principles, framework and strategies required to achieve organisational objectives. The plan summarises activities and expenditure projections from individual asset management plans to achieve the asset management objectives.

It is expected that this document will undergo significant review and updating on an annual basis over the next few years as the quality of information improves and the level of integration with the long-term financial planning process increases. Longer term it is expected that the plans will undergo a formal review on a four yearly basis consistent with the Council election cycle.

This Strategic Asset Management Plan supersedes the previous plan (2015). The status of improvement plan items identified in previous plans are shown in the table below:

Task No	Task	Responsibility	Status	Timeline
i	Implementation of stormwater drainage service plan	Infrastructure & Corporate Services	Complete	Dec 2019
ii	Production of first draft Service Level Dashboards	Whole of Council	30% complete	2019/20
iii	Review of sealed road pavement useful lives	Infrastructure	Complete	2017/18
iv	Document urban road service levels	Infrastructure	Complete	2018/19
v	Revision of Asset Management Plans	Whole of Council AMP custodians	2 out of 5 Complete	perpetual
vi	Review of organisational Asset Management maturity assessment	GM & EMT	Complete	Oct 2018
vii	Document asset valuation methodologies including external benchmarking across all asset classes	Infrastructure & Corporate Services	1 out of 5 Complete	2018/19
viii	Develop Council's Corporate Risk Register to incorporate asset & service related risks identified in asset management and service plans.	EMT + SMT	Commenced	2018/19
ix	Review of Stormwater drainage depreciation	Asset Services	Complete	2016/17
x	Review of organisational AM maturity assessment	EMT	Complete	2016/17
xi	Document Rural Road service levels	Asset Services	Complete	2016/17
xii	Develop and adopt an Open Space and Recreation Plan	Strategic Governance	Complete	2017/18

STATUTORY IMPLICATIONS

Statutory Requirements

The Local Government Act 1993 Section:

70B. Long-term strategic asset management plans

- (1) A council is to prepare a long-term strategic asset management plan for the municipal area.
- (2) A long-term strategic asset management plan is to relate to all assets that are within a class of assets specified in an order under section 70F(3) to be major assets.
- (3) A long-term strategic asset management plan is to be in respect of at least a 10 year period.
- (4) A long-term strategic asset management plan for a municipal area is to –
- (a) be consistent with the strategic plan for the municipal area; and
 - (b) refer to the long-term financial management plan for the municipal area; and
 - (c) contain at least the matters that are specified in an order made under section 70F as required to be included in a long-term strategic asset management plan.

70D. Asset management strategies

- (1) A council is to prepare an asset management strategy for the municipal area.
- (2) An asset management strategy for a municipal area is to –
- (a) be consistent with the strategic plan for the municipal area; and
 - (b) contain at least the matters that are specified in an order made under section 70F as required to be included in an asset management strategy.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We maintain and manage our assets sustainably.
Our Priorities
1.5 Build our knowledge base to apply in decision-making processes.
1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.
1.8 Review and adjust service levels to provide value for money.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

Council's Asset Management Policy is integral in this instance and will be reviewed for currency and consistency in the very near future.

FINANCIAL IMPLICATIONS

The projected operating outlays necessary to provide the services covered by this Strategic Asset Management Plan (including operations, maintenance and renewal of existing assets and planned new/upgrade assets over the 10 year planning period) is \$15 Million on average per year.

The projected expenditure amounts to an additional \$2.1 Million on average per year over current (2020) levels of operational expenditure to provide services in the SAMP over the next 10 years. This is due to increased operational expenditure arising from planned new and upgrade works from Masterplans. Ways to manage this are to review forecast revenue and/or service levels expenditures via exploration of alternate funding scenarios in the Long Term Financial Plan.

As indicated in the SAMP document the confidence level associated with these projections has been assessed as (C) Uncertain. The confidence level will improve with each annual iteration and update of the both the Long Term Financial Plan & the Strategic Asset Management Plan.

RISK IMPLICATIONS

The decisions made in adopting this SAMP are based on the objective to achieve the optimum benefits from the available resources.

An assessment of risks associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock'. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Key identified critical risks and their treatment plans are shown in the following table:

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
ROADS					
Port Road, Boat Harbour	Landslip	H	Consider recommended work from Geotech. Watch and monitor	M	\$120,000
Sisters Beach Road	Tree Fall	H	Measure movement Watch and monitor	M	Existing operational budget
South Elliott Road	Landslip	H	Watch and monitor	M	Existing operational budget
Deaytons Lane	Landslip	H	Watch and monitor	M	Existing operational budget
Reservoir Drive	Landslip	H	Watch and monitor	M	Existing operational budget

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
ROADS					
Lowries Road	Landslip	H	Watch and monitor	M	Existing operational budget
Old Bass Highway	Coastal erosion	H	Watch and monitor	M	Existing operational budget
BRIDGES – No critical risks identified					
STORMWATER					
Big Creek / Stanwyn Court	Flooding of dwellings	H	Consider options of: <ul style="list-style-type: none"> Levee wall 375m x 2m Detention basin upstream (dam) 	L	\$850,000
Cotton Street	Flooding of dwellings	M	Consider options of: <ul style="list-style-type: none"> Detention basin upstream (dam) Automated sluice gate & utilise natural detention pond Install correct stormwater network 	L	\$265,000
Port Creek	Flooding of dwellings	H	Consider options of: <ul style="list-style-type: none"> Widening of creek and levee construction Increase requirements on developers Investigate flow diversions upstream 	L	\$1,285,000
BUILDINGS – No critical risks identified					
OPEN SPACE & RECREATION – No critical risks identified					
FOOTPATHS – No critical risks identified					

Note * The residual risk is the risk remaining after the selected risk treatment plan is operational.

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. The major initiatives and projects currently listed as being deferred include:

- Upgrading unsealed roads to sealed standard
- Open Space Sport and Recreation Plan – Masterplan works for Wynyard and Somerset

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create service and/or risk consequences for the community.

CONSULTATION PROCESS



Key staff across the organisation, Councillors and industry experts have all been consulted in the process of reviewing and developing this document. The results from Council's 2016 and 2019 Community Satisfaction surveys were also included.

Future versions and updates will incorporate more input and consultation from the community as the Council undertakes rolling services reviews. These rolling service reviews will be based upon the three guiding principles of good governance: transparency, accountability and evidence-based decision-making with the aim of providing sustainable, value-for-money services.

CONCLUSION

It is recommended that the Council adopt the Strategic Asset Management Plan 2020. This will provide forward direction and certainty for the provision of infrastructure related services.

9.6 URBAN STORMWATER ASSET MANAGEMENT PLAN & SERVICE LEVEL DOCUMENT

To:	Council
Reporting Officer:	Director Infrastructure and Development Services
Responsible Manager:	Director Infrastructure and Development Services
Report Date:	17 March 2020
File Reference:	Stormwater
Enclosures:	<ol style="list-style-type: none">1. Urban Stormwater Infrastructure Asset Management Plan 2020- Under Separate Cover 2. Urban Stormwater Service Level Document 2020 

RECOMMENDATION

That Council:

1. **Adopt the Urban Stormwater Infrastructure Asset Management Plan**
2. **Adopt the Urban Stormwater Infrastructure Service Level Document**

PURPOSE

To seek Council adoption of the Urban Stormwater Infrastructure Asset Management Plan 2020 and Urban Stormwater Infrastructure Service Level Document 2020.

BACKGROUND

Waratah-Wynyard Council is committed to sustainable and affordable service delivery into the future.

A strategic and coordinated, organisation-wide approach to asset management and service delivery is critical. This is achieved through the development of an asset management framework where the organisation's Long-Term Financial Plan (LTFP) is meaningfully integrated with its Strategic Asset Management Plan (SAMP) to inform Council's ongoing resourcing decisions via the Strategic planning and annual budget process.

In this way Council can provide a transparent, accountable and evidence-based approach to the provision of value-for-money services. This approach will allow Council to communicate the service level and risk consequences of various funding scenarios as it engages with the community to identify agreed levels of service.

DETAILS

Waratah Wynyard Council is responsible for the acquisition, operation, maintenance, renewal and disposal of an urban stormwater drainage network of almost 100kms with a replacement value in excess of \$34,400,000.

The assets covered by the 2020 Urban Stormwater Asset Management Plan provide services essential to our community's quality of life. The service aim of our urban stormwater assets is to minimise the risk of flood damage to people and property in urban areas.

In addition to the Urban Stormwater Infrastructure Asset Management Plan, the service level document is the instrument by which Council delivers this service in a transparent and accountable way to the community. There are known gaps of service provision and also future maintenance and renewal requirements as assets are consumed and they reach the point of no longer being able to provide the intended service.

It should be noted that the Urban Stormwater Infrastructure Asset Management Plan and Service Levels only relates to the urban stormwater drainage network. Other drainage infrastructure (such as on rural roads) are not covered by this asset management plan.

This Asset Management Plan supersedes the previous (2010) plan. The status of improvement plan items identified in the previous plan are shown in the table below:

Task No	Task	Timeline
1	Review and adopt Council's Asset Management Policy	Complete (now due for review again)
2	Develop and adopt Levels of Service for stormwater infrastructure	Complete
3	Estimate new assets from growth factor	Not Started
4	Audit stormwater network and review asset attribute data and valuations	Substantially complete
5	Conduct system capacity analysis	Substantially complete
6	Develop asset condition inspection procedures	Commenced
7	Develop Infrastructure Risk Management Plan	Commenced
8	Formalise maintenance intervention levels for stormwater infrastructure	Complete
9	Develop weighted capital works priority ranking criteria	Complete

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993 Section 70B* states that Council is to prepare a long-term strategic asset management plan for the municipal area.

The *Urban Drainage Act 2013* provides for the management of urban drainage and stormwater systems and infrastructure for the purpose of effectively draining the urban area of the council's municipal area.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We maintain and manage our assets sustainably.
Our Priorities
1.5 Build our knowledge base to apply in decision-making processes.
1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.
1.8 Review and adjust service levels to provide value for money.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

Council's Asset Management Policy is integral in this instance.

FINANCIAL IMPLICATIONS

The projected operating outlays necessary to provide urban stormwater drainage services covered by this Asset Management Plan includes operations, maintenance and renewal of existing assets and planned new/upgrade assets over the 10-year planning period is \$597,000 on average per year.

The projected expenditure requires an additional \$19,000 on average per year to provide services in the AM Plan. This is due to increased operational expenditure arising from planned flood mitigation works. Ways in which this can be managed are to review revenue and/or service levels.

As indicated in the asset management plan the confidence level associated with these projections has been assessed as *(C) Uncertain*. The confidence level will improve with each annual iteration and update of the both the Long-term Financial plan & the Strategic Asset Management Plan.

RISK IMPLICATIONS

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

An assessment of risks associated with service delivery from stormwater infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock'. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur,

develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks. Key identified critical risks and their treatment plans are shown in the following table:

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Big Creek / Stanwyn Court	Flooding of dwellings	H	Consider options of: <ul style="list-style-type: none"> • Levee wall 375m x 2m • Detention basin upstream (dam) 	L	\$850,000
Cotton Street	Flooding of dwellings	M	Consider options of: <ul style="list-style-type: none"> • Detention basin upstream (dam) • Automated sluice gate & utilise natural detention pond • Install correct stormwater network 	L	\$265,000
Port Creek	Flooding of dwellings	H	Consider options of: <ul style="list-style-type: none"> • Widening of creek and levee construction • Increase requirements on developers • Investigate flow restrictors upstream 	L	\$1,285,000

No operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years have been identified at this stage however further work is required to identify under-capacity parts of the network.

CONSULTATION PROCESS

Key staff across the organisation, Councillors and industry experts have all been consulted in the process of reviewing and developing these documents. The results from Council's 2014, 2016 and 2019 Community Satisfaction surveys were also included.

Future versions and updates will incorporate more input and consultation from the community as the Council undertakes rolling services reviews. These rolling service reviews will be based upon the three guiding principles of good governance: *transparency*, *accountability* and *evidence-based decision-making* with the aim of providing sustainable, value-for-money services.



CONCLUSION

It is recommended that Council adopt the Urban Stormwater Infrastructure Asset Management Plan 2020 and adopt the Urban Stormwater Infrastructure Service Level Document 2020. This will provide direction and input for future actions to ensure Council's legislative obligation of minimising risk to life and property damage in urban areas is achieved.

9.7 TRANSPORT ASSET MANAGEMENT PLAN AND SERVICE LEVEL DOCUMENT

To: Council
Reporting Officer: Director Infrastructure and Development Services
Responsible Manager: Director Infrastructure and Development Services
Report Date: 17 March 2020
File Reference: Roads and Bridges

Enclosures:

1. Transport Asset Management Plan 2020- Under Separate Cover 
2. Transport Service Level Document 2020 

RECOMMENDATION

That Council:

1. **Adopt the Transport Infrastructure Asset Management Plan**
2. **Adopt the Transport Infrastructure Service Level Document**

PURPOSE

To seek Council adoption of the Transport Infrastructure Asset Management Plan 2020 and Transport Infrastructure Service Level Document 2020.

BACKGROUND

Waratah-Wynyard Council is committed to sustainable and affordable service delivery into the future.

A strategic and coordinated, organisation-wide approach to asset management and service delivery is critical. This is achieved through the development of an asset management framework where the organisation's Long-Term Financial Plan (LTFP) is meaningfully integrated with its Strategic Asset Management Plan (SAMP) to inform Council's ongoing resourcing decisions via the Strategic planning and annual budget process.

In this way Council can provide a transparent, accountable and evidence-based approach to the provision of value-for-money services. This approach will allow Council to communicate the service level and risk consequences of various funding scenarios as it engages with the community to identify agreed levels of service.

DETAILS

Waratah Wynyard Council is responsible for the acquisition, operation, maintenance, renewal and disposal of a transport network comprising 539kms of roads and 120 bridges and major culverts with a replacement value in excess of \$175,300,000.

The assets covered by the 2020 Transport Asset Management Plan provide services essential to our community's quality of life. The service aim of our transport assets is to provide a safe, affordable and efficient network for the movement of goods and people.

In addition to the Transport Infrastructure Asset Management Plan, the service level document is the instrument by which Council delivers this service in a transparent and accountable way to the community. There are known gaps of service provision and also future maintenance and renewal requirements as assets are consumed and they reach the point of no longer being able to provide the intended service.

It should be noted that the Transport Infrastructure Asset Management Plan and Service Levels does not include urban footpaths. Urban footpath infrastructure is covered by its own asset management plan and service level.

This Asset Management Plan supersedes the previous (2012) plan. The status of improvement plan items identified in the previous plan are shown in the table below:

Task No	Task	Status
1.	Review and adopt Council's Asset Management Policy	Complete (now due for review again)
2.	Develop and adopt Levels of Service related to road hierarchy	Complete
3.	Estimate new assets from growth factor	Not Started
4.	Develop asset condition inspection program related to road hierarchy	Complete
5.	Develop Infrastructure Risk Management Plan	Commenced
6.	Formalise maintenance intervention levels related to road hierarchy	Complete
7.	Develop weighted capital works priority ranking criteria	Complete
8.	Investigate remaining fully depreciated assets still in service and reassess remaining lives	Substantially Complete
9.	Maintain existing "advance watch" inspections program and expand to include other major asset sub-categories	Complete

STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993 Section 70B* states that Council is to prepare a long-term strategic asset management plan for the municipal area.

The 2020 Transport Asset Management Plan and Service Level Documents are inputs to the Strategic Asset Management Plan.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We maintain and manage our assets sustainably.
Our Priorities
1.5 Build our knowledge base to apply in decision-making processes.
1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.
1.8 Review and adjust service levels to provide value for money.

GOAL 6: Transport and Access
Desired Outcomes
Our transport and access network is sustainable, affordable and fit for purpose.
Our Priorities
6.1 Plan for a priority access network for freight.
6.2 Plan for all movements and modes of transport with a fit-for-purpose network.
6.3 Develop service levels to inform the delivery of a transport network that affordably meets demand and transparently communicates accepted risk.
6.4 Prioritise and address service gaps with a road hierarchy.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

Council's Asset Management Policy is integral in this instance.

FINANCIAL IMPLICATIONS

The projected operating outlays necessary to provide transport services covered by this Asset Management Plan includes operations, maintenance and renewal of existing assets and planned new/upgrade assets over the 10-year planning period is \$4,921,000 on average per year.

The projected expenditure requires an additional \$48,000 on average per year to provide services in the AM Plan. This is due to increased operational expenditure arising from planned new and upgrade works from Masterplans. Ways in which this can be managed are to review revenue and/or service levels.

As indicated in the asset management plan the confidence level associated with these projections has been assessed as *(C) Uncertain*. The confidence level will improve with each

annual iteration and update of the both the Long-term Financial plan & the Strategic Asset Management Plan.

RISK IMPLICATIONS

The decisions made in adopting this AM Plan are based on the objective to achieve the optimum benefits from the available resources.

An assessment of risks associated with service delivery from transport infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock'. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks. Key identified critical risks and their treatment plans are shown in the following table:

Service or Asset at Risk	What can Happen	Risk Rating (VH, H)	Risk Treatment Plan	Residual Risk *	Treatment Costs
Port Road, Boat Harbour	Landslip	H	Fund recommended work from Geotech reporting to monitor deep ground movement and ground water.	M	\$120,000
Sisters Beach Road	Tree Fall	H	Measure movement Watch and monitor	M	Existing operational budget
South Elliott Road	Landslip	H	Watch and monitor	M	Existing operational budget
Deaytons Lane	Landslip	H	Watch and monitor	M	Existing operational budget
Reservoir Drive	Landslip	H	Watch and monitor	M	Existing operational budget
Lowries Road	Landslip	H	Watch and monitor	M	Existing operational budget
Old Bass Highway	Coastal erosion	H	Watch and monitor	M	Existing operational budget

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 10 years. These include:

- Unable to convert all unsealed roads to sealed roadway
- Maintain service standards in circumstances such as unforeseen extraordinary heavy vehicle road usage or during extreme weather events.

Operations and maintenance activities and capital projects that cannot be undertaken will maintain or create service consequences for users, namely lower standard of service during unforeseen extraordinary heavy vehicle road usage or during extreme weather events.

The operations and maintenance activities and capital projects that cannot be undertaken may maintain or create risk consequences, namely potentially dissatisfied ratepayers and/or periodic increased maintenance requirements on affected roads.

CONSULTATION PROCESS

Key staff across the organisation, Councillors and industry experts have all been consulted in the process of reviewing and developing these documents. The results from Council's 2014, 2016 and 2019 Community Satisfaction surveys were also included.

Future versions and updates will incorporate more input and consultation from the community as the Council undertakes rolling services reviews. These rolling service reviews will be based upon the three guiding principles of good governance: *transparency*, *accountability* and *evidence-based decision-making* with the aim of providing sustainable, value-for-money services.

CONCLUSION

It is recommended that the Council adopt the Transport Infrastructure Asset Management Plan 2020 and adopt the updated Transport Infrastructure Service Level Document 2020. This will provide forward direction and certainty for the provision of Transport services.

9.8 STREET NAMING AND ADDRESSING POLICY

To: Council
Reporting Officer: Manager Digital Innovation
Responsible Manager: Director Organisational Performance
Report Date: 24 March 2020
File Reference: 1067191

Enclosures:

1. Street Naming and Addressing Policy 
2. AS NZS 4819-2011 Rural and Urban Addressing 
3. Tasmanian Placenames Guidelines 

RECOMMENDATION

That Council adopt the Street Naming and Addressing Policy.

PURPOSE

The Policy formalises and provides Council with a logical, standardised and structured approach to street naming and parcel addressing within the Municipal area.

This Policy introduces a more rigorous approach to both street naming and parcel addressing with references to specific Australian standards, Tasmanian Place naming Guidelines and mandates notifications to major stakeholders.

BACKGROUND

Australian Standards exist for street and parcel naming and numbering. This policy provides a policy position to abide by the national standards.

DETAILS

This will provide a more robust, inclusive and transparent process.

The Policy formalises current practice to apply a consistent approach to street naming and addressing that is in accordance with the national standards and reduces the risk of an inconsistent approach to addressing across the municipality.

The Policy requires Developer input and historical references in naming and modernises the existing street naming policy to reflect the now online submission of proposed street names via the Placenames Tasmania Portal.

Submission via the Portal ensures all new street names are in accordance with Tasmanian Place Naming Guidelines. Council can now also apply for the gazettal of a private non-council-maintained street name on behalf of the street owner.

Parcel Addressing Inclusion

The Policy has been extended to include parcel addressing. Given the close relationship with street naming it was logical to amend the scope of the existing policy for its inclusion.

This Policy requires reference to Australian Standard AS 4819:2011 for the allocation of all new parcel addressing.

All developments and subdivisions will be addressed in accordance with the abovementioned standard. However, there will be situations where maintaining logical, contiguous addressing eliminating duplication and minimising disruption will require Council discretion in its application of the Standard.

The proposed policy also contains a list of stakeholders who are notified of all new addressing.

STATUTORY IMPLICATIONS

Statutory Requirements

Council is obliged, under Section 20E of the *Survey Co-ordination Act 1944*, to lodge proposed Street Names to the Nomenclature Board via the Placenames Tasmania Portal.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making.
Our Priorities
1.5 Build our knowledge base to apply in decision-making processes.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

Existing expired policy LUP.006 Naming of Streets Policy will be rescinded and be replaced with the new Street Naming & Addressing Policy.

FINANCIAL IMPLICATIONS

There are no financial implications because of this report.

RISK IMPLICATIONS

Consistency in street naming and addressing is important and by adopting the policy Council will provide officers with clear guidance to carry out this task in a way that is consistent and with best practice national standards. To not have a policy, increases the risk of inconsistency across the municipality.

CONSULTATION PROCESS

There are no consultation requirements as a result of this report.

CONCLUSION

This new Street naming and addressing policy introduces a more rigorous approach to both street naming and parcel addressing. With references specific Australian standards, Tasmanian Place naming Guidelines and mandatory notifications to major stakeholders will all combine to make Municipal street naming and parcel addressing more robust, inclusive and transparent.

9.9 COMMUNITY SATISFACTION SURVEY - UPDATE ON ACTIONS

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 3 April 2020
File Reference: 0407
Enclosures: Nil

RECOMMENDATION

That Council note the update on actions from the last Community Satisfaction Survey

PURPOSE

At the March Council Meeting, Councillor Allie House asked that an update be provided on what action had been taken in regard to matters raised in the last Community Satisfaction Survey which was presented at the July 2019 Council Meeting.

BACKGROUND

Council conducted a Community Survey in 2019 to get feedback on its core services, this was a follow-up to a previous surveys conducted in 2016 and 2014 where the same questions were asked.

This feedback is/was then used to inform decisions made by council on how it provides those services to the community. Notably the key areas for improvement noted in the 2019 survey all had associated actions in the 2019/20 Annual Plan.

DETAILS

A total of 220 surveys were completed during the survey period. With a small sample such as this the characteristics of respondents can have an impact on the results and this should be kept in mind, key profile data included:

- The majority of respondents were from Wynyard
- 60% of respondents were over 50
- Only 1% of respondents reported not having internet (176 surveys were completed on-line)

Respondents were asked to address questions about importance of various activities/services of council, how council performs fulfilling those items, how they interact with Council and general questions about council.

While there was a series of different results garnered from the survey and the subsequent report, a key focus for council has been in areas where there was a larger gap between what the respondents felt was important and what they perceived Council's performance actually was.

Where Community Members feel Council can improve

In identifying factors for improvement, the perceived difference (or gap) between the importance and performance score of each variable was analysed. These gap scores are then used to identify focus areas and opportunities for improvement for Council.

Based on research, a gap scores of 2.00 or above are considered significant with gap scores of 3.00 or above generally pointing to widespread dissatisfaction.

For the purpose of business improvement, it is important to keep in mind that a larger gap does not indicate a larger problem, rather it indicates an increase in the likelihood that the variable is not meeting the expectation of the community.

The below table shows the top five items where there is a perceived gap between what resident's think is important and how they think council is performing in those areas.

March-May 2019 Top 5 gaps	2019	October 2016 Top 5 gaps	2016
Opportunities for the community to participate in decision-making	2.42	Urban and rural land use planning	1.92
Council reporting to the community through publications and meetings	2.25	Council's financial management*	1.85
Council's leadership within the community	2.22	Council management of the environment *	1.71
Elected member (councillor) representation of community issues	2.21	Timeliness/responsiveness to customer enquiries or requests	1.71
Timeliness/responsiveness to customer enquiries or requests	2.13	Elected member (councillor) representation of community issues	1.70

Items marked (*) were also found in the top 5 importance list

To commence addressing these gaps Council has taken the following actions:

OPPORTUNITIES FOR THE COMMUNITY TO PARTICIPATE IN DECISION MAKING
<p>1. Council has established working groups for key projects which are made up of Councillors, representative community members and staff. These groups work together to determine recommendations for action. Working Groups established to date include:</p> <ul style="list-style-type: none"> a. Sisters Beach Working Group b. Wynyard Showground Working Group c. Environmental Plan Working Group d. Cam River Reserve e. Somerset Sporting Precinct f. ANZAC Park g. Boat Harbour Masterplan
<p>2. Various community surveys have been conducted to inform/determine Council's direction on key matters; some of these include:</p>

- a. new Waste Strategy with recommendations and outcomes driven by the results of the survey, and
- b. Freedom Camping

COUNCIL REPORTING TO THE COMMUNITY THROUGH PUBLICATIONS AND MEETINGS

1. Council developed and adopted a new Community and Engagement Strategy which incorporated feedback from this survey on preferred ways of contacting the community. A report on first year actions will be presented at the June Council Meeting
2. One of the key actions from the Communication Strategy was the development of a new website for Council which will improve how we communicate and offer more services on line. This project is well underway with implementation on target for end of April/early May.
3. Council has now established biannual "Community Conversation" forums in each town within the municipality to give residents to opportunity to talk about ideas and issues with Councillors and Senior Staff in a relaxed informal setting. This is proving to be very popular.
4. Council is in the process of enabling live streaming of Council meetings.

COUNCILS LEADERSHIP WITHIN THE COMMUNITY

1. Council is actively involved in many aspects of the community, providing assistance where possible; including:
 - a. Working with clubs and groups to develop project plans and strategic plans to ensure the sustainability of the clubs into the future.
 - b. Working with groups to develop grant applications
 - c. Working with Community representatives on key projects either through working groups or being available to provide expert advice or contacts. Council is particularly active in the natural resource management area.
 - d. Providing training opportunity for groups where there is a new need such as the recently held "Bridges out of Poverty" training
2. Council continues to develop key strategies and financial plans to ensure the continued growth and future sustainability of the region. This involves working at a local, regional and state level to ensure our community needs are met.
3. Council continues to work with the Councils in the Murchison region to progress actions and recommendations contained in the Sustainable Murchison Community Plan.
4. Council continues to seek economic development opportunities to encourage growth of new jobs in the region and municipal area.

ELECTED MEMBER REPRESENTATION OF COMMUNITY ISSUES

1. Councillors attend Community Conversation forums each month to listen to resident
2. Councillors are actively involved in determining what consultation is done with Community members on major projects and issues.
3. Councillors are available to be contacted by residents on matters as needed

TIMELINESS/RESPONSIVENESS TO CUSTOMER ENQUIRIES OR REQUESTS

1. Council is in the process of updating its Customer Charter which will be presented at the May Council meeting. This will set clear guidelines and expectations regarding responsiveness to customer enquiries.
2. Once the new Customer charter is in place Council will be able to report more accurately on responsiveness to enquiries.

Rating of Council Facilities and Service

Respondents were asked to rank the importance of Council's facilities and services. The following were listed as most important:

SERVICE/FACILITY	IMPORTANCE	PERFORMANCE
Kerbside garbage and collection services	6.3	5
Stormwater and drainage	6.2	4.7
Public toilets/amenities	6.2	4
Parks and reserves	6.2	4.4
General Customer Enquiries	6.2	4.8
Monitoring of environmental issues	6.1	4.2
Waste Transfer station	6.1	4.6

The following actions have been taken since the survey was conducted

SERVICE/FACILITY	
Kerbside garbage and collection services	A full waste services review has been conducted with resident feedback sought and used to develop a new waste strategy. Recommendations and actions from the new strategy are now being implemented
Stormwater and drainage	<ul style="list-style-type: none"> • Council adopted a new Stormwater System Management Plan in December 2019. • Council is considering the new Urban Stormwater Asset Management Plan and Service Level Document at this meeting
Public toilets/amenities	<ul style="list-style-type: none"> • New public toilet facilities are being built at the East Wynyard Foreshore. • Boat Harbour Beach toilets have been lined with stainless steel. • New seats are to be installed in all public toilets. • A deep clean and increased cleaning frequency has recently been instigated at all public toilets in light of COVID-19

SERVICE/FACILITY	
Parks and reserves	<ul style="list-style-type: none"> • The ANZAC Park All-Ability Playground masterplan has been developed and funded • The Cam River Masterplan working group has been developing recommendations for a Masterplan which is expected to be presented to Council June for authorisation to commence public consultation. • The East Wynyard foreshore Masterplan has been developed and actions commenced. • The Sisters Beach Hardstand has been designed and funding is being sought • Council is working with other Councils and the state government on a remediation project for the rail corridor between Cooee and Wynyard. • Upgrades to the Zig Zag track have been completed. • Council adopted a new Policy on the Management of Public Reserves including updated Guidelines in February 2020.
General Customer Enquiries	A new customer service charter is being developed and will be presented to the May Council meeting to go out for public consultation.
Monitoring of environmental issues	<ul style="list-style-type: none"> • The environmental Management working group has developed a draft Environmental Strategy which will be presented to Council for authorisation to go to final public consultation in June • A new environmental group has been established at Sisters Beach to assist with monitoring of environmental issues in the area • Council officers are working with Parks & Wildlife services on matters that affect the municipal area and the region. • At its December 2019 meeting Council noted the Ferris Vegetation Management Plan for Sisters Beach and the French's Road Management Plan – Wynyard Landcare Update and is looking at funding for the 20/21 budget
Waste Transfer station	A full waste services review has been conducted with resident feedback sought and used to develop a new waste strategy. Recommendations and actions for the Waste Transfer Station operations and now ready for implementation.

What two projects would you like to see included in the next Council budget

Residents were also asked to provide two key projects for council to consider in its next budget, the following list shows the top responses:

PROJECT	ACTION
New Playgrounds	New playground development is well underway for ANZAC park and the East Wynyard Foreshore. Design has been completed and funding is currently being arranged
Sporting Upgrades	See list of upgrades in the separate table below.
Foreshore Development	The Council has plans well developed for upgrades to the East Wynyard Foreshore, ANZAC Park, Sisters Beach Hard Stand area and the Cam River Reserve.
New/Upgraded public toilets	New public toilets have been/will be installed/updated (currently budgeted): <ul style="list-style-type: none"> • East Wynyard foreshore • ANZAC Park • Cam River Reserve
Street lighting	No current initiatives
Road Safety	Council's new Transport Asset Management Plan and Service Levels presented to Council for approval on this agenda. A Rural Road Safety Audit has recently been completed and will be workshopped with Council
Environmental Management	The environmental Management working group developed a first draft Environmental Strategy which was presented to Council in December 2019. The Final Draft document will be released on World Environment Day on 6 June 2020 and presented to Council at the June meeting for authorisation to go to final public consultation. This will guide Council's future decision making and provide clear guidelines for managing our environment in a sustainable manner.
Bike Paths	The Open Space, Sport & Recreation Plan 2017-2027 recommends Council develop a Paths and Trails strategy which includes review of current bike paths and assessment of any additional needs. This is yet to commence. Work on the Coastal Pathway continues.
Security	Council approved a project to install CCTV in the Wynyard and Somerset CBD's and several other key locations. This project has commenced with Somerset works complete and Wynyard works expected to be completed by 30 June 2020.
Dog Park	Council has approved budget for the provision of a dog park in Wynyard.

SPORT & RECREATION FACILITY UPGRADES

Upgrades that have occurred *NB: Does not include routine maintenance*

- Major renovation of Wynyard Recreation Ground @ end of 2019 NWFL season
- Wynyard Cricket Club turf wicket upgraded prior to 19/20 CNW season - shared project involving WCC, Council (\$5000) and Cricket Tasmania
- Upgrades to lighting @ Wynyard Tennis courts
- Replacement of fencing on shared boundary between Wynyard Recreation Ground and Wynyard Bowls and Community Club
- Wynyard BMX Park upgraded – completed except for a few cosmetic matters - fully operational but closed because of COVID 19
- Installation of WiFi in Wynyard Sports Centre – managed by Council but funded by Community Activation Grant submitted by Wynyard Basketball Association
- Wynyard Recreation Ground Female Friendly Changerooms completed except for a few cosmetic matters – predicted to be signed off tomorrow
- Upgrade of storage bay in Somerset Indoor Recreation Centre
- Clubrooms and kitchen amenities @ Somerset Tennis Courts upgraded - managed and funded by user group
- Installation of temporary all abilities toilet facilities @ Langley Park
- Lighting in West Wing of Somerset Indoor Sports Centre upgraded - fluorescents replaced with LEDs
- In ground irrigation installed in Cardigan Street Recreation Ground – completed
- Installation of synthetic run on @ Wynyard Recreation Ground completed.

Upgrades underway

- In ground irrigation installed in Frederick Street Reserve
- Wynyard Yacht Club redevelopment

Upcoming

- Replacement of boundary fencing @ Wynyard Recreation Ground
- Upgrades to existing changerrooms @ Wynyard Recreation Ground using \$100 000 allocated by Australian Government - will seek to make them more female friendly, improve medical room and replace floorcoverings.
- Landscape the inside fence line of the Wynyard Recreation Ground

Desired upgrades currently being considered

- Improved sports lighting @ Cardigan Street Recreation Ground

STATUTORY IMPLICATIONS

Statutory Requirements

There are no statutory implications as a result of this report.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.1 Commit to best practice in community engagement.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
Natural resource management	Managing abundant, natural and productive resources – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

RISK IMPLICATIONS

There are no risk implications as a result of this report.

CONSULTATION PROCESS

There are no consultation requirements as a result of this report.






CONCLUSION

Council will include additional matters raised in the survey in the 20/21 Annual Plan actions
It is recommended that Council note the report.

9.10 OPEN SPACE SPORT & RECREATION FEES AND CHARGES REVIEW

To: Council
Reporting Officer: Manager Community Activation
Responsible Manager: Director Community and Engagement
Report Date: 3 April 2020
File Reference: 001

Enclosures:

1. Final Report Fees and Charges Review 
2. Fees & Charges Review Attachment 1 WWC Fees and Charges 
3. Fees & charges Review - Attachment 2 Pricing Policy 
4. Fees & Charges Review - Attachment 3 - Fee Comparisons - Confidential
5. Fees & Charges Review - Attachment 4 Rating of Community Facilities - Confidential
6. Fees & Charges Review - Attachment 5 Sample Fee Calculations for Heirachical Model 
7. Fees & Charges Review - Sample Maintenance Schedule 

RECOMMENDATION

That Council:

1. **Adopts in principle the 2019/20 Fees and Charges Review of Council Owned or Managed Community Facilities and associated recommendations;**
2. **Authorise Officers to consult with clubs, organisations and users of Council facilities to transition to a hierarchical fee model and all recommendations relating to charges; and**
3. **Adopt the Pricing Policy as recommended.**

PURPOSE

The purpose of this report is to provide consideration of the 2019/20 Fees and Charges Review of Council Owned or Managed Community Facilities (Review). With recommendations that seek to establish a more consistent and equitable fees and charges structure.

BACKGROUND

The Open Space Sport and Recreation Plan 2017-2027 recommended a review of fees, and changes to establish equity, as well as increase recovery of costs across all Council facilities.

There is a fee schedule which is adopted by Council annually, however the application of fees and charges is inconsistent and adhoc with a range of historical arrangements which create advantages and disadvantages depending on the circumstance. The OSSR report recommended a percentage recovery model for all Council facilities.

In 2019 the Fees and Charges Review commenced. This involved a detailed examination of existing fees and charges, consultation with internal and external stakeholders, as well as

examining processes in place with other Councils and liaising with other local government staff. In conducting the 2019 Fees and Charges Review a holistic approach was taken to explore all options, not just the recommended percentage recovery model. This was to ensure that preferred futures for the community would be considered in the application of fees and charges to users of Council owned or managed community facilities.

DETAILS

As a result of the Review Council found that fees for the use of community facilities have traditionally increased on an annual basis, largely guided by increases in the Consumer Price Index (CPI). Fees and charges were inconsistent and did not change to reflect the quality of the amenity or the level of service provided.

The recommendation is that Council installs a fee schedule based on a hierarchical model - where users of higher quality facilities pay more than users of lower quality facilities. A fee recovery model will initially result in some users experiencing increased fees, but there will be fee reductions for some. Ultimately, a hierarchical fee model will result in increased equity for all.

Given the current COVID-19 situation, Council realises that now is not the ideal time to alter fee structures. The Review recommends that for those that will have their fees reduced the result will be immediate but if a fee increase results a transition phase will be offered - the difference between the old and new fees will be phased in over multiple years.

The Review recommends that Council freeze CPI increases of fees, as covered within this report, for an initial three-year period to allow transition to the new arrangements.

STATUTORY IMPLICATIONS

Statutory Requirements

There are no statutory implications as a result of this report.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
We maintain and manage our assets sustainably.
Our Priorities
1.8 Review and adjust service levels to provide value for money.
GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
Our community enjoys access to visually appealing safe spaces and facilities for recreation.
Our Priorities
7.2 Foster opportunity through sustainable development and community engagement.
GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
Long-term sustainable economic growth is achieved through adaptability and innovation.
Our Priorities
4.5 Collaborate with community organisations that provide recreation opportunities to our community.
GOAL 3: Connected Communities
Desired Outcomes

Our community uses its voice to shape its future alongside a strong Council willing to listen and implement where reasonable and practical.

Our Priorities

4.4 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where possible.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

Council will need to adopt a Pricing Policy and associated guidelines to support the implementation of the Review’s recommendations. The Review offers a draft of such.

FINANCIAL IMPLICATIONS

The amount raised by fees and charges associated with community use of Council assets is a small proportion of Council’s overall budget. The Review did not seek to increase Councils income from community use of its facilities - it sought a more consistent and equitable fees and charges regime.

The financial implications of this report are not fully known and might include an initial loss to Council’s income given some users will enjoy reduced fees. Equally there might be a small increase as the situation is normalised over the three-year transition period. Once the transition period has expired Council can revisit the situation and employ fee increase - or reductions as required.

RISK IMPLICATIONS

The current inconsistent and inequitable fees and charges regime exposes Council to reputational risk.

It is hoped that this risk can be reduced with actioning elements of this fees and charges review.

It is anticipated that some suggested changes will be warmly welcomed, but other changes may face resistance.

If increases in fees and charges are met with resistance those experiencing financial hardship will be offered both a transition period and the opportunity to seek relief.

CONSULTATION PROCESS


Significant consultation will be required with the community during the rolling out of the Review's recommendations and will be supported by the employment of a transition phase for those required to pay higher fees.

CONCLUSION

It is recommended that Council adopts in principle the Final Report on the 2019/20 Fees and Charges Review of Council owned or managed community facilities and associated recommendations.

In addition, it is recommended that Council provides Council officers with permission to undertake community consultation with the objective of installing a hierarchical fee model and all recommendations relating to charges.

9.11 ANNUAL PLAN 2019/2020 - QUARTERLY PROGRESS REPORT

To: Council
Reporting Officer: Executive Officer - Governance and Performance
Responsible Manager: Director Organisational Performance
Report Date: 25 March 2020
File Reference: 004.10
Enclosures: 1. Annual Plan Progress Report to 31 March 2020 

RECOMMENDATION

That Council note the 2019/20 Annual Plan progress report for the period ending 31 March 2020.

PURPOSE

This report is provided as an update on progress against the Annual Plan for the year ending 30 June 2020.

By providing a regular update Council can see how the organisation is tracking in the delivery of commitments made to the community through the Annual Plan.

BACKGROUND

The Annual Plan and Budget Estimates is developed by Council each year outlining key activities and initiatives for the year.

The Council adopted the 2019/20 Annual Plan and Budget Estimates on 24 June 2019.

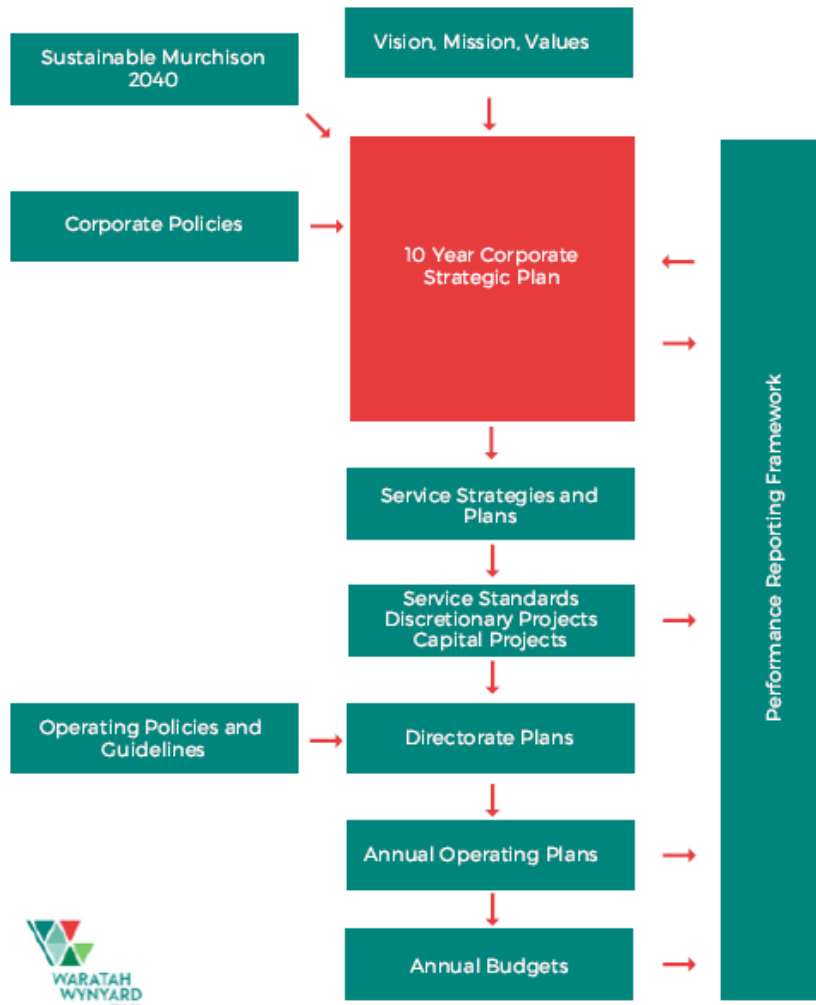
DETAILS

The **attached** report provides an update on the progress of actions included in the Council's Annual Plan 2019/20.

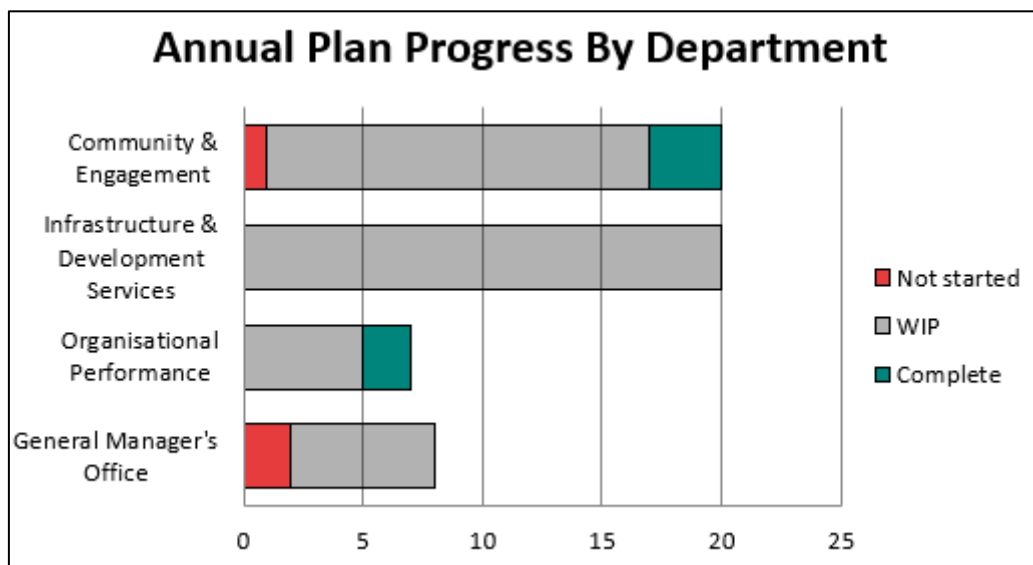
Councils 10 Year Corporate Strategic Plan 2017/27 was adopted in December 2016. The Annual Plan and Budget Estimates link to the achievement of the Strategic Plan within an overall planning framework.

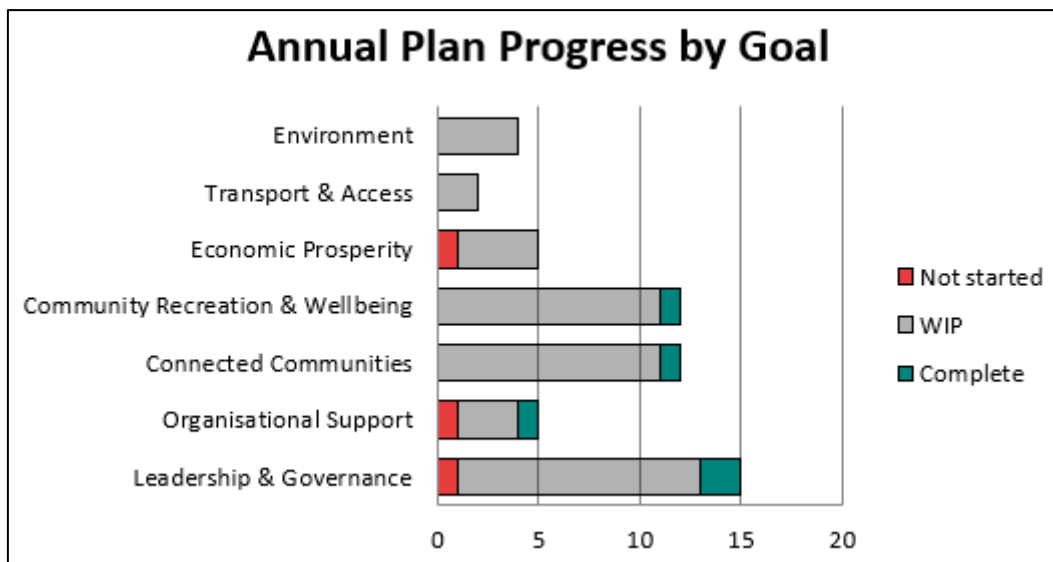
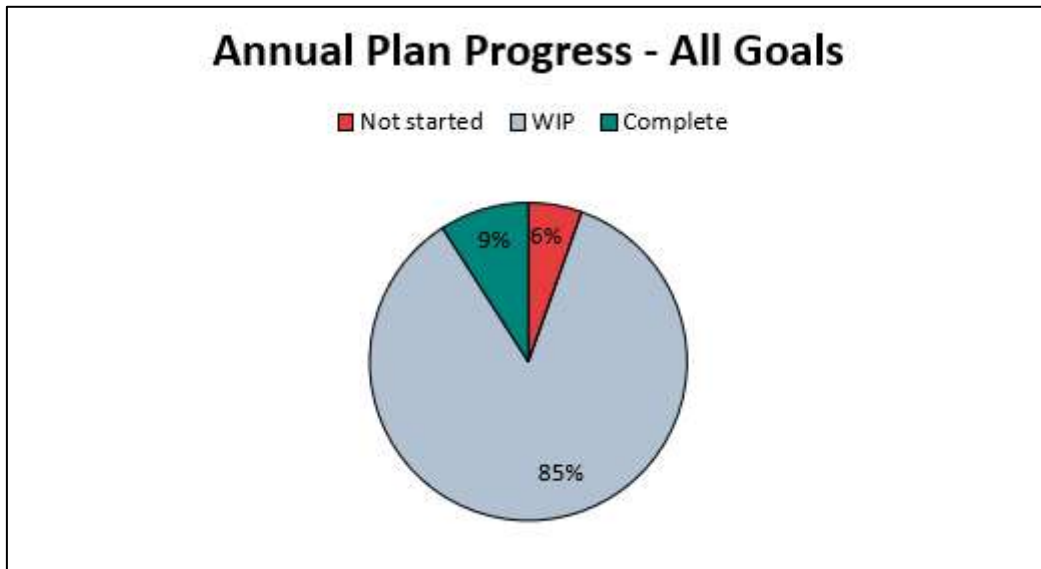
The framework guides Council in identifying community needs and aspirations over the long term (Our Mission, Vision & Values), medium term (Strategic Plan) and short term (Annual Plan and Budget Estimates) and holds itself accountable through the Audited Financial Statements and Annual Report.

The activities and initiatives included in the Annual Estimates contribute to achieving the strategic objectives specified in the Strategic Plan. The diagram below depicts the strategic planning framework of Council.



The following graphs show the overall progress made to date:





There is a total of 60 actions within the Annual Plan.

Of the 60 actions:

- 5 actions are 100% complete
- 35 actions are between 90% and 100% complete
- 6 actions are between 70% – 90% complete
- 14 actions are less than 70% complete

Seven Actions highlighted to be deferred to 20/21 are as follows:

Action	Progress	Department
5.1.3.1	Review and update the Tourism Plan (2011-2020)	Tourism & Marketing
1.2.1.1	CFWD 2018/19 Conduct internal review of the management of public halls (Assets and Facilities Group)	Asset Services
1.2.1.1	Undertake a review of town planning services	Development & Regulatory Services
5.4.2.1	Develop & deliver a Settlement Strategy to guide future growth and development within the municipality	Development & Regulatory Services
7.2.1.1	Tasmanian Planning Scheme Implementation	Development & Regulatory Services
3.1.1.1	CFWD 2018/19 Design, develop and implement the next stage of Coastal Pathway – Cooee to Wynyard	Infrastructure & Development Services
4.1.1.1	Undertake Wynyard Recreation Ground changeroom construction	Infrastructure & Development Services

STATUTORY IMPLICATIONS

Statutory Requirements

The Annual Plan is prepared as part of the Budget Estimate process and is required under the Local Government Act 1993:

71. Annual plan

(1) A council is to prepare an annual plan for the municipal area for each financial year.

(2) An annual plan is to –

- (a) be consistent with the strategic plan; and*
- (b) include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and*
- (c) include a summary of the estimates adopted under section 82; and*
- (d) include a summary of the major strategies to be used in relation to the council's public health goals and objectives. The Annual Plan is part of a larger strategic planning framework.*

STRATEGIC IMPLICATIONS

The plan is consistent with the Waratah-Wynyard Corporate Strategic Plan 2017/27 and the Sustainable Murchison Community Plan 2040.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

RISK IMPLICATIONS

There are no risk implications as a result of this report.

CONSULTATION PROCESS

There are no consultation requirements as a result of this report.

CONCLUSION

That the Council note the 2019-2020 Annual Plan Progress Report.

9.12 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2020

To: Council
Reporting Officer: Accountant
Responsible Manager: Director Organisational Performance
Report Date: 2 April 2020
File Reference: 1
Enclosures: Nil

RECOMMENDATION

That the Council notes Financial Reports for the period ended 31 March 2020.

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

- Underlying Position
- Balance Sheet
- Statement of Cashflows
- Cash Position
- Rate Summary
- Capital Works Summary

STATUTORY IMPLICATIONS

This special purpose financial report is prepared under *Australian Accounting Standards* and the *Local Government Act 1993*.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL
Desired Outcomes
We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.8 Review and adjust service levels to provide value for money.
2.2 Facilitate effective knowledge management practices.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

RISK IMPLICATIONS

There are no risk implications as a result of this report.

CONSULTATION PROCESS

There are no consultation requirements as a result of this report.

COMMENT

Overall Council is currently in a strong financial position with strong liquidity and cash flow, low debt levels, assets that are in good condition, and an ability to satisfactorily fund its asset renewal requirements.

Councils operating budget has improved in recent years and because operations are being run in a sustainable manner, Council is well paced to manage the impacts of the COVID-19 pandemic.

Council's operating performance in the current financial year has been favourable to date. Restrictions in place because of the COVID-19 pandemic will impact on Councils financial results for the current financial year.

Some business units will be significantly impacted including child care operations, sporting ground, public halls and Wonders of Wynyard. Given YTD performance has been strong, it is expected that the impacts on this financial year's results will be able to be managed and Council is forecasting to be within budget overall for the year.

The operating environment and deteriorating economic conditions will present an increased level of financial risk to Council over the coming 12 months and some volatility in income and expenditures is expected.

Council officers continue to work through the issues and budget estimates for next financial year.

Underlying Position

The Underlying Position Statement shows the performance of Council's day to day operations.



UNDERLYING POSITION STATEMENT As at 31 March 2020		Note	YTD ACTUAL	YTD BUDGET	% VARIANCE	YTD VARIANCE	ANNUAL BUDGET
RECURRENT INCOME							
Rate Revenue	1	11,384,941	11,331,753	0%	(53,188)	✓	11,331,753
User Charges	2	1,787,203	1,997,872	11%	210,669	✗	2,612,127
Reimbursements/Contributions		441,930	431,588	-2%	(10,342)	✓	709,309
Grants and Subsidies	3	2,440,804	1,705,417	-43%	(735,387)	✓	3,935,369
Interest		178,196	168,678	-6%	(9,518)	✓	225,000
Distributions from Water Corporation		281,000	252,900	-11%	(28,100)	✓	562,000
		16,514,074	15,888,208	-4%	(625,866)	✓	19,375,558
RECURRENT EXPENDITURE							
Employee Costs	4	4,851,868	5,359,738	-9%	(507,870)	✓	6,997,884
State Levies	5	297,150	392,971	-24%	(95,821)	✓	530,608
Remissions & Discounts		395,785	401,695	-1%	(5,910)	✓	401,695
Materials & Contracts	6	5,143,784	5,211,317	-1%	(67,533)	✓	6,715,265
Depreciation		3,182,737	3,202,776	-1%	(20,039)	✓	4,272,038
Gain/(Loss) on Disposal	7	(52,918)	56,583	-194%	(109,501)	✓	75,480
Borrowing Costs		16,357	24,210	-32%	(7,853)	✓	32,293
Other Expenses		179,540	169,812	6%	9,728	✗	264,422
		14,014,302	14,819,102	-5%	(804,800)	✓	19,289,685
SURPLUS/(DEFICIT)		2,499,772	1,069,106	-134%	(1,430,666)	✓	85,873
CAPITAL ITEMS							
Capital Grants/Contributions	8	453,763	704,330	36%	250,567	✗	2,966,131
Derecognition of Assets		-	-				
Asset Recognition		-	-				
COMPREHENSIVE SURPLUS/(DEFICIT)		2,953,535	1,773,436	-98%	1,180,099		3,052,004

Actual v Budget YTD Variance Legend		Income	Expenditure		
> 0%	< 0%	✓	Favourable		
=< 0%	=> 0%	!	Insignificant		
< -2%	< -2%	✗	Unfavourable		

Underlying Position (continued)

Note	Commentary
1	Rates levied are consistent with the annual budget estimates. Supplementary rates are not allowed for in the budget estimates and therefore as a result, a favourable variance to budget is anticipated for the year.
2	<p>User charges are below budget and are expected to be unfavourable to budget for the year due to an anomaly detected in the budget calculation for utilisation for child care. Utilisation for the WarWyn Early Learning Centre has also been lower than anticipated.</p> <p>User charges for other facilities will also be lower for the remainder of the year due to COVID-19 restrictions including Wonders of Wynyard, public halls, and sporting grounds and facilities.</p> <p>Child care operations will be significantly impacted by the COVID-19 restrictions. Council officers are currently reviewing operations in context of recently announced government initiatives to ensure the ongoing sustainability of child care services to the community.</p>
3	YTD variance for grants and subsidies relates to timing of receipts. All budgeted granted are expected to be received by year end.
4	Wages are tracking favourably to budget predominantly due to vacancy savings. Expenditure will increase over the remainder of the year as vacancies are filled. Overall employment costs will be favourable to budget for the year.
5	State fire levies will be fully spent by year end. The ytd favourable variance relates to the timing only of fire service payments.
6	Materials & Contracts are expected to be favourable to budget at year end due to a reduction in special project expenditure. A progress report on the annual plan strategic initiative is provided in this agenda.
7	Variance to budget is due to transactions relating to asset disposals scheduled to occur in June. No variance to budget at year end is expected.
8	YTD variance for capital grants relates to timing of receipts. All budgeted granted are expected to be received by year end.

Balance Sheet

This report provides a balance sheet of the Council's Assets and Liabilities as at 31 March 2020 against Year-End budget.



BALANCE SHEET	YTD Actual	Budget
As at 31 March 2020	\$	\$
Current Assets		
Cash & Cash Equivalents	13,002,841	6,272,242
Receivables	514,632	891,000
Inventories	114,603	227,000
Land For Resale	110,182	-
Other Current Assets	3,980	190,000
Total Current Assets	13,746,237	7,580,242
Non-Current Assets		
Property, Plant and Equipment	160,969,144	168,822,714
Investment in Water	51,687,318	46,117,782
Total Non-Current Assets	212,656,462	214,940,496
Total Assets	226,402,700	222,520,738
Current Liabilities		
Payables	509,421	1,418,407
Interest-Bearing Liabilities	58,451	119,862
Employee Provisions	1,696,838	1,696,838
Provisions	-	226,907
Total Current Liabilities	2,264,710	3,462,014
Non-Current Liabilities		
Interest-Bearing Liabilities	870,174	750,312
Employee Provisions	63,146	191,123
Provisions	216,999	215,484
Total Non-Current Liabilities	1,150,319	1,156,919
Total Liabilities	3,415,029	4,618,933
Net Assets	222,987,671	217,901,805
Equity		
Current Year Result	2,953,535	3,052,004
Accumulated Surplus	154,110,750	152,951,554
Reserves	65,923,386	61,898,247
Total Equity	222,987,672	217,901,805

Statement of Cashflows

This report provides details of cash movements and balances for the current financial year to 31 March 2020. Total cash and investments as at 31 March was \$13,002,841.



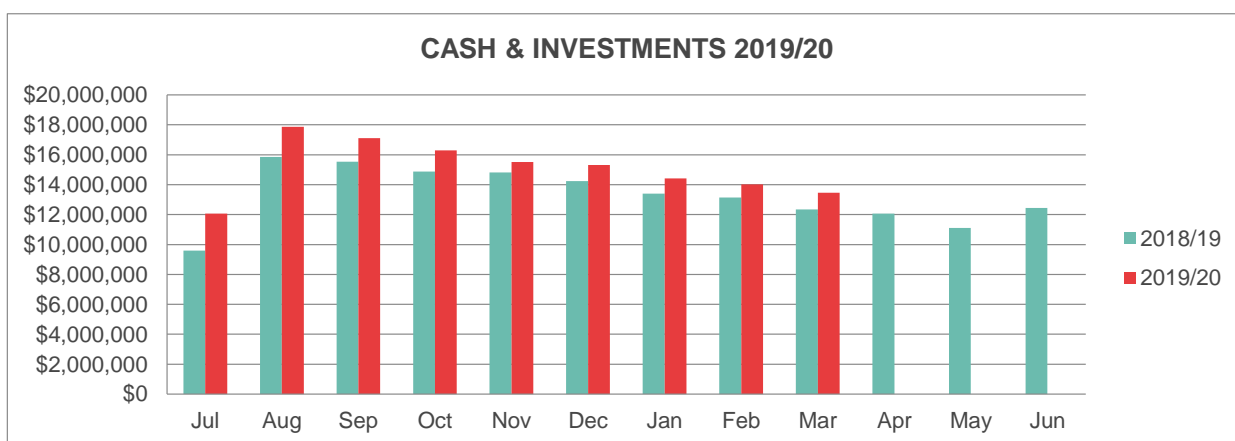
STATEMENT OF CASHFLOWS	YTD Actual
As at 31 March 2020	\$
Cash flows from operating activities	
Employee Costs	(4,989,427)
Materials and Contracts	(5,865,872)
State Levies	(297,150)
Other Expenses	(575,325)
Rates and Charges	11,398,507
User charges	1,969,750
Interest	178,196
Reimbursement of Expenses	579,489
Government Grants	1,414,161
Net Cash provided by (used in) operating activities	3,812,329
Cash flows from investing activities	
Payments for Property, Plant and Equipment	(4,993,775)
Investment revenue from Water Corporation	281,000
Proceeds from Sale of Property, Plant and Equipment	55,800
Capital grants	1,480,406
Net cash provided by (used in) investing activities	-3,176,569
Cash flows from financing activities	
Borrowing Costs	(16,357)
Loan Drawdowns (Repayments)	-
Loan Repayments	(57,486)
Net cash provided by financing activities	-73,843
Net (Decrease) in Cash Held	561,917
Cash at beginning of year	12,440,924
Cash at end of period	13,002,841

Cash Position

The following table provides an outline of Council's cash and investment portfolio as at 31 March 2020. As investments mature, Council's investment portfolio will be diversified in line with the requirements of the newly adopted Investment Policy.



CASH POSITION		\$	INVESTMENTS		\$	Weighted Average Return
As at 31 March 2020						
Deposits	12,000,000		Commonwealth Bank	1,001,242		0.00%
			Investments			
			ING	6,000,000		1.37%
			ME Bank	6,000,000		1.41%
Petty Cash and Till Floats	1,600		Petty Cash and Till Floats	1,600		
Trading Account	1,001,242					
BALANCE (ALL ACCOUNTS)	<u>13,002,842</u>			<u>13,002,842</u>		1.35%



RBA Cash Rate* 0.250
90 Day BBSWs Rate** 0.373

*source: www.rba.gov.au as at 1 April 2020

**source: <https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf> as at 1 April 2020

All cash investments are in compliance with Council's Investment Policy (FIN.004).

Rates Summary

The following table provides the detail of Council's Rates and Charges levied compared with the same time last year.

Rates and Charges collected as at 31 March are behind that collected as at the same time last year. There is a total of 702 assessments with outstanding rates and charges (609 as at same time last year). Legal action has been suspended due to the economic impact of the COVID-19 pandemic.

Council will consider a Hardship Relief Policy at this meeting which encourages ratepayers to work with Council to enter a special payment arrangement. Officer will focus its debt collection activities towards working with ratepayers to enter payment arrangements over the coming weeks.



RATE SUMMARY		2019/20		2018/19	
For the period 1 July 2019 to 31 March 2020		%	\$	%	\$
<i>Notice Issue Date - 2 August 2019</i>					
OUTSTANDING RATE DEBTORS (As at 1 July 2019)	4.27	507,597	3.90	452,217	
ADD CURRENT RATES AND CHARGES LEVIED (including penalties)	95.73	11,384,941	96.10	11,156,410	
GROSS RATES AND CHARGES DEMANDED	100.00	11,892,538	100.00	11,608,627	
LESS RATES AND CHARGES COLLECTED	88.85	10,566,623	89.31	10,367,179	
REMISSIONS AND DISCOUNTS**	8.26	982,813	8.33	966,941	
	97.11	11,549,436	97.64	11,334,120	
ADD PROPERTIES IN CREDIT	(3.69)	438,770	(3.43)	398,324	
UNPAID RATES AND CHARGES * (includes Deferred Rates)	6.57	781,872	5.80	672,831	
**REMISSIONS AND DISCOUNTS		2019/20		2018/19	
Discount		388,328		388,862	
Pensioner Rebates		587,028		571,879	
Council Remissions and Abandonments		7,457		6,200	
		<u>982,813</u>		<u>966,941</u>	
* Number of Assessments	702				

Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2019/2020 Capital Works program. Timing of expenditure is based on the works plan and actual spend, and not reflective of the actual progress of the Capital Work, which is detailed under Capital Program Monthly Progress.



CAPITAL WORKS SUMMARY		Actual	Budget	% Spend of Budget	Forecast	Forecast	Projected
As at 31 March 2020		\$	\$		\$	Variance	C/Forward
Governance							
Multi Use Community Facility		197,030	3,813,698	5.17%	813,698	-	3,000,000
New Board Walk and Seawall Renewal	1	1,012,773	495,077	204.57%	1,012,773	517,696	-
Other		198,921	381,974	52.08%	356,159	4,185	30,000
		1,408,723	4,690,749	30.03%	2,182,629	521,880	3,030,000
Strategic & Financial Services		139,194	320,000	43.50%	320,000	-	-
Organisational Performance		51,660	99,131	52.11%	99,131	-	-
Community Services							
Children Services		3,397	69,868	4.86%	9,868	-	60,000
Tourism		2,984	4,500	66.31%	4,500	-	-
General		24,120	62,174	38.79%	62,174	-	-
		30,501.01	136,542	22.34%	76,542	-	60,000
Engineering Services							
Depot		32,650	98,255	33.23%	98,255	-	-
Plant	2	664,565	791,777	83.93%	833,669	41,892	-
		697,215	890,032	78.34%	931,924	41,892	-
Waste Management		34343.83	25,000	137.38%	34,344	9,344	-
Public Conveniences		64132.39	115,658	55.45%	115,720	62	-
Transport							
Re-Sheeting	3	396,966	721,288	55.04%	732,703	11,415	-
Reseals - Rural		29,123	234,207	12.43%	234,207	-	-
Reseals - Urban		18,395	158,660	11.59%	158,660	-	-
Footpaths		82,637	192,605	42.90%	192,605	-	-
Bridges		10,125	10,000	101.25%	10,125	125	-
Somerset CBD		245,573	261,332	93.97%	261,332	-	-
Wynyard CBD		52,779	500,000	10.56%	500,000	-	-
General	3	286,040	538,227	53.14%	557,465	19,238	-
		1,121,636	2,616,319	42.87%	2,647,096	30,778	-
Sporting Facilities							
Wynyard		507,867	1,022,927	49.65%	940,816	82,111	-
Somerset		158,026	199,970	79.02%	200,705	735	-
		665,893	1,222,897	54.45%	1,141,521	81,376	-
Parks & Gardens							
Wynyard	4	544,767	1,297,467	41.99%	1,314,426	16,959	-
Somerset		15,224	150,000	10.15%	50,000	-	100,000
General		112,516	178,708	62.96%	123,514	727	55,921
		672,507	1,626,175	41.36%	1,487,940	17,686	155,921
Stormwater Drainage							
Stormwater Pipe Replacement/Upgrades	5	74,358	74,564	99.72%	208,873	134,309	-
General		20,361	46,000	44.26%	46,000	-	-
		94,719	120,564	78.56%	254,873	134,309	-
Total Capital Works Program 2019/20	6/7	4,980,524	11,863,067	41.98%	9,291,720	674,574	3,245,921

- Notes**
- 1 Project over budget due to the site conditions and additional foundation works required on the Sea Wall for the Boardwalk
 - 2 Forecast updated to include additional capital expenditure associated with the new street sweeper as reported to Council on 21/10/2019
 - 3 Works over budget due to additional works performed at time of work. Expecting some transport capital works to come in under budget with year end overall anticipated to be consistent with budget
 - 4 Zig Zag track over budget due to variation of additional drainage works required during construction
 - 5 Forecast Capital Works Program updated to include Port Road Boat Harbour drainage amendment approved by Council on 21/10/19
 - 6 Budget Capital Works Program updated to include revised capital expenditure estimates approved by Council on 16/09/19
 - 7 Forecast updated to reflect actual expected spend by 30 June 2020, with added Projected Carried Forward spend to 2021

2019/20 Capital Program Monthly Progress Report

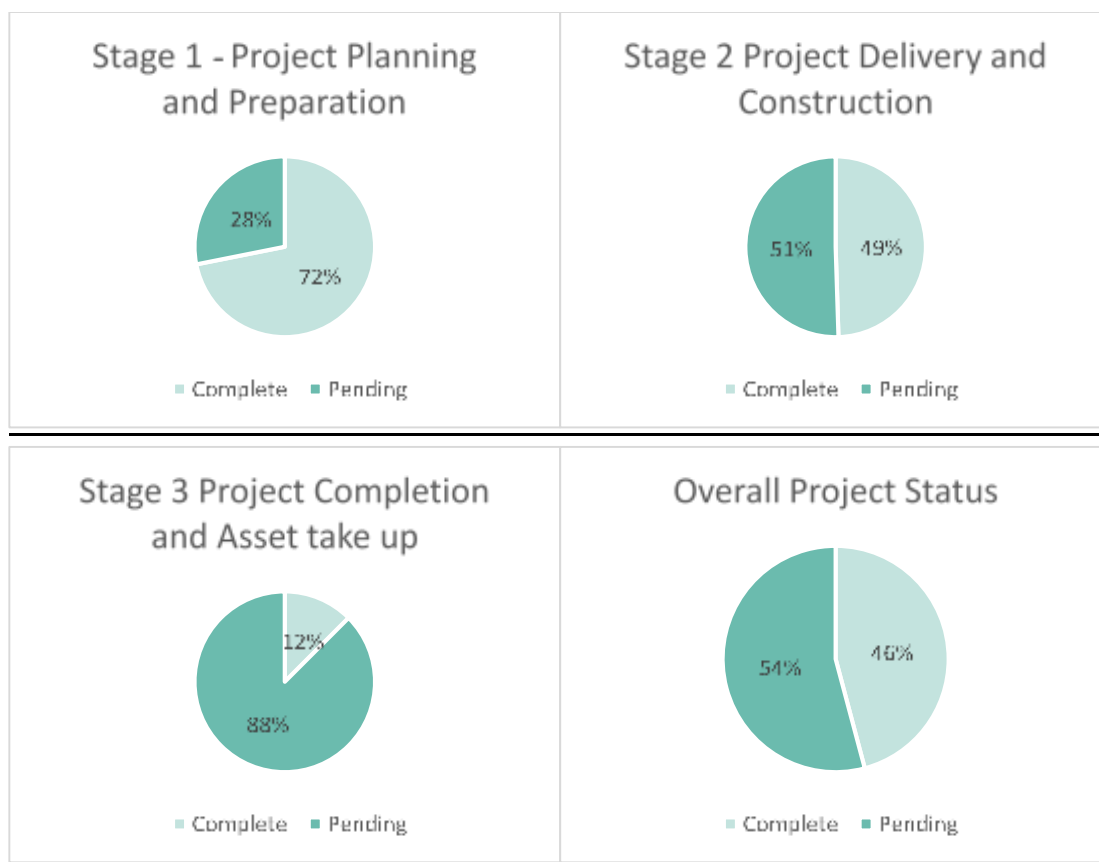
The capital works program was on target for completion until the impact of COVID 19. There are now some delays with contractors, suppliers and limitations as to Council work crews performing tasks within government restrictions. Assessment is still being made on the full impact however some projects will have a carry forward element.

The overall project status completion is provided for each category of the program in the table below.

Section	Total Project Completion (%)
Governance	45.84
Strategic & Financial Services	48.13
Community Services	53.33
Engineering Services	36.93
Waste Management	75.00
Public Convenience	75.00
Transport	75.16
Sporting Facilities	62.29
Parks and Gardens	58.85
Stormwater Drainage	47.50
Special Projects	52.08

Status %	Stage
Between 0% and 25%	Stage 1 - Project Preparation including, design, permits, tender and consultation
Between 25% and 75%	Stage 2 - Project construction and delivery
Between 75% and 100%	Stage 3 - Project Completion including asset take up, defects liability period, construction approval, as constructed drawings

GOVERNANCE

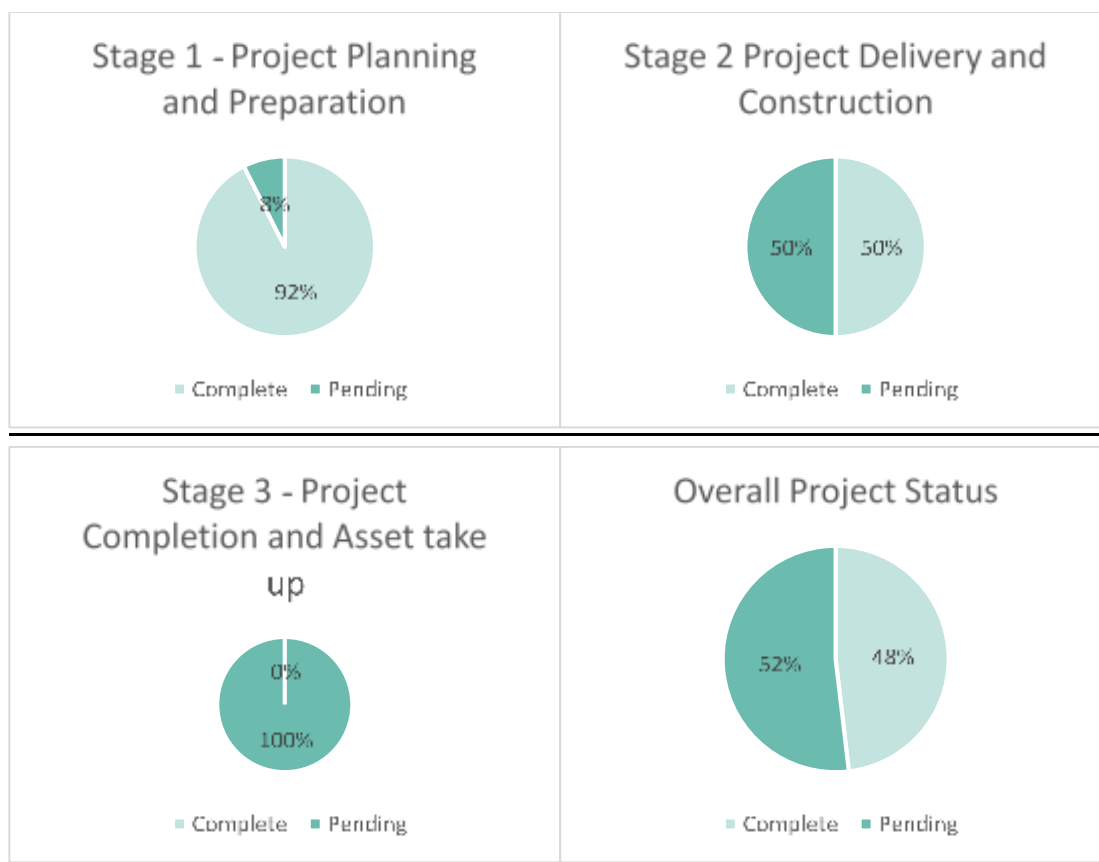


Projects	Status (%)
Renew Chambers Facia & Eaves	3.75
Replace Chambers Atrium Roof	100.00
Council Chambers Security Improvements	73.00
RSL Honour Board	22.50
Multi Use Community Facility	17.50
Wynyard Wharf Entrance Augmentation	75.00
New Boardwalk and Seawall Renewal	75.00
HR Management System	0.00

Key project milestones/updates:

- Tender submissions for Multi Use Community Facility being reviewed.
- Council Chambers security improvements nearing completion.

STRATEGIC AND FINANCIAL SERVICES

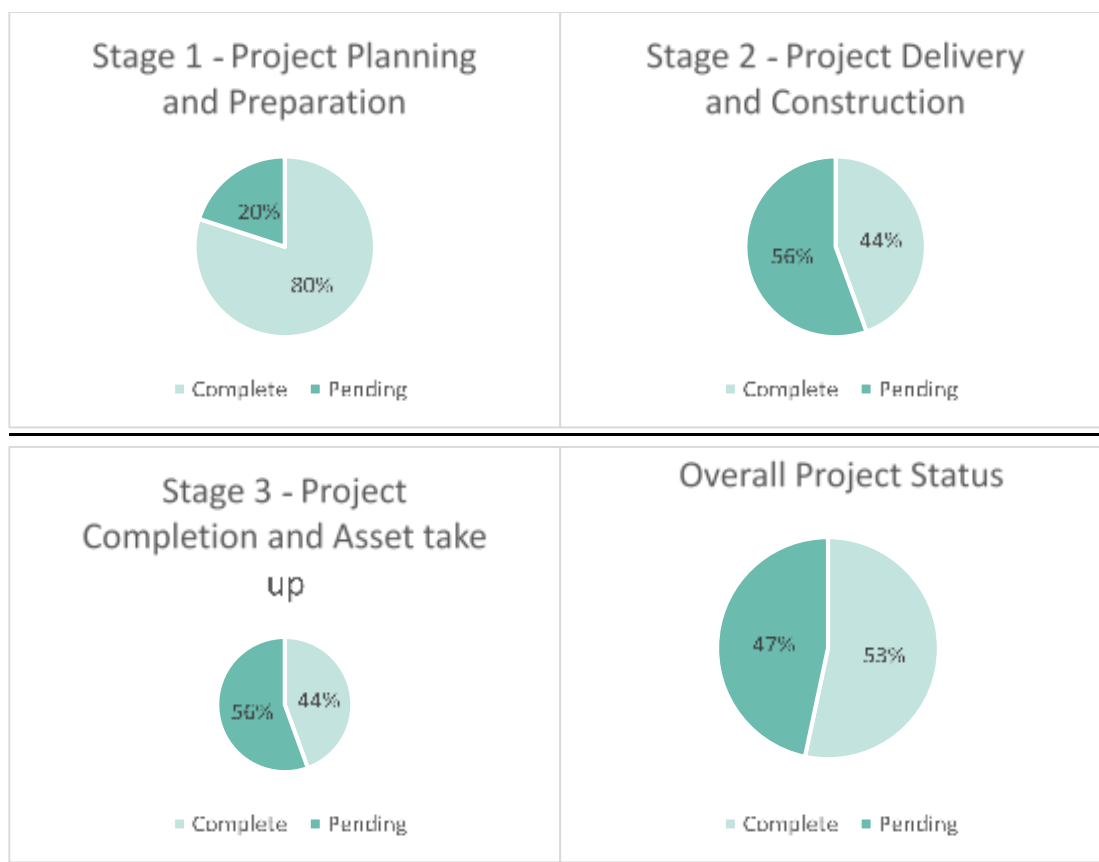


Projects	Status (%)
Finance/Assets Software	40.00
CCTV Cameras	60.00
IT Replacement	67.50
Aerial Imagery Upgrade	25.00

Key project milestones/updates:

- IT replacement progressing forward.
- CCTV Cameras currently being rolled out.
- Aerial Imagery Upgrade on hold due to COVID 19

COMMUNITY SERVICES

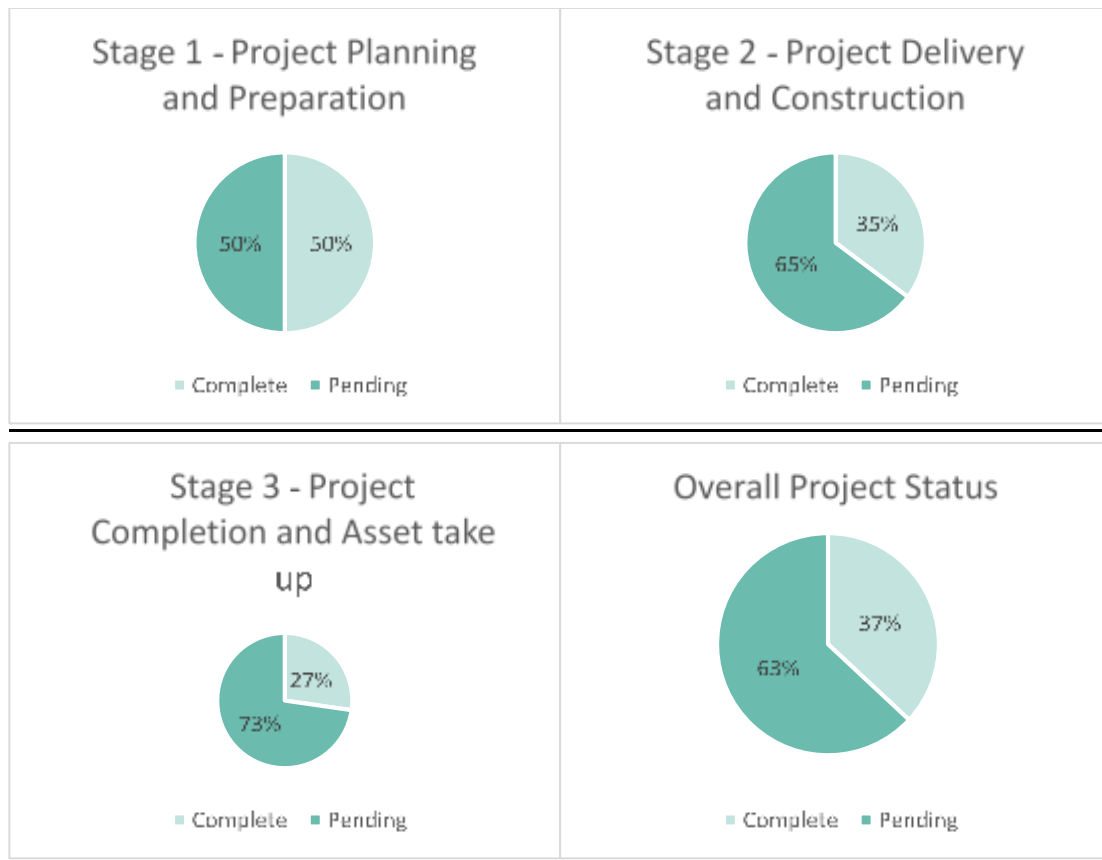


Projects	Status (%)
Links Child Care Security Door	100.00
Links Child Care Playground Replacement	20.00
Links Child Care Drainage Upgrade	25.00
Duress Alarm – WOW	100.00
Waratah Museum Veranda Enclosure	100.00
Online Booking System	20.00
Public Art	12.50
Somerset Xmas Decorations	100.00
Skate Park Art Boards	2.50

Key project milestones/updates:

- Skate Park Art Boards expected to commence this month.

ENGINEERING SERVICES

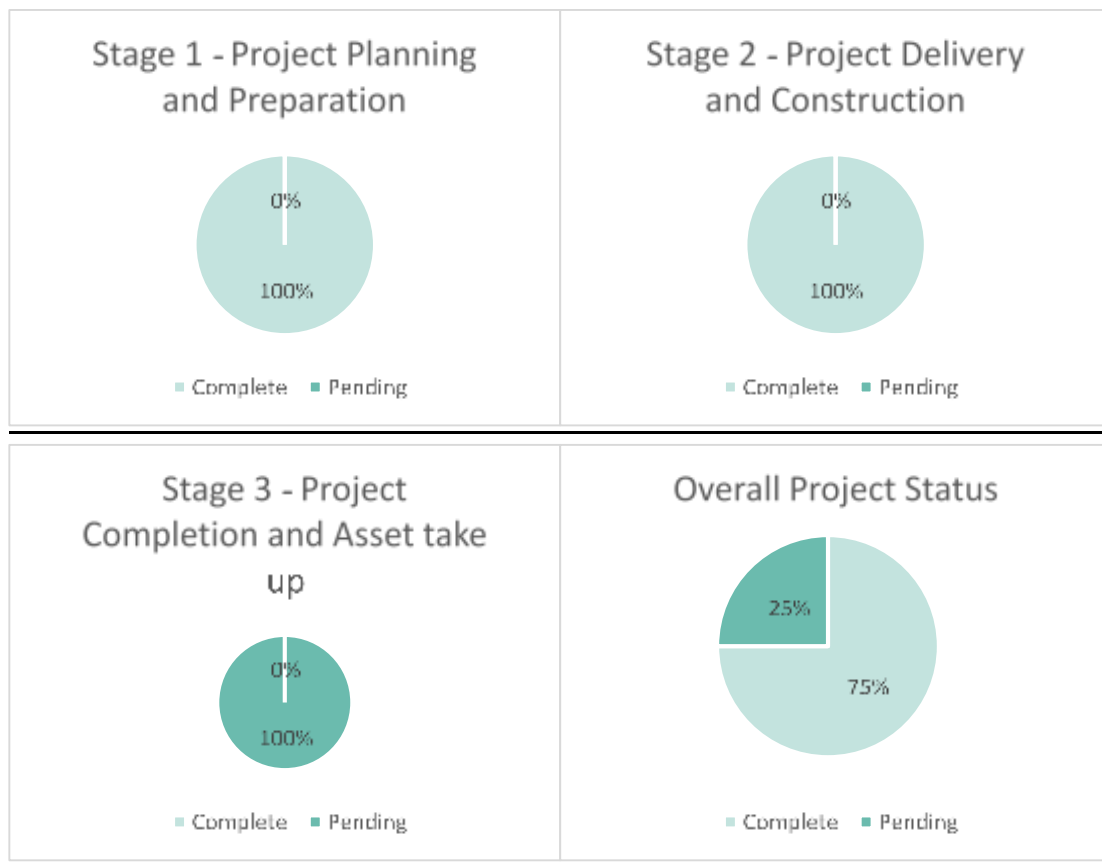


Projects	Status (%)
Asset System Upgrade	35.00
360° Site Camera	100.00
Depot Trade Waste System	32.50
Depot Car Park & Security	70.00
New Radio System	25.00
10' Grader Blade	0.00
8' Grade Blade	0.00
Plant & Fleet Vehicles	36.67

Key project milestones/updates:

- New street sweeper arrived and training in its use currently being undertaken

WASTE MANAGEMENT

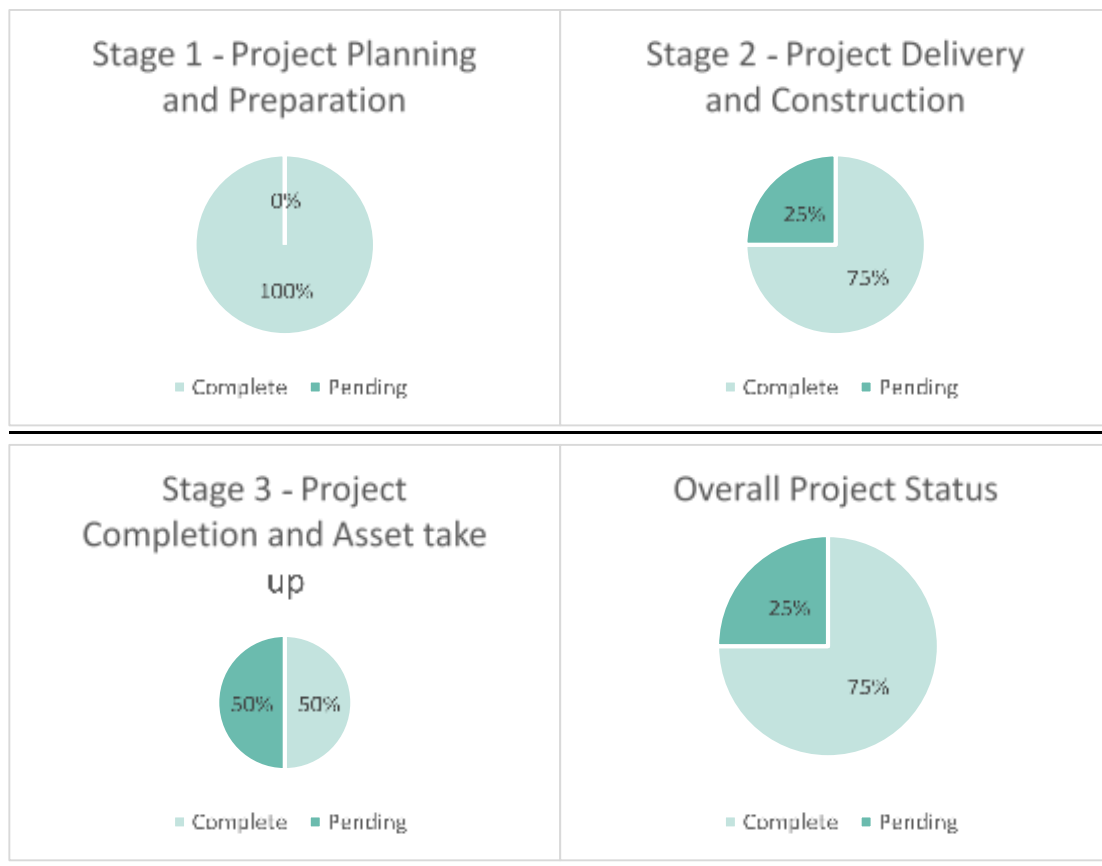


Projects	Status (%)
Relocate RV Dump Point	75.00

Key project milestones/updates:

- RV Dump Point completed and being used

PUBLIC CONVENIENCE

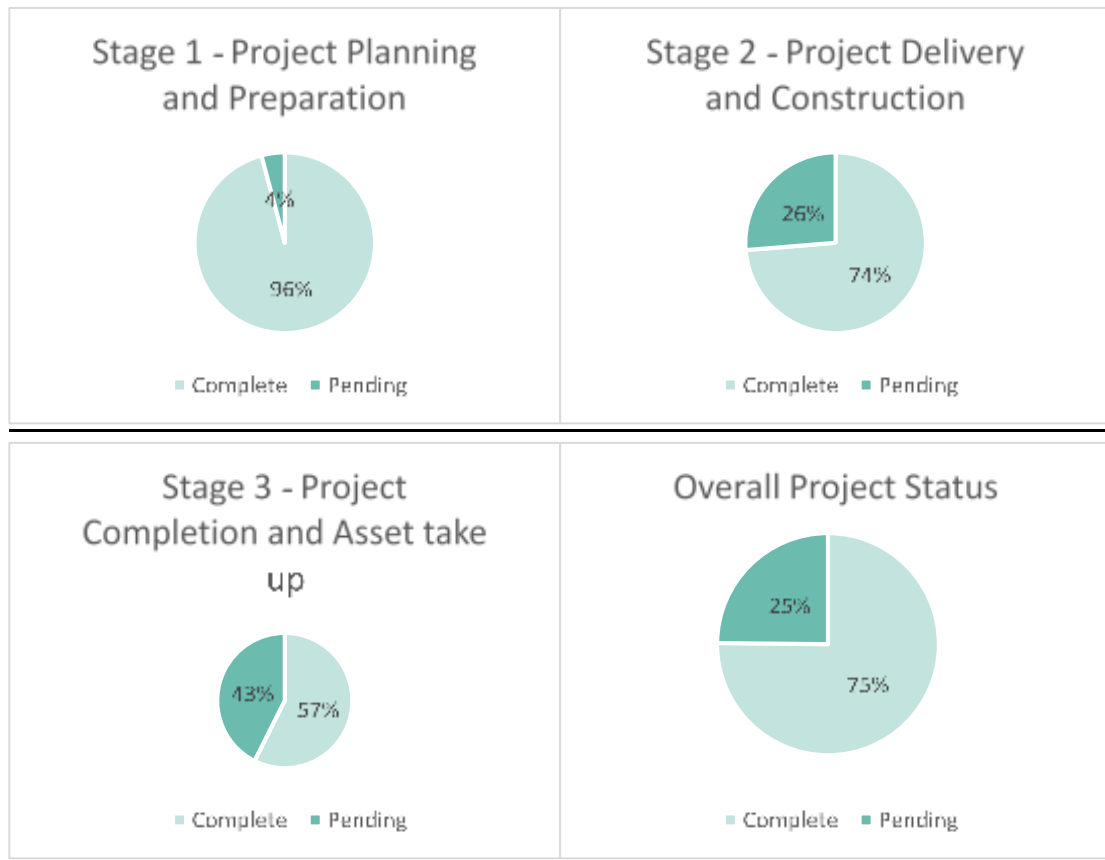


Projects	Status (%)
Boat Harbour Beach Toilets Stainless Steel Lining	100.00
East Wynyard Foreshore Toilets	50.00

Key project milestones/updates:

- East Wynyard Foreshore Toilet construction well underway.

TRANSPORT



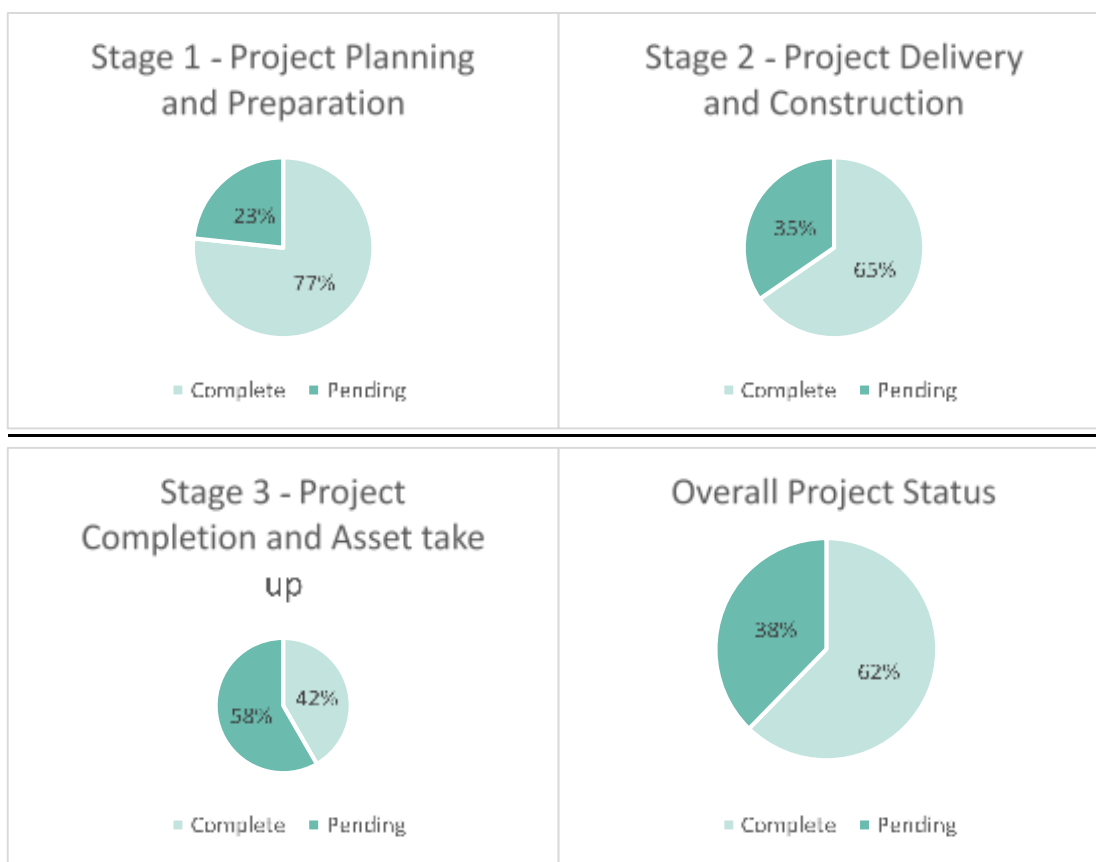
TRANSPORT Cont.

Projects	Status (%)
Re-Sheeting	67.05
Rural Reseals	100.00
Urban Reseals	100.00
Footpath Repairs Dodgin to Wharf Entry	75.00
Urban Footpaths (DDA)	55.00
Belton St/Frederick St Footpath	75.00
Bridge St Footpath	37.50
Woolworths Car Park	100.00
Somerset CBD Art	17.50
Somerset Master Plan	70.00
Railway Int. Window Replacement	100.00
Rural Road Junctions	72.50
Wynyard CBD Bins	30.00
57 Jackson St Retaining Wall	75.00
96 Jackson St Retaining Wall	18.75
Wynyard CBD Heavy Vehicle Signs	100.00
Jackson St – VRU Link	20.00
Goldie St – Ped Crossing	5.00
Exhibition Link VRU Link	20.00
Tennis Court Road – Speed Humps	75.00
Big Creek Guard Rail (Inglis St)	12.50
Park St – DDA Compliant Parking Bays	62.50
Wynyard CBD Plaza	25.00
Rural Road Bridges – Upgrade Approaches	75.00

Key project milestones/updates:

- Rural road re-seals complete
- Urban road re-seals complete
- Re-sheeting and reseal work currently underway and progressing well
- Design of 96 Jackson St retaining wall nearing completion

SPORTING FACILITIES

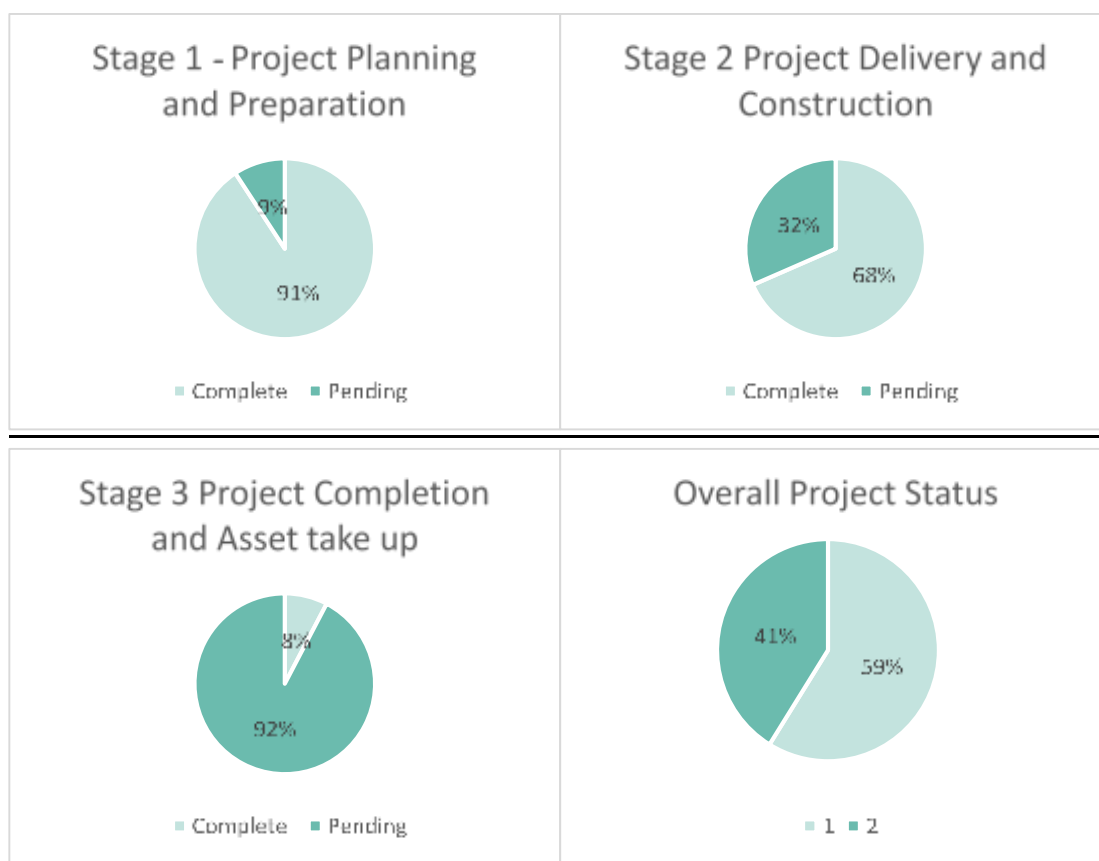


Projects	Status (%)
Wynyard Rec Change Rooms	67.50
Wynyard Rec Fence Replacement	30.00
Wynyard Sports Centre Line marking	100.00
Wynyard Tennis Upgrade Lights	100.00
Wynyard Wharf Damaged Pylons	100.00
Frederick St Underground Irrigation	70.00
Somerset Soccer Fence and Security	0.00
Somerset Rec Replace Box Gutters	100.00
Somerset Rec Install LED Lights West Wing	100.00
Langley Park Grease Trap	2.50
Somerset Surf Club Grease Trap	2.50
Cardigan St Underground Irrigation	75.00

Key project milestones/updates:

- Frederick St irrigation works nearing completion.

PARKS AND GARDENS

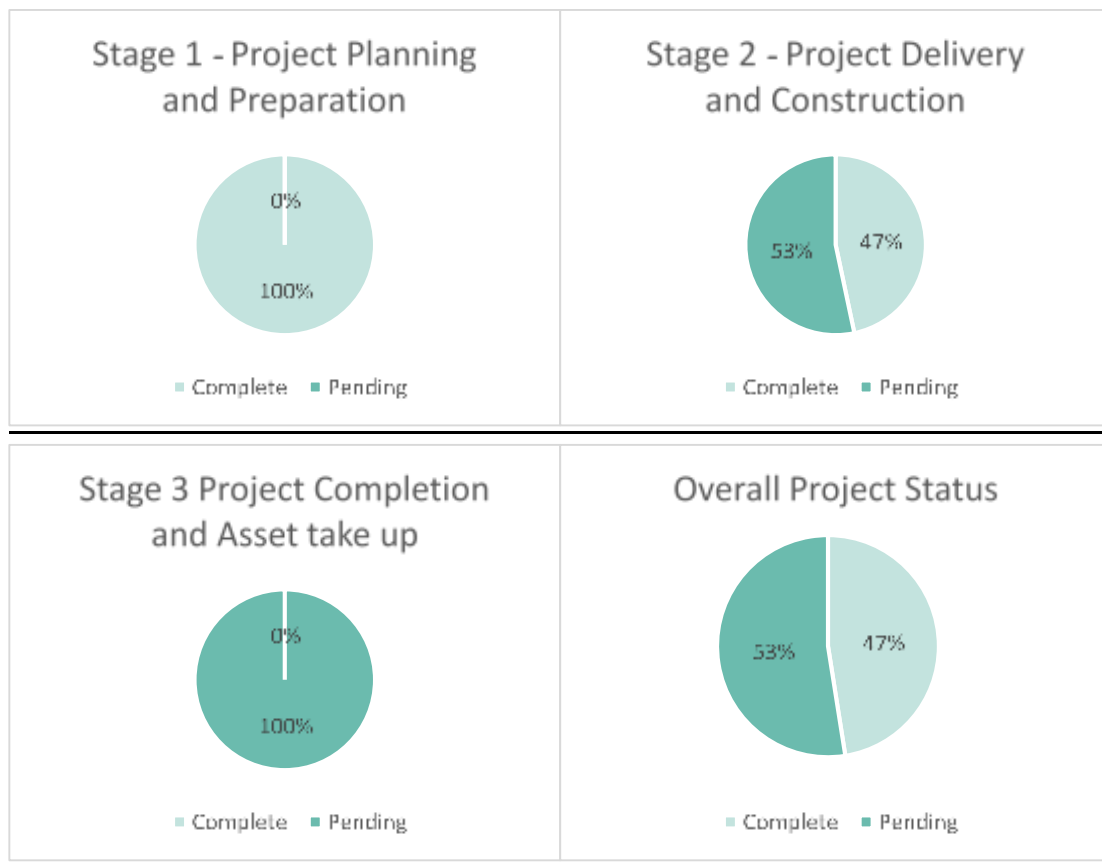


Projects	Status (%)
Camp Creek Remediation	72.50
Camp Creek Ped Bridge	75.00
East Wynyard Foreshore Playground	25.00
Guttridge Gardens Replace Fence	100.00
Bollard Replacement	40.00
Zig Zag Track	75.00
Inglis River Telford Creek Bridge	75.00
ANZAC Park Playground	7.50
BBQ Renewals	65.00
Parks Furniture Renewals	65.00
Waratah Falls – Lookout Track	75.00
Sisters Beach – Access Repairs	75.00
Sisters Beach Hardstand	12.50

Key project milestones/updates:

- Zig Zag track complete
- Telford Creek Bridge complete

STORMWATER DRAINAGE

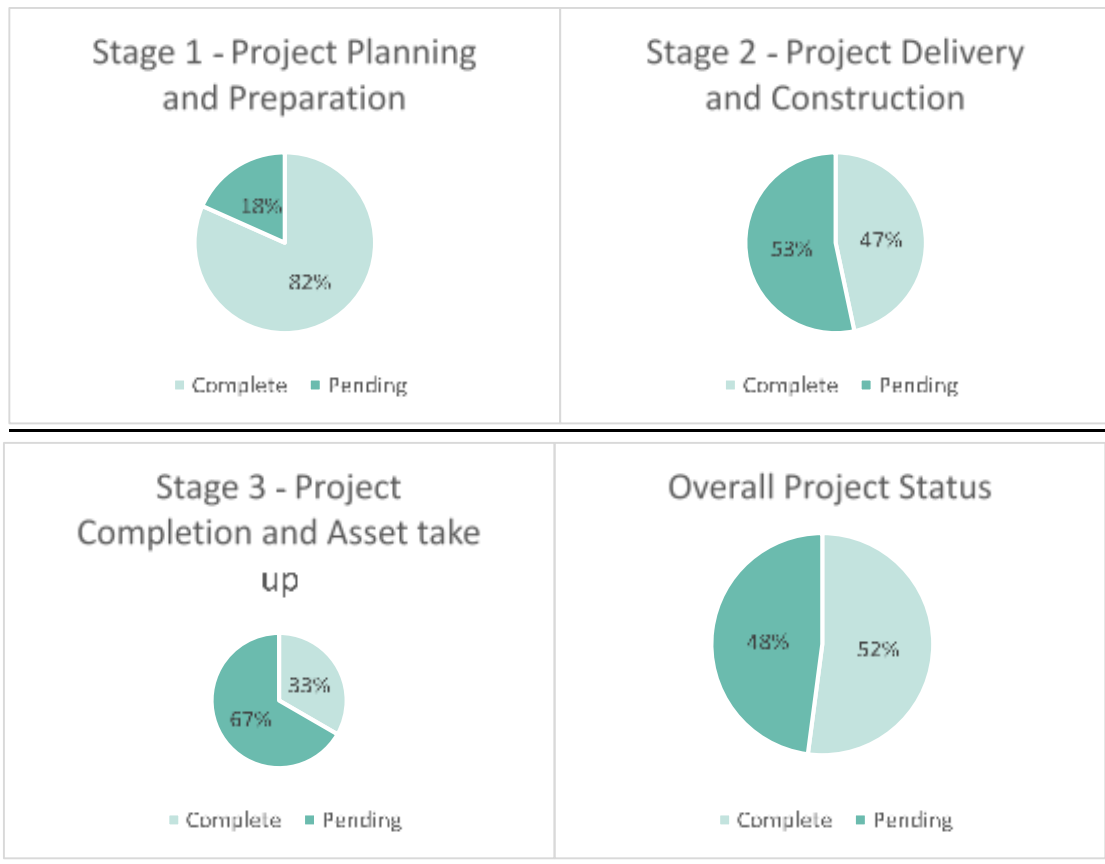


Projects	Status (%)
Rural Road Culverts	40.00
Dart St Outfall	75.00
Gully Pits	37.50
Manhole Covers	37.50

Key project milestones/updates:

- Dart St outfall complete

SPECIAL PROJECTS



SPECIAL PROJECTS Cont.

Projects	Status (%)
Tulip Festival Reusable Glasses	100.00
Tulip Festival Hats & T-Shirts	100.00
Mural for Market Shed	0.00
Reroof Philosophers Hut	100.00
SES Equipment Replacement	22.50
Waratah Falls Walking Track	50.00
I Am Youth Project	20.00
Council Chamber Lawn	70.00
WOW Gardens & Lawn	100.00
Athenaeum Hall – Bird Proofing	0.00
Lifetime Dog Tags	100.00
Settlement Strategy	27.50
Cam River Master Plan	60.00
Enviro Strategy	55.00
Rural Road Safety Audit	100.00
Depot Special Projects	32.50
1069 Calder Rd Tree Trimming	25.00
Old Pool Demolition	25.00
Wynyard Rec Landscaping	0.00
Somerset Surf Club Paint Exterior	100.00
Somerset Tennis Club Rewiring	100.00
Waratah Historic Rail Study	100.00
Mt Hicks Round About	5.00
FOGO Feasibility	60.00
Inglis/IGA Area – Study	12.50
Digital Innovation	16.25
BHB Master Plan	25.00

Key project milestones/updates:

- Old Pool demolition expected to start soon
- Cam River Masterplan progressing well

9.13 SENIOR MANAGEMENT REPORT

To: Council
 Reporting Officer: Executive Officer
 Responsible Manager: General Manager
 Report Date: 12 March 2020
 File Reference: 1202
 Enclosures: Nil

RECOMMENDATION

That Council note the monthly Senior Management Report.

SUMMARY/PURPOSE

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

GENERAL MANAGERS OFFICE

ACTIVITIES SINCE LAST COUNCIL MEETING

Listed below is a summary of activities undertaken by the General Manager during the period 5 March 2020 to 2 April 2020.

Corporate

- Participated in the Audit Panel Meeting, the minutes of which will be a separate items as part of the agenda
- Continued budget preparation work with the management team
- Enacted the Business Continuity Plan (BCP) which has resulted in regular meetings of the BCP emergency team. An update on COVID-19 actions is included as a separate report on the agenda

Community

- Met with representatives of the Wynyard Yacht Club to continue discussions on building design and construction plans
- Met with Dixons Pharmacy and Tasmania Police regarding the Woolworths loading bay in Wynyard
- Met with representatives of the Friends of the Oldina Forest regarding the proposed logging of a coupe at 850 Oldina Road. Made subsequent representations to relevant Ministers on behalf of the group
- Met with Parks and Wildlife Service regarding their proposed alterations to dog beach restrictions

Industry

- Attended a number of meetings relating to COVID-19 including NW General Managers meetings, meetings with LGAT and Taswater meetings
- Attended the LGAT General Meeting

Other

- Attended a meeting with Mark Shelton MP, Minister for Police, Fire and Emergency Management and Minister for Local Government. Items discussed included:
 - the Local Government legislative reform process;
 - the under resourcing of State Government departments, namely Parks and Wildlife and Crown Land Services;
 - the future of the Waratah Police service
 - possible co-location of services in Wynyard, including police, fire, ambulance and SES
 - elected member code of conduct
 - timing of local government elections
 - fire management and fuel reduction burns
 - cat management
 - police numbers at the Wynyard Police station. It was confirmed there are no additional resources allocated to the Wynyard Station at least until 2022.

TARGA Tasmania

Targa Tasmania has been cancelled for 2020.

Community Conversations

Community Conversation forums have been postponed until further notice in line with Public Health guidelines.

Wilkinson Street

The Directions Hearing held at the Burnie Magistrates Court on 19 March deferred the hearing of objections to the closure of Wilkinson Street until further notice as per the attached below.

**MAGISTRATES COURT OF TASMANIA
ADMINISTRATIVE APPEALS DIVISION**

ORDER

MAGISTRATES COURT
Burnie

ACTION No. M/2020/82

Waratah Wynyard Council
21 Saunders Street
WYNYARD TAS 7325

Helen Strickland and ors v Waratah Wynyard Council

To all parties herein, pursuant to the hearing of the above matter on 19 March 2020 the following Order/s was made:

Magistrate:	D. Fairley
Date of Order:	19 March 2020
Where Made:	Burnie
Appearances:	Applicant's 1, 4-9, 11-15, 20-22, 27-28 – Present U/R Geoff Tremayne – for the Respondent

Process upon which order is made: Directions - AAD

The court orders that:

I. Adjourned to a date and time to be fixed and advised in writing by the Registry.



For **DISTRICT REGISTRAR**

Friday, 20 March 2020



Please direct your enquires on this matter to the Magistrates Court in Burnie .

ADMINISTRATION – USE OF CORPORATE SEAL

3/3/20	Final Plan & Schedule of Easements	SD2067 – 31 Old Bass Highway subdivision boundary reconfiguration
30/3/20	Land Transfer	Sale of 39 Serrata Crescent

POLICIES TO BE RESCINDED

Nil

WORKING GROUPS

Following a resolution at the July 2019 Council Meeting the following working groups have been/are being established:

	Elected Member Representatives	Responsible Officer(s)	Status
Sisters Beach	Cr Edwards Cr Fairbrother Mayor (ex-officio)	Director Community & Engagement Community Development Officer	<ul style="list-style-type: none"> Final design plan for the hardstand has been completed A funding application is completed. Discussion paper on freedom camping has been distributed for comment in the Sisters Beach community – feedback will be accepted until the end of April.
Wynyard Show Grounds	Cr Bramich Cr Edwards Mayor (ex-officio)	General Manager Recreation Liaison Officer Executive Officer (GM office)	The working group has met to develop a list of strategic aims and operational matters for discussion. Yet to meet in 2020. WCC have now developed and distributed initial concept plans for review.
WWC Environmental Plan	Cr Fairbrother Cr Courtney Cr House Mayor (ex-officio)	Project Manager – Infrastructure & Development Services	Community engagement period closed, with over 240 submissions received. Internal workshop to discuss/form key priorities held 5 February 2020. A draft plan will now be developed for public release on world Environment Day 5 June 2020.
Cam River Reserve	Cr Duniam Cr House Mayor (ex-officio)	Project Manager – Infrastructure & Development Services	A concept plan, costings and proposed timeframes for implementation have been developed. Final feedback from the working group has been received and a final draft is put to Councillor workshop 4 May and then to the May meeting for draft adoption and community feedback.
Somerset Sporting Precinct	Cr Duniam Cr Hyland Mayor (ex-officio)	General Manager Manager Community Activation Recreation Liaison Officer	Yet to commence
ANZAC Park		Director Community & Engagement	Commonwealth Grant funding Final Deed received. Commenced communications plan and internal working group established
Boat Harbour Masterplan	Cr Courtney Cr Fairbrother Cr House Mayor (ex-officio)	General Manager Executive Officer (GM office)	Research currently being completed to address prioritised action agreed by the group. Meeting held with Crown Land Services to discuss Master Plan. Yet to meet in 2020. Waiting on CLS approval for wall repairs prior to meeting again.

PLANNING PERMITS APPROVED UNDER DELEGATION –MARCH 2020

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
DA 11/2020	H L Stones	18 Stockdale Avenue Sisters Beach	Visitor Accommodation change of use	2.3.2020	28	P
DA 189/2019	N H & W E Maine	Calder Road Calder (CT 116309/2)	Dwelling and Outbuilding (Staged Development)	12.3.2020	42	D
DA 8/2020	Hotondo Homes North West Tas	144 Little Village Lane Somerset	Replacement Dwelling & Outbuilding	18.3.2020	39	D
DA 3/2020	C R Tibbett	33 English Street Waratah	Visitor Accommodation	23.03.2020	26	P
DA 188/2019	Wynyard Agricultural and Pastoral Society	59A Jackson Street Wynyard	Demolition & replacement of sports & rec hall	23.03.2020	42	D
DA 10/2020	Department of Education	30 Church Street Wynyard	Outbuildings (bus shed & storage shed)	23.03.2020	24	P

BUILDING PERMITS APPROVED – MARCH 2020

NPR= No Permit Required under Waratah-Wynyard Interim Planning Scheme 2013 **EXEMPT=**application meets exemptions under LUPA and/or Waratah-Wynyard Interim Planning Scheme **2013**

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
2020-24-01	I Ray – Abel Drafting Services	5 Serrata Crescent Sisters Beach	New Dwelling	03.03.2020	0	DA 183/2019
2020-36-01	Abel Drafting Services	Unit 4, 267 Port Road Boat Harbour Beach	Alteration & Addition – Dwelling	24.03.2020	0	DA 96/2019
2020-29-01	A Catlin	280 Pages Road Calder	New Dwelling	24.03.2020	6	DA 43/2014-A
2020-40-01	Abel Drafting Services	4 Alicia Court Wynyard	New Dwelling & Shed	31.03.2020	4	NPR

COMMUNITY CONVERSATIONS

Due to COVID-19 precautions the Community Conversations scheduled for Boat Harbour and Sisters Beach have been postponed ensuring staff, Councillor and community member safety. New dates will be set as soon as possible as council continues to monitor the situation.

A full update on outstanding actions will provided at the next Council Meeting.

Location	# Attendees Workshop 1 evening	# Attendees Workshop 2 daytime
Wynyard	14	25
Waratah	21	50
Boat Harbour Beach	22	Postponed
Sisters Beach	5	Postponed
Yolla	9	Postponed
Somerset	24	Postponed
TOTAL	95	25

Issues Raised	#
Matters Raised	59
Number Resolved/Closed	45
Action in Progress	5
Outstanding	9


ACTION LIST

	Item #	Topic	Action/Status	Officer	Status
17/9/18	10.1	Freedom Camping	<p>Outstanding motions:</p> <ol style="list-style-type: none"> 1. That Council proceed with necessary planning for establishment of a site for Freedom Camping at Sisters Beach. <i>A Discussion Paper was distributed to Sisters Beach residents at the end of Marc with feedback due by the end of April. Information/details of feedback will be provided to a Councillor Workshop.</i> 2. That Council determine that a designated Freedom Camping site will not be provided for in Somerset or Yolla. <i>Signage for Somerset has been developed and locations identified. They are yet to be installed.</i> 3. That Council Explore low cost camping opportunities at Waratah through the existing caravan park or creation of an overflow area. <i>Current provision meets demand – will reassess after this tourism season</i> 4. That Council liaise with the Show Society to lodge a planning application to amend the use of showgrounds to allow self-contained caravans. <i>No progress to report.</i> 	EMT	In Progress
10/12/18	9.2	NOM Cr Edwards – PWS Audit of Sisters Beach properties Carried	<p>That Council request Parks and Wildlife complete their proposed assessment audits of beach front properties at Sister Beach by March/April rather than the proposed 30 June deadline.</p> <p>PWS have indicated to Council Officers that they have reached the selection phase of procurement for the assessment audit. No further information has been provided. Matter has been escalated to Minister.</p> <p>Meeting held with Parks on 5/12 and indication given that a letter would be provided to relevant Sisters Beach residents prior to Christmas. This letter has not been seen by Council if it was completed</p>	DIDS	Ongoing

10/12/18	10.1	Wilkinson Street Highway Junction works Amended Motion carried	<p>That Council on receipt of assurances from DSG that council legal expenses associated with any representation and associated legal process will be reimbursed; and</p> <p>Support the recommendation of the Department of State Growth to close the Wilkinson Street access to the Bass Highway; and</p> <p>Initiate the process of notification of intent to close under section 14 of the Local Government Highways Act 1982; and</p> <p>Undertake investigations into relocation of the existing York Street bus stop to another area within the vicinity</p> <p><i>Directions Hearing held 19 March. No date has been set for a Hearing.</i></p>	DIDS	Ongoing
18/2/19	10.2	York Street Bus Stop	<p>Motion Passed</p> <p>Progress design for alternative bus stop, with temporary relocation to be agreed with Dept. of Education</p> <p>Follow-up observations to date have not revealed any specific safety concerns and no further action to date.</p> <p>Final decision is pending for the decision for Wilkinson Street.</p>	DIDS	Ongoing
15/8/19	7.3.4	CQWN – Cr Fairbrother – Sisters Beach Erosion	<p>Cr Fairbrother asked the General Manager for an update on what was happening in regard to Sisters Beach erosion activities.</p> <p>The General Manager advised that the timing of the proposed individual site assessments and works by Parks and Wildlife Services was being followed up constantly and consistently by officers and would continue to be.</p> <p>Cr Fairbrother then asked that the General Manager or Mayor write to Premier (who is the responsible Minister) seeking his intervention to get action on this matter due to lack of response from Crown Land Services.</p> <p>Meetings continue with SBEG25-43 representatives.</p> <p><i>Latest meeting of group postponed due to COVID-19.</i></p>	GM	In progress
19/8/19	8.2	NOM – Mayor – Camping at Boat Harbour Beach	<p>Motion Carried</p> <p><i>Discussion paper has been distributed in Sisters Beach.</i></p>	GM	In Progress
16/9/19	9.5	ROC – Live Streaming of Council Meetings	<p>Motion Carried</p> <p>A process is now in place for the April Council Meeting to be streamed.</p>	DOP	In Progress

9/12/19	10.1	ROC - Proposed Amendments to Dog Management Policy – Declared Dog Areas	Motion Carried Policy Updated, Signage designed, quotes have been sought. <i>A Revised policy is being developed due to Parks & Wildlife Services changes, a report to Council is being prepared.</i>	DIDS	In Progress
9/12/19	10.2	ROC – Enclosed Dog Exercise Area	Motion Carried – – <i>budget submission developed for consideration in 2029-2021 capital budget</i>	DCE	In Progress
29/1/20	9.1	ROC – Sisters Beach Hardstand Design and Budget	Motion Carried <i>A grant submission for funding has been completed.</i>	DCE	In Progress
17/2/20	9.9	ROC – Management of Public Reserves Policy and Guidelines	Matter deferred pending discussions with relevant surf clubs	DIDS	
16/3/20	5.3.4	PQWON – R Cameron – Multi-Purpose Facility	Mrs Cameron of Wynyard asked the following: 1. Has Council completed a viability study in the last six months to see if a restaurant would be viable (at the new multi-purpose facility)? 2. How much will the development of the multi-purpose facility cost rate payers and who will pay any over spend on the project. 3. How much of the election commitment of \$1,100,000 was spent on Camp Creek which is still not complete and was the funding Federal or State. She also asked for details on what the \$1,978,800 has already been spent on. Refer Agenda Item 5.1.1	GM	Complete
16/3/20	7.3.1	CQWON – Cr Fairbrother – Freedom Camping at Sisters Beach	Cr Darren Fairbrother asked when the report on Freedom Camping at Sisters Beach would be presented. <i>The information will be provided at the end of the consultation period which is the end of April.</i>	DCE	In Progress
16/3/20	7.3.2	CQWON –Cr House – Community Survey Actions	Cr Allie House asked if officers could provide a report detailing action on top five matters raised in the last Community Survey. Refer Item this agenda.	GM	Complete
16/3/20	9.2	ROC – Urban Stormwater Infrastructure Asset Management Plan and Service Levels	Laid on table until next meeting Refer Agenda Item 9.6	GM	Complete
16/3/20	9.3	ROC - Transport Asset Management Plan and Service Levels	Laid on table until next meeting Refer Agenda Item 9.7	GM	Complete

9.14 KATELYN DRIVE FIRE BREAK

To: Council
Reporting Officer: Director Infrastructure and Development Services
Responsible Manager: General Manager
Report Date: 2 April 2020
File Reference: Reserves
Enclosures: 1. Tasmania Fire Service - Fuel Break Guidelines 

RECOMMENDATION

That Council:

1. Note the report on the Katelyn Drive firebreak; and
2. Plan and budget for fuel reduction works at the Katelyn Drive bush reserve during the 2020/21 Financial year, prior to the next summer period

PURPOSE

To provide Council with updated advice following a query raised by Mr B Walsh at the February 2020 Meeting of Council.

BACKGROUND

In the minutes of 17 February 2020 Council meeting the following is recorded: -

5.1.6 MR B WALSH - KATELYN DRIVE FIREBREAK

QUESTION

Mr B Walsh of Wynyard asked if anything is being done about a fire break at the rear of Katelyn Drive Wynyard. He noted that on the radio on 28 January TasFire Service advised that a 30m firebreak is required and that there is currently only a 5.5m firebreak.

The General Manager advised that council regularly inspects and maintains fire breaks. He took the question on notice to provide a detailed response

OFFICERS RESPONSE

Council officers are arranging to meet onsite with TasFire Service personnel to determine if our current practices are adequate. Recommendations from this meeting will be reported to Council and to Mr Walsh.

DETAILS

Following the question raised by Mr B Walsh Council officers have sought advice from TasFire Service as to whether existing fire breaks are adequate between the Council owned bush reserve abutted by the Inglis River and residential development in Katelyn Drive. Below is an aerial shot of this area and a site photo showing the existing nominal 6m wide fuel break: -



2017 Aerial shot of the existing Katelyn drive bush reserve that interfaces with the rear of urban properties on Katelyn Drive, Wynyard.



Existing nominal 6m wide fuel break at the rear of Katelyn Drive residential properties

On the 20 March 2020 Council received the following written advice from Tasmania Fire Service's Acting District Office for the North West Region: -

In regard to your enquiry about the bushland that runs adjacent to Katelyn Drive, Wynyard, and fire hazard reduction options please see the following points.

I inspected the existing firebreak that runs between the bushland and properties along Katelyn Drive. In my opinion the existing fire break does not adequately allow firefighters safe access to conduct firefighting operations if necessary and is not sufficient to protect properties from radiant heat should fire occur in the bushland vegetation. The primary shortfall of the fire break is;

- It is too narrow*
- There are dense patches of fine fuels within close proximity of the break and adjacent properties*

I have liaised with the Bushfire Risk Unit and they advised me the following about the bushland in question

- *“Currently the West Coast Fire Protection Plan does not specify Wynyard township is an area for the Bushfire Risk Unit to be looking at in terms of risk mitigation activities. Therefore, any risk reduction in this area is currently outside our remit and would be a district issue.*
- *There is a fuel break calculator on the TFS website that may assist them in determining what width of fuel break may be required to reduce bushfire risk <http://www.fire.tas.gov.au/Show?pagelId=colFuelBreakCalculator>. There are guidelines that can be downloaded from the web page that can give guidance on how to use the calculator.*
- *If the area remains of concern after council undertake any risk mitigation activities it may be something Waratah/Wynyard’s Western Fire Management Area Committee (FMAC) representative (NRM officer) may want to raise during the FMAC’s BRMP risk assessment process that will be taking place this year. Any response you provide to the Compliance officer should be cc’d to the NRM officer”*

I recommend implementing work to create a safe zone between the Katelyn Drive properties and bushland in accordance with the fuel break calculator and guide (accessed via the attached hyperlink above). I hope this assist your decision making about the bushland in question.

Following receipt of the above Council officers have used the online fuel break calculator. The assumptions made for the purpose of assessing an adequate fuel break width between the bush reserve at Katelyn drive and existing residential properties are: -

- Fuel Break Class – Management (Class 1)
- Predominant Vegetation type – Dry Eucalypt forest and Woodland
- Vegetation Community – Eucalypt woodland; Undifferentiated
- Type of Effective Slope – Level
- Maximum Fire Run Distance - $\geq 300\text{m}$

Based on the above inputs the online tool provides a recommended minimum fuel break width of 13 metres. It is important to note however that the Fuel Break Class (Class 1) is appropriate where complimentary to other broad scale fuel management treatments within proximity to the urban-rural interface (as per the TasFire Service Fuel break guidelines). A Class 1 Fuel Break is implied to require other fuel management treatments such as planned burning or mechanical thinning.

For the case of a Class 2 Protective Fuel Break the minimum fuel break width increases to 20m as it does not rely upon other broad scale fuel management treatments such as planned burning or mechanical thinning.



Tasmania Fire Service

Fuel Break Width Calculator

Fuel Break Class Management (Class 1) Protective (Class 2)

Predominant Vegetation Type

Vegetation Community

Type of Effective Slope Downslope Level Upslope

Maximum Fire Run Distance

Calculate

Print

Reset

Download Guidelines



Disclaimer: While the State Fire Commission has made every effort to ensure the accuracy and reliability of the information contained in this tool, the State Fire Commission does not accept any responsibility for the accuracy, completeness, or relevance to the reader's purpose, of the information contained in this tool and those using it for whatever purpose are advised to verify its accuracy and to obtain appropriate professional advice.

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Fuel Break Class – Management (Class 1)



Tasmania Fire Service

Fuel Break Width Calculator

Fuel Break Class Management (Class 1) Protective (Class 2)

Predominant Vegetation Type

Vegetation Community

Type of Effective Slope Downslope Level Upslope

Maximum Fire Run Distance

Calculate

Print

Reset

Download Guidelines



Disclaimer: While the State Fire Commission has made every effort to ensure the accuracy and reliability of the information contained in this tool, the State Fire Commission does not accept any responsibility for the accuracy, completeness, or relevance to the reader's purpose, of the information contained in this tool and those using it for whatever purpose are advised to verify its accuracy and to obtain appropriate professional advice.

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Fuel Break Class – Protective (Class 2)



Nominal projections of a 13m and 20m fuel break width required to meet the TasFire Service recommendations. The TasFire Guidelines for design of fuel breaks provide further detail on how to achieve an adequate fuel break for urban/rural interfaces.

It is known that some species of orchard (some being rare) exist in this area of bush reserve. Consultation with the Wynyard Landcare group and others is occurring to adequately identify these locations and also assess the suitability of this reserve for controlled burns.

STATUTORY IMPLICATIONS

Statutory Requirements

Taken directly from TasFire Services published Fuel Break guideline: -

The following legislative and regulatory provisions apply to the construction of fuel breaks: -

- **Emergency Management Act 2006:** *The Act has precedence for all emergency risk mitigation, allowing for mitigation actions to be undertaken in relation to any hazard in an emergency management context.*
- **Fire Service Act 1979:** *The Act allows for the treatment of fire hazards that constitute a fire danger, and for the formation of firebreaks.*
- **Land Use Planning & Approvals Act 1993:** *The cutting, removal, clearing and disturbance of vegetation is considered to be works under the Act. Therefore, planning approval may be required before works are undertaken, and the permit authority should be consulted early in the planning process. (Note: this Act does not apply to the formation of fuel breaks during emergency operations).*
- **Other Legislation:** *Other acts, regulations or policies may apply in specific situations. Where applicable, the relevant regulatory or management authority should be consulted prior to works commencing. Applicable legislation may include:*
 - *Threatened Species Protection Act 1995;*
 - *Nature Conservation Act 2002;*
 - *Environmental Protection and Biodiversity Conservation Act 1999;*
 - *Aboriginal Relics Act 1975; and*
 - *Historic Cultural Heritage Act 1995.*

Those involved in the construction of fuel breaks will also need to be aware of other general legal responsibilities, such as those relating to workplace health and safety, trespass, and regulations regarding the use of vehicles and equipment

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 7: Environment
Desired Outcomes
Stewardship of our land, water and marine ecosystems respects past, present and future generations.
Our Priorities
7.4 Consider and encourage biodiversity through forward thinking and planning.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Natural resource management	Managing abundant, natural and productive resources – Natural resource management is valued, and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.

Community Future Direction Theme	Key Challenges & Opportunities:
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

Undertaking works of this nature implies a similar approach to other urban/rural interfaces that may exist where Council is the owner of the land containing the fire fuel hazard.

FINANCIAL IMPLICATIONS

While a detailed budget estimate has not yet been prepared it could be expected to be in the range of \$60,000 - \$100,000 as an initial cost of clearing depending upon which Class of Fuel break is intended with further ongoing operational costs if fuel burning and mechanical thinning is needed in support of a lesser 13m fuel break width.

RISK IMPLICATIONS

- Legislative compliance
The legislative obligations have been listed in this report, in this regard if Council chose to proceed the risks of non-compliance are reasoned to be minimal.
- Environmental Impact
There are potential impacts upon threatened species that would have to be identified before proceeding

CONSULTATION PROCESS

To date Council has consulted with the Tasmanian Fire Service and the Wynyard Landcare group to provide this report. If Council choose to proceed these agencies will continue to be consulted along with others included but not limited to: -

- DPIPWE (multiple sub departments)
- Local residents in Katelyn Drive


CONCLUSION

From the initial consultation Council's current measures for fire protection at the urban/rural interface of the Katelyn Drive bush reserve falls short of the minimum recommended by TasFire Service. There are further legislative requirements that would need to be addressed to undertake physical works however it seems prudent to progress these with the goal of complying with Tas Fire Services guidelines for minimum fuel break at urban/rural interfaces.

In this regard it is recommended that this be funded via the coming 20/21 operational budget with the intent of completion prior to the next summer period at the end of the 2020 calendar year.

9.15 MINUTES OF OTHER BODIES/COMMITTEES

9.15.1 MINUTES OF OTHER BODIES/COMMITTEES - AUDIT PANEL - 10 MARCH 2020

To: Council
Reporting Officer: Executive Officer - Governance and Performance
Responsible Manager: Director Organisational Performance
Report Date: 30 March 2020
File Reference: 1234
Enclosures: 1. Unconfirmed Minutes of the Waratah-Wynyard Council Audit Panel Committee held on 10 March 2020 

RECOMMENDATION

That Council note the Unconfirmed minutes of the Waratah-Wynyard Council Audit Panel meeting held on 10 March 2020.

PURPOSE

The Minutes of the Meeting of the Waratah-Wynyard Council Audit Panel held on 10 March 2020 are provided for the information of Council.

BACKGROUND

In February 2014 the Tasmanian State Government passed legislation that requires all Tasmanian Councils to establish an Audit Panel.

Along with the King Island and Circular Head Councils, Council appointed a shared Audit Panel on 3 August 2015.

The common current Audit Panel members are:

- Mr John Howard – Audit Panel Chair (Asset Management expertise)
- Mrs Lisa Dixon – Audit Panel member (Financial expertise)
- Mr Stephen Allen – Audit Panel Member (Financial expertise)

The Audit Panel is required to hold at least four meetings per year, with a majority of members constituting a quorum.

DETAILS

The Audit Panel met on 10 March 2020.

The Panel reviewed Councils financial reporting and minutes of the safety and risk management committees as a part of its standing agenda. The General Manager also provided an update on major initiatives, projects and legislative compliance audits undertaken.

The major work plan items covered at this meeting include a focus and review of Councils Internal Controls and Risk Management frameworks.

The Committee also met with the Tasmanian Audit Office to discuss the audit strategy for the 2019/20 financial year financial audit.

The minutes have been released out of session by the Chair on 30 March 2020.

The Panel did not make any formal recommendations to Council at this meeting.

The Panel set the following meeting dates for 2020:

- (a) 10 March 2020 held at Waratah-Wynyard Council;
- (b) 9 June 2020 held at Circular Head Council;
- (c) 25 August 2020 held at Waratah-Wynyard Council; and
- (d) 10 November 2020 held at Circular Head Council.

STATUTORY IMPLICATIONS

Statutory Requirements

An Audit Panel is a mandatory requirement under sections 85 of the *Local Government Act 1993*.

Section 85A of the Act details the functions of the Audit Panels to include review Council's performance in relation to financial systems, financial management, governance arrangements, policies, systems and controls as well as all plans required under Part 7 of the Act.

Section 85B of the Act provides for Ministerial Orders to specify requirements for Audit Panels beyond those required under Section 85A.

The *Local Government (Audit Panels) Amendment Order 2015* was issued on 1st January 2016.

STRATEGIC IMPLICATIONS

GOAL 1: Leadership and Governance	
Desired Outcomes	
We maintain and manage our assets sustainably.	
We cherish fairness, trust and honesty in our conduct and dealings with all.	
We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making.	
We are recognised for proactive and engaged leadership.	
Our Priorities	
1.5	Build our knowledge base to apply in decision-making processes.
1.6	Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.
1.7	Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.
1.8	Review and adjust service levels to provide value for money.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Governance and working together	<i>Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.</i>

POLICY IMPLICATIONS

The establishment of an Audit Panel provides an independent review mechanism for Council's policies and procedures.

FINANCIAL IMPLICATIONS

Costs associated with the Audit Panel have been minimal, comprising around \$11,000 for payment of fees to independent Audit Panel members.

RISK IMPLICATIONS

The establishment of an independent Audit Panel provides another layer of risk mitigation by providing independent oversight over Council's risk management framework and policy and procedural compliance.

CONSULTATION PROCESS

Not applicable.

COMMENT

The unconfirmed minutes of the Waratah-Wynyard Council Audit Panel Committee meeting held on 10 March 2020 and released by the Chair on the 30 March 2020 are attached, and it is recommended that Council note the Minutes as submitted.

10.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

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

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

- (a) personnel matters, including complaints against an employee of the council and industrial relations matters;*
- (b) information that, if disclosed, is likely to confer a commercial advantage on a person with whom the Council is conducting, or proposes to conduct business;*
- (c) commercial information of a confidential nature, that if disclosed, is likely to-

 - (i) prejudice the commercial position of the person who supplied it; or*
 - (ii) confer a commercial advantage on a competitor of the council; or*
 - (iii) reveal a trade secret;**
- (d) contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal;*
- (e) the security of –

 - (i) the council, councillors and council staff; or*
 - (ii) property of the council;**
- (f) proposals for the council to acquire land or an interest in the land or for the disposal of land;*
- (g) information of a personal nature or information provided to the council on the condition it is kept confidential;*
- (h) applications by councillors for leave of absence;*
- (i) relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;*
- (j) the personal hardship of any person who is resident, or is a ratepayer in, the relevant municipal area.*

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

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

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

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

RECOMMENDATION

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

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) – Notices Of Motion</i>	<i>15(2)</i>
<i>Confidential Report R15 (2) (g) information of a personal nature or information provided to the council on the condition it is kept confidential – Fees and Charges Review</i>	<i>15 (2) (g)</i>
<i>Confidential Report R15 (2) (f) proposals for the council to acquire land or an interest in the land or for the disposal of land – 2420 Preolenna Public Land Disposal Process</i>	<i>15 (2) (f)</i>
<i>Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors</i>	<i>15(2)(h)</i>
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	<i>15(2)</i>

11.0 CLOSURE OF MEETING TO THE PUBLIC

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015; Regulation 15

RECOMMENDATION

That the Council RESOLVES BY AN ABSOLUTE MAJORITY that go into Closed Meeting to consider the following matters:

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion</i>	15(2)
<i>Confidential Report R15 (2) (g) information of a personal nature or information provided to the council on the condition it is kept confidential – Fees and Charges Review</i>	15 (2) (g)
<i>Confidential Report R15 (2) (f) proposals for the council to acquire land or an interest in the land or for the disposal of land – 2420 Preolenna Public Land Disposal Process</i>	15 (2) (f)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

12.0 RESUMPTION OF OPEN MEETING

At pm the Open Meeting was resumed.

13.0 PUBLIC RELEASE ANNOUNCEMENT

The Chairman announced that pursuant to Regulation 15(9) of the *Local Government (Meeting Procedures) Regulations 2015* and having considered privacy and confidential issues, the Council authorised the release to the public of the following discussions, decisions, reports or documents relating to the closed meeting:

Min. No.	Subject	Decisions/Documents

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT pm.