



ORDINARY MEETING OF COUNCIL

ATTACHMENTS TO REPORTS

20 April 2020

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	<p style="text-align: center;">WARATAH-WYNYARD COUNCIL</p> <p style="text-align: center;">FINANCIAL HARDSHIP POLICY</p>
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1. SCOPE

This policy applies to all individuals and businesses with financial obligations owing to Council.

The Policy includes special provisions for ratepayers and customers experiencing genuine and serious financial hardship.

It is not intended to be used to maintain financial positions for those who do not need it and are not genuinely impacted by serious financial hardship. It does not cover penalties and infringements charged by Council.

2. PURPOSE

Council will work with ratepayers and customers in a compassionate way in recognition of the extenuating circumstances facing our community at this time.

The Financial Hardship Policy is to:

- Assist those customers and ratepayers who are experiencing genuine financial hardship and respond with respect and compassion.
- Provide a framework that is ethical, transparent, open and accountable when determining financial hardship applications.
- Provide assistance to enable customers to enter into arrangements for periodical payment or postponement of amounts owing outside the statutory due dates.
- Allow compliance with the provisions of *Local Government Act 1993*.

3. PRINCIPLES

This policy will be applied in accordance with the following principles:

- (1) Consistent, equitable and respectful treatment of all residents and ratepayers that is sensitive to their specific circumstances.
- (2) Maintaining Council's ability to provide essential services to our community through appropriately applied rating.
- (3) Assisting ratepayers who are suffering serious financial hardship, so that they may overcome these circumstances and return to financial stability and contributing equitably to local services.
- (4) Ensuring that those able to contribute to local services, continue to do so.
- (5) Minimising the opportunity for misuse, exploitation or fraud by ensuring decisions made to provide special relief or assistance are supported by sufficient evidence.
- (6) Maintaining confidentiality and privacy of applicants and ratepayers, their applications and any information provided.

4. DEFINITIONS

Financial Hardship

According to the Australian Taxation Office (ATO)¹, individuals are considered to be in serious hardship when they are unable to provide the following for themselves, their family or other dependants:

- (1) Food;
- (2) Accommodation;

¹ See: <https://www.ato.gov.au/General/Financial-difficulties-and-serious-hardship/Individuals-with-serious-hardship/>

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- (3) Clothing;
- (4) Medical treatment;
- (5) Education; and
- (6) Other basic necessities.

A number of factors can contribute to or trigger serious financial hardship, including:

- (1) Loss of employment of the property owner, family member or household primary income earner;
- (2) Serious illness, including physical incapacity, hospitalisation, or mental illness of the property owner or family member;
- (3) A natural disaster;
- (4) A public health emergency or declared state of emergency;
- (5) Family tragedy;
- (6) Family breakdown;
- (7) Financial misfortune; and
- (8) Other serious or complicating circumstances.

Community wide issues and circumstances, such as the COVID-19 pandemic, may impact financial hardship, but hardship is always assessed at an individual level, and requires reviewing personal circumstances.

Serious financial hardship involves both low income/cash flow and a low asset base. Personal property portfolios beyond a primary residence [or a business's primary operating space] can be employed to improve an applicant's cash flow and financial sustainability. Applications for assistance on residential investment properties will not be considered.

5. POLICY STATEMENT

5.1 How Council Can Help

Council recognises that there are cases of genuine hardship requiring respect and compassion in special circumstances.

Council will provide a range of temporary measures to assist the community and those that might be suffering serious and genuine financial hardship. Key measures include:

- (1) An extension of the rates and charges first instalment due date and early payment discount date.
- (2) The ability for customers and ratepayers meeting hardship requirements to enter a special payment arrangement.
- (3) Hold legal action on outstanding debts until after 30 June 2020 to allow enough time for customers and ratepayers to contact Council and enter a special payment arrangement.
- (4) The ability for customers to apply to the General Manager to waive fees and charges.

5.1.1 Extension of the Rates Early Payment Discount Date

Ratepayers can choose to pay rates in full or by instalments. If rates are paid in full by the first instalment due date, ratepayers receive an early payment discount.

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Council will extend the early payment discount period for the 2020/21 financial year to 31 October 2020 (previously 31 August).

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

5.1.2 Hold on Legal action

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

Council will put on hold any new legal action for all outstanding debts until after 30 June 2020 and will work with customers and ratepayers to enter a special payment arrangement.

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.

5.1.3 Special Payment Arrangements

Council will proactively work with ratepayers and customers to negotiate payment plan and options and will provide special payment arrangements for period of between 3 and 12 months where the applicant can demonstrate serious and genuine financial hardship.

The terms of special payment arrangement will be considered on a case by case basis and the terms including period of arrangement will be proportionate to the applicant's demonstrated financial hardship circumstances, so supplying sufficient evidence of these circumstances is important for developing the appropriate terms.

5.1.4 Postponement of Rates

In confirmed cases of financial hardship, Council may choose deferral of individual rates payments within a defined period, in whole or in part, to be paid back at a later date, subject to any conditions Council determines.

The terms of rate deferral arrangements will be proportionate to the applicant's demonstrated financial hardship circumstances, so supplying sufficient evidence of these circumstances is important for developing the appropriate terms.

Rate payment deferrals approved under this section are typically deferred by 3 months. However, rate deferral arrangements can only defer individual payments up to a maximum of 12 months and only in the most serious circumstances.

All deferred payments must be repaid as specified in accordance with the deferral arrangement, otherwise legal action to recover the debt may be taken.

Ratepayers who are subject to a deferral arrangement who overcome their financial hardship circumstances are encouraged to begin repaying their deferred rates payments as early as they are able.

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Note that Council may revoke any postponement of rates payments at any time, in accordance with section 127 of the *Local Government Act 1993*, by giving 60 days' notice in writing to the ratepayer.

5.1.5 Hardship Assistance relating to Council Fees

The General Manager will have the delegated authority to make such decisions in relation to the waiving or reducing of fees up to the amount of \$10,000 per applicant.

For amounts over \$10,000 the decision must be a resolution of Council.

5.2 Evidence of Financial Hardship

Applicants will need to provide evidence of their circumstances of financial hardship to justify Council's special consideration of their case. The type of evidence required will depend on your circumstances and may include, for example, one or more of the following:

- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment;
- A statutory declaration from an appropriate and independent professional, familiar with the applicant's circumstances (e.g. a family doctor for health-related evidence, a bank official, insurance policy manager, etc.);
- Pending disconnection of essential services, like water, electricity, gas (does not include mobile phone or internet bills);
- Notice of impending legal action;
- Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities;
- Bank notice for example, overdraft call or mortgaged property repossession;
- Employer notice of redundancy or termination of employment;
- Overdue medical bills;
- Letter from doctor verifying the inability to earn an income due to illness or caring for a sick family member;
- Final notice from school regarding payment of mandatory fees;
- Funeral expenses;
- Repossession notice of essential items, like a car or motorcycle.

5.3 Applying for Financial Hardship Assistance

5.3.1 Application for Payment Arrangement

Payment arrangements can be entered by contacting Council's Rates Officer on (03) 6443 8323.

Council may engage in a telephone interview to assist Council in the understanding of the issues causing hardship.

Written confirmation of the arrangement will be provided in writing and must be acknowledged and accepted by the applicant.

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5.3.2 Application for Postponement of Rates

Applications to postpone the payment of rates and charges must be received in writing, and submitted as follows:

- Emailed to council@warwyn.tas.gov.au; or
- Mailed to PO Box 168, Wynyard, 7325.

Applications must provide evidence for financial hardship (see above examples), detail of personal circumstances and the nature and terms of assistance being sought.

5.4 Assessing Applications

Applications for deferral arrangements must be decided by:

- (1) For amounts less than [\$5,000 – the Manager Financial Services]; or
- (2) For amounts of [\$5,000 or greater – the General Manager or the Director of Organisational Performance].

LEGISLATIVE REQUIREMENTS:

This policy relates to and depends on other Council policies, as well as Tasmanian Government legislation, including:

- *Local Government Act 1993*, Part 9 – Rates and Charges², particularly:
 - Section 86A – General principles in relation to making or varying rates
 - Sections 125-127 – Postponement of payment
 - Section 128 – Late payments
- *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*³
- Rates and Charges Policy (pursuant to section 86B of the *Local Government Act 1993*).

RELATED DOCUMENTS:

FIN.003 Debt Management Policy
FIN.005 Rates and Charges Policy

² See: <https://www.legislation.tas.gov.au/view/html/inforce/current/act-1993-095#HP9@HD9@FN>

³ See: <https://www.legislation.tas.gov.au/view/whole/html/inforce/current/act-2020-011>

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Urban Stormwater Infrastructure Service Level Document 2020





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1. INTRODUCTION

Waratah-Wynyard Council (WWC) is responsible for maintaining an urban stormwater network comprising stormwater pipes, open drains, pits and outfalls. During extreme flood events (where urban stormwater infrastructure is unable to cope with flows) the road system is intended to provide overland stormwater flow paths.

Table 1: Network Summary

TYPE	QUANTITY
Stormwater Pipes and Channels	97.3 kms
Stormwater Pits	3116

The community expects its stormwater system to be maintained at an acceptable and affordable level and comply with relevant industry standards and guidelines to ensure its statutory and risk management obligations are met.

Council's statutory obligations are legislated in the *Urban Drainage Act 2013* and the *Urban Drainage (General) Regulations 2016*.

This document sets out the manner in which WWC will meet its various obligations and outlines the level of service to be provided with respect to its stormwater network.

It is expressly noted that this document relates only to Council's urban stormwater network – Council's rural drainage assets are not covered by this service standard.

Council's goal is to deliver an urban stormwater drainage service that manages the flooding risks to the community through the provision of affordable and fit-for-purpose stormwater infrastructure that can be sustainably maintained into the future.



2. SERVICE AIM

To protect people and property by ensuring that stormwater services, infrastructure and planning are provided so as to minimise the risk of urban flooding due to stormwater flows.

3. SERVICE PRINCIPLES

Council's strategic asset management framework and decision making processes are underpinned by the three principles of good governance:

- Transparency
- Accountability
- Evidence Based

In this way, Council aims to deliver sustainable, value for money services to the community.



4. DEFINITIONS

The *Urban Drainage Act 2013* provides a number of definitions including:

- *Stormwater* means run-off water which has been concentrated by means of a drain, surface channel, subsoil drain or formed surface.
- *Stormwater Service* means the service that is provided in connection with the collection, storage, treatment, reticulation and disposal of stormwater.

The definition for "Urban" (which is not provided in the Act) shall be taken to mean:

the town areas of Somerset, Wynyard, Boat Harbour and Sisters Beach where the Planning Scheme zoning is one of the following:

- 10.0 General Residential
- 11.0 Inner Residential
- 12.0 Low Density Residential
- 15.0 Urban Mixed Use
- 20.0 Local Business
- 21.0 General Business
- 22.0 Central Business
- 23.0 Commercial
- 24.0 Light Industrial
- 25.0 General Industrial

Infrastructure included in this document incorporates all stormwater assets, with the exception of the roads system which is utilised only in times of extreme weather events and has its own service level document relating to its standard use.

Stormwater assets which are not owned or maintained by Waratah-Wynyard Council (i.e. private assets) are not included within this document.



5. PROVISION OF SERVICE

The Stormwater Infrastructure Asset Management Plan drives the construction approach methodology and takes into consideration the location, suitability and lifecycle cost when assessing the materials used in construction.

Design standards for stormwater drainage infrastructure are as follows:

- *Stormwater infrastructure - 1:10 year rainfall events,*
- *Road infrastructure - 1:20 year rainfall events,*
- *Overland flow paths - 1:100 year rainfall events.*

Property owners who request a connection to the urban stormwater system will be provided with a connection inside the property boundary, and at their cost, where the property is within 30m of existing urban stormwater infrastructure and it is reasonable to make a connection.

Council may require a property owner to connect to the stormwater system to reduce the flooding risk to the property or to other properties in the catchment providing the property is located within 30m of existing urban stormwater infrastructure.

6. MAINTENANCE RESPONSIBILITY

Pursuant to Section 5(1) of the *Urban Drainage Act 2013*, Council must, in accordance with the objects of the Act, provide for such stormwater systems as may be necessary to effectively drain the urban area of the council's municipal area.

Additionally, under *Section 6(1)* of the Act, except as otherwise provided in the Act, a council must keep the public stormwater systems owned and operated by it in good working order; and, under *Section 6(2)*, for the purposes of cleaning, maintaining and repairing public stormwater systems, a council may exercise all the powers available to it for the construction of public stormwater systems.



7. DEFECTS AND INTERVENTION LEVELS

While defects (a fault or failure which may present a hazard to people or property) in the Stormwater system may contain a number of underlying causes, a system failure, in most cases, displays one symptom – the ponding of water in undesirable locations.

Intervention levels define the minimum severity for each defect type that will trigger corrective maintenance. In general, a severe defect will be prioritised for action before a lesser defect.

Council's defined intervention levels are detailed below.

Table 2: Intervention Levels

DEFECT	INTERVENTION LEVEL	EXAMPLE
Blockages	Water ponding and/or upwelling	
Scouring or Undermining of Infrastructure	Significant risk of infrastructure failure &/or property damage	
Infrastructure Under-capacity	Water ponding and/or upwelling	
Pit Lids & Grates	Pit lids or grates broken or damaged and not fit for purpose	
	Pit lids or grates missing	



8. INSPECTIONS

Routine inspections of the stormwater network are continually being carried out by road maintenance staff as a part of their normal duties and the locations and severity of defects used to plan maintenance activities. Defects are also reported to Council by community members and in such instances a reactive inspection is triggered to assess the concern in accordance with the same criteria used in the routine inspection process.

9. PRIORITISATION OF WORKS

A defect which meets Council's defined intervention levels is prioritised for corrective maintenance according to the severity of the defect, the potential risk for flooding, and available resources. In this way, available resources are targeted to strategically manage the risk associated with defects in the stormwater network.

10. RESPONSE TIMES

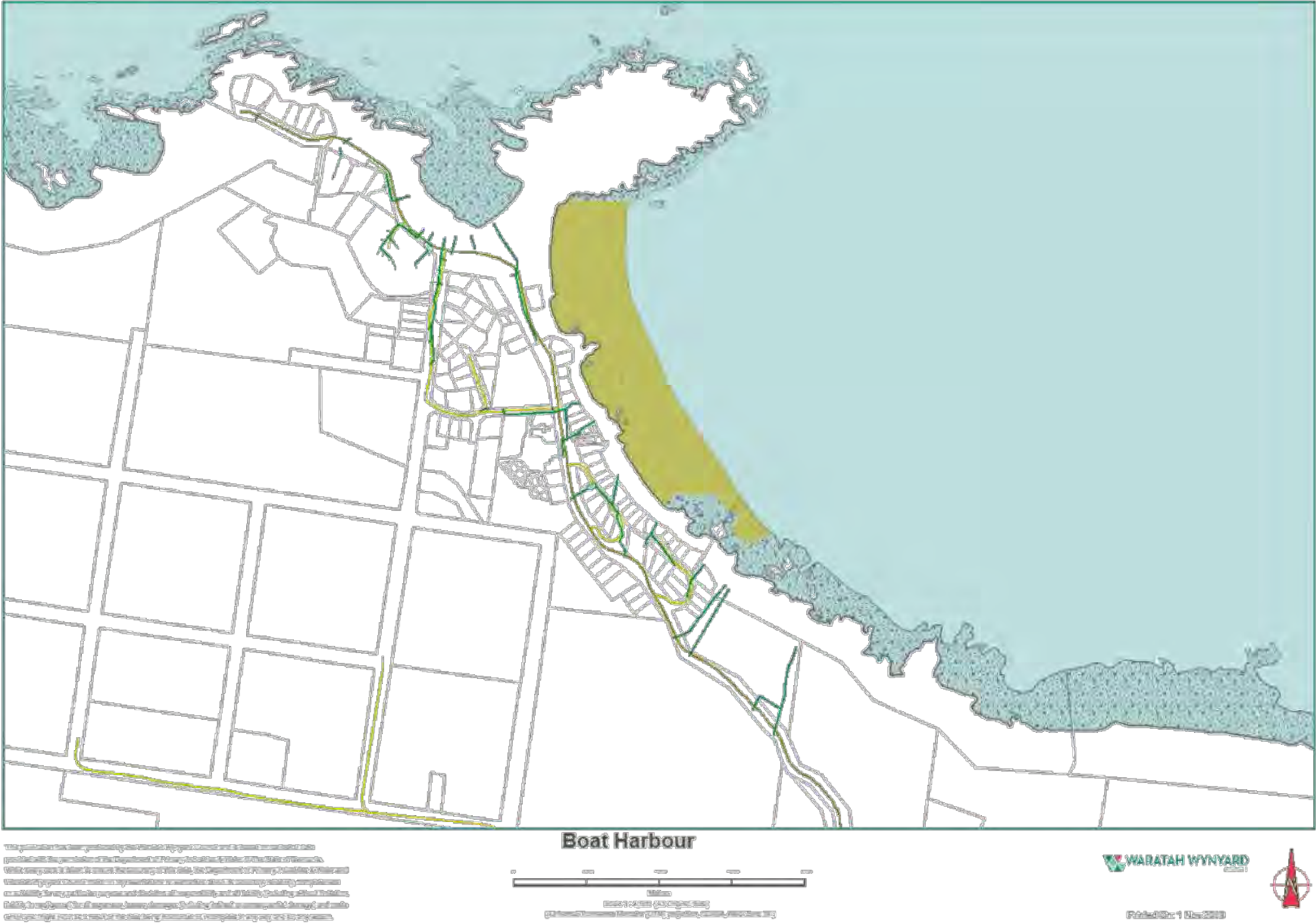
Council's response times are directly related to the priority of the defect as determined in the section above (Prioritisation of Works). As Council's primary consideration is to manage the risk to the community, response times relate to the time required for Council to take reasonable steps to reduce the risk associated with the defect, and for it to be scheduled into the planned program for corrective maintenance.

Examples of managing the risk posed by a defect may include placing hazard warning signs or barriers.

The time taken to actually repair the defect will depend upon the appropriate repair method and availability of resources.



11. APPENDIX A: URBAN STORMWATER THEMATIC MAPS
Stormwater Network: Boat Harbour





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URBAN STORMWATER INFRASTRUCTURE SERVICE LEVEL DOCUMENT

Stormwater Network: Sisters Beach





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URBAN STORMWATER INFRASTRUCTURE SERVICE LEVEL DOCUMENT

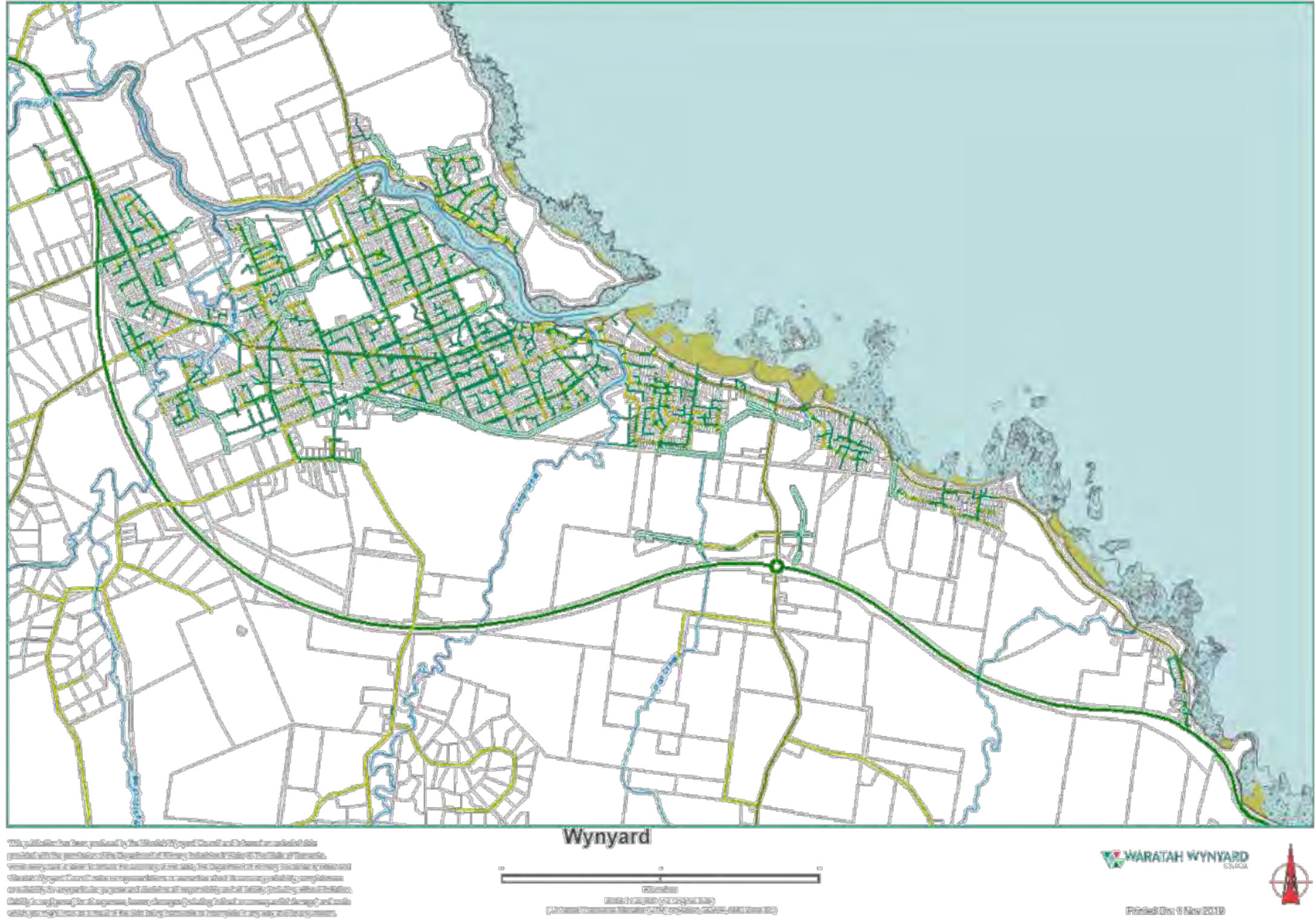
Stormwater Network: Somerset





URBAN STORMWATER INFRASTRUCTURE SERVICE LEVEL DOCUMENT

Stormwater Network: Wynyard





Transport Infrastructure Service Level Document 2020





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1. INTRODUCTION

Waratah-Wynyard Council (Council) is responsible for maintaining a road network of 539 kilometres and 125 kilometres of kerb and channel infrastructure. A little over half the network is sealed (with surface materials such as bitumen and asphalt), with the remainder unsealed (with gravel surfaces). Table 1 provides a summary of the whole network.

Table 1: Network Summary

ROAD TYPE	LENGTH (KM'S)
Urban Sealed Roads	72
Rural Sealed Roads	217
Rural Unsealed Roads	250
Kerb and Channel	125

The community expects its roads to be maintained at an acceptable and affordable level. Council must also comply with relevant industry standards and guidelines to ensure its statutory and risk management obligations are met.

This document sets out the manner in which Council will meet its various obligations and outlines the level of service to be provided with respect to its transport network.

Specifically, the intention is to clearly communicate the methodology by which hazards in the road network are assessed and prioritised for corrective works (including the programming of annual maintenance), and capital renewal and construction activities.

This document relates to Council's entire road network – including both urban and rural sealed and unsealed roads, roadside furniture and traffic-related infrastructure.

Given limitations in available resources, the goal is to achieve a reasonable balance between managing the risks to users posed by hazards while still providing acceptable, fit-for-purpose roads infrastructure that can be maintained in a sustainable and cost effective manner into the future.



2. SERVICE AIM

Safe, affordable and efficient network for the movement of goods and people.

3. SERVICE PRINCIPLES

Council's strategic asset management framework and decision making processes are underpinned by the three principles of good governance:

- Transparency
- Accountability
- Evidence Based

In this way, Council aims to deliver sustainable, value for money services to the community.

4. ROAD DEFINITION

Infrastructure included in this document incorporates the roadway and roadside shoulders.

Roads which are not maintained by the Council (state and private roads) are not included within this document.

5. PROVISION OF SERVICE

The Roads Infrastructure Asset Management Plan drives the construction approach methodology and takes into consideration the location, suitability and lifecycle cost when assessing the materials used in construction.

6. MAINTENANCE RESPONSIBILITY

Pursuant to Section 21(1) of the *Local Government (Highways) Act 1982*, there is no required level of road maintenance to be undertaken, however Council has a duty of care to road users and must ensure that works carried out are conducted properly.



7. HIERARCHY

A key aspect of Council's approach is to recognise that some roads are of greater 'importance' than others in the sense that a specific hazard in a certain location might pose greater risk to the public than a similar hazard elsewhere in the network. A section of road may be identified in this manner because it is subject to particularly high levels of use or is used to freight goods and connect towns.

Council will also take into consideration future trends in projected population growth and the selecting of a preferred strategic route for heavy traffic.

The Local Government Road Hierarchy has been adopted as an extension to the Tasmanian State Road Hierarchy as proposed in the Expert's Report contained within the *Report of the Auditor General No.5 of 2013-14: Infrastructure Financial Accounting in Local Government*.

See Table 2 for a description of each of the hierarchy classes and Tables 3 and 4 to demonstrate how the road hierarchies are determined.

Appendix A contains the full inventory of Council's rural road network categorised by their ranking within the road hierarchy. Appendix B shows this information on a thematic map.

Table 2: Hierarchy Definitions

HIERARCHY CLASS	ROAD FUNCTION
6 – Arterial	Major link for traffic flow within urban areas, between towns, major tourist destinations and industrial areas
7 – Collector	Connect from arterial roads and link roads
8 – Link	Access for properties and link to collector roads
9 – Local Access	Access for residential and commercial properties
10 – Minor Access	Access for residential properties
11 – Unformed	Roads not maintained by Council



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

Table 3: Hierarchy Determination - Urban

Classification	6. Arterial	7. Collector	8. Link	9. Local Access	10. Minor Access	11. Unformed
Functional Criteria						
Function/Predominate Purpose	Provides for the principle links between urban centres and rural regions	Connect arterial roads to local areas and supplement arterial roads in providing for traffic movements between urban areas, or in some cases rural population centres	Provide a link between arterial or collector roads and local access roads	Provide access to residential properties and, in some cases, commercial properties at a local level	Provide access to residential properties and irregular access to community facilities such as parks and reserves	Roads not maintained by Council or non-constructed/ maintained road reserves or roads that have a very low level of service.
Connectivity Description	High – connecting precincts, localities, suburbs, and rural population centres.	High – supplements arterial roads in connecting suburbs, business districts and localised facilities.	Medium – connects traffic at a neighbourhood level with collector and arterial roads.	Low – connects individual properties within a neighbourhood to link roads.	Low – provides access to properties.	Future roads or roads that have a very low level of service.
Guidance Metrics						
Average Annual Daily Traffic (AADT) – vehicles per day	> 10,000 vpd	3,000 – 10,000 vpd	1,000 – 3,000 vpd	50 – 1,000 vpd	< 50 vpd	N/A
Heavy Vehicles Permitted	Yes – thoroughfare	Yes – thoroughfare	Yes – some through traffic	No thoroughfare, local access only	No thoroughfare, local access only	N/A
Average Annual Daily Truck Traffic or Equivalent Heavy Vehicles (AADTT / EHV)	> 1,000 AADTT or > 10% EHV	250 – 1,000 AADTT or > 10% EHV	< 250 AADTT or > 10% EHV	N/A	N/A	N/A
Public transport route	Yes	Yes	Yes	No	No	N/A
Carriageway Form	2 lanes	2 lanes	2 lanes	1 or 2 lanes	1 or 2 lanes	N/A
Running Surface	Sealed	Sealed	Sealed / Unsealed	Sealed / Unsealed	Sealed / Unsealed	N/A
Approved Residential Properties (ARP)	Refer to AADT/AADTT guidelines	Refer to AADT/AADTT guidelines	Refer to AADT/AADTT guidelines	Refer to AADT/AADTT guidelines	> 2 approved residential properties	N/A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

Table 4: Hierarchy Determination - Rural

Classification	6. Arterial	7. Collector	8. Link	9. Local Access	10a. Minor Access	10b. Minor Access	10c. Minor Access	11. Unformed
Functional Criteria								
Function/ Description	Provide the principal links between rural population centres and regions.	Connect arterial roads to local areas and supplement arterial roads in providing for traffic movements between rural population centres.	Provide a link between the arterial or collector roads and local access roads.	Provide access to residential properties and in some cases commercial properties, at a local level.	Provide secondary access to residential properties and irregular access to community facilities such as parks and reserves.	Provides low-use access to properties	Provides access for forestry or farm vehicles only	Roads not maintained by Council or non-constructed/ maintained road reserves or roads that have a very low level of service.
Connectivity Description	High – connecting rural population centres.	High – supplements arterial roads in connecting towns, rural centres and localised facilities	Medium – connects traffic at a neighbourhood level with collector and arterial roads.	Low – connects individual properties within a neighbourhood to link roads.	Low – provides access to properties.	Low – provides access to properties.	Low – provides access to properties.	Future roads or roads that have a very low level of service.
Guidance Metrics								
Average Annual Daily Traffic (AADT) – vehicles per day	> 2,500 vehicles per day (vpd)	300 – 2,000 vpd	100 – 300 vpd	30 – 100 vpd	< 30 vpd Refer to ARP guidelines	< 30 vpd Refer to ARP guidelines	< 30 vpd Refer to ARP guidelines	N/A
Heavy Vehicles Permitted	Yes – thoroughfare	Yes – thoroughfare	Yes – some through traffic	No thoroughfare, local access only	No thoroughfare, local access only	No thoroughfare, local access only	No thoroughfare, local access only	N/A
Average Annual Daily Truck Traffic or Equivalent Heavy Vehicles (AADTT / EHV)	> 300 AADTT or > 20% EHV	60 – 300 AADTT or > 10% EHV	< 60 AADTT or > 10% EHV	N/A	N/A	N/A	N/A	N/A
Public Transport Route	Yes	Yes	Yes	No	No	No	No	N/A
Carriageway Form	2 lanes	2 lanes	2 lanes	1 or 2 lanes	1 or 2 lanes	1 or 2 lanes	1 or 2 lanes	N/A
Running Surface	Sealed	Sealed	Sealed / Unsealed	Sealed / Unsealed	Sealed / Unsealed	Unsealed / unformed	Unsealed / unformed	N/A
Approved Residential Properties (ARP)	Refer to AADT/AADTT guidelines	Refer to AADT/AADTT guidelines	Refer to AADT/AADTT guidelines	Refer to AADT/AADTT guidelines	> 2 approved residential properties	< 3 approved residential properties or dairy farms	Access to other properties	N/A



8. DEFECTS AND INTERVENTION LEVELS

Roads of different types are susceptible to various defects (a fault or failure which may present a hazard to road users). Intervention levels define the minimum severity for each defect type that will trigger corrective maintenance. In general, a severe defect will be prioritised for action before a lesser defect and roads higher in the hierarchy will be prioritised over others lower down.

Council's defined intervention levels are detailed in section 8.1, 8.2 & 8.3 below.



8.1. URBAN SEALED ROADWAY

Formalised on and off-street parking are included under this service level

DEFECT CLASS	DEFECT	INTERVENTION LEVEL	EXAMPLE
Surface Condition	Deformation and ruts	Depth is >75mm Corners, dips, crests, approaches to bridges, change of surface type, or restricted widths will typically be prioritised over those on straights	
	Edge drop-off	Drop is >75mm	
	Potholes	Attend to all potholes, subject to inspection	
	General Surface Degradation	Other surface conditions subject to inspections – e.g. cracking, bleeding, ravelling, stripping, etc.	
Road Drainage	Kerbing	No longer fit for the purpose of draining water efficiently or is misaligned, subject to inspection	
	Culverts	> one third of culvert diameter blocked	
	Longitudinal and Table Drains	Where the water level in the drain creates a risk to the road surface or a hazard to road users	
Road Delineation	Guard Rail (not including bridge approaches), Fences & Bollards	Structural Defects: all damage, subject to inspection	
	Guide posts & Signs	Not clearly legible and aligned correctly Damaged or not fit for purpose	
	Line Marking & Raised Reflective	Not clearly legible or correctly aligned, subject to inspection	








ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

DEFECT CLASS	DEFECT	INTERVENTION LEVEL	EXAMPLE
	Pavement Markers		
	Street Lighting & Traffic Lights	Where structurally damaged or not working	
	Channelisation, Roundabouts, Pedestrian Refuges, & Traffic Islands, Wheel Stops	Where structurally damaged and misaligned	
Vegetation Management	Nature strips	Generally, nature strips are maintained by residents (refer Nature strip Mowing Policy). Where this does not apply see maintain traffic corridor below.	
	Maintain Traffic Corridor - minor vegetation	<p>Maintain a clear traffic corridor of one slasher width as follows:</p> <ul style="list-style-type: none"> • U7 - Collector • U8 - Link • U9 - Local • U10a - Minor • U10b - Minor <p>Typically annual slashing</p> <ul style="list-style-type: none"> • U10c - Minor (Road in use) • U10c - Minor (Road not in use) <p>Biennial slashing N/A - Acceptable</p>	
	Maintain Traffic Corridor - trees (trunk >50mm diameter)	Keep road corridor clear of tree limbs >30mm diameter to a height of 4.5m	
	Visual Amenity	<p>The biannual (typically December and April) slashing of the road corridor (boundary to boundary), on tourist roads identified as:</p> <ul style="list-style-type: none"> • Old Bass Highway • Mount Hicks Road (Nth of Bass H'way) • Deep Creek Road (Nth of Bass H'way) • Reservoir Drive (Nth of Bass H'way) 	



8.2. RURAL SEALED ROADWAY

Note: There is currently no R6 hierarchy class for Sealed Rural Roads and therefore it has not been listed in this Section.

DEFECT CLASS	DEFECT	INTERVENTION LEVEL	EXAMPLE
Surface Condition	Deformation and ruts	Depth is >100mm Corners, dips, crests, approaches to bridges, change of surface type, or restricted widths will typically be prioritised over those on straights	
	Edge drop-off	Intervene at 50mm upon request, otherwise: <ul style="list-style-type: none"> • R7. Collector >75mm • R8. Link • R9. Local • R10a. Minor >100mm • R10b. Minor • R10c. Minor 	
	Potholes	Attend to all potholes subject to inspection	
	General Surface Degradation	Other surface conditions subject to inspections – e.g. cracking, bleeding, ravelling, stripping, etc.	
Road Drainage	Culverts	> one third of the culvert diameter is blocked	
	Longitudinal and Table Drains	Where the water level in the drain creates a risk to the road surface or a hazard to road users	
Road Delineation	Guide posts & Signs	Not clearly legible and aligned correctly Damaged or missing Not fit for purpose	
	Guard Rail (not including bridge approaches), Fences & Bollards	Structural Defects: all damage, subject to inspection	
	Line Marking	Not clearly legible Not correctly aligned	





ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

DEFECT CLASS	DEFECT	INTERVENTION LEVEL	EXAMPLE						
Vegetation Management	Maintain Traffic Corridor - minor vegetation	<div>Maintain a clear traffic corridor of one slasher width as follows:</div> <table><tr><td><ul style="list-style-type: none">• R7. Collector• R8. Link• R9. Local• R10a. Minor• R10b. Minor</td><td>Typically, annual slashing</td></tr><tr><td><ul style="list-style-type: none">• R10c. Minor (Road in use)</td><td>Biennial slashing</td></tr><tr><td><ul style="list-style-type: none">• R10c. Minor (Road not in use)</td><td>N/A - Acceptable</td></tr></table>	<ul style="list-style-type: none">• R7. Collector• R8. Link• R9. Local• R10a. Minor• R10b. Minor	Typically, annual slashing	<ul style="list-style-type: none">• R10c. Minor (Road in use)	Biennial slashing	<ul style="list-style-type: none">• R10c. Minor (Road not in use)	N/A - Acceptable	
	<ul style="list-style-type: none">• R7. Collector• R8. Link• R9. Local• R10a. Minor• R10b. Minor	Typically, annual slashing							
	<ul style="list-style-type: none">• R10c. Minor (Road in use)	Biennial slashing							
<ul style="list-style-type: none">• R10c. Minor (Road not in use)	N/A - Acceptable								
	Maintain Traffic Corridor - trees (trunk >50mm diameter)	Keep road corridor clear of tree limbs >30mm diameter to a height of 4.5m							
	Visual Amenity	<div>The biannual (typically December and April) slashing of the road corridor (boundary to boundary), on tourist roads identified as:</div> <ul style="list-style-type: none">• Tollymore Road• Table Cape Road• Port Road (Boat Harbour Beach)							



8.3. RURAL UNSEALED ROADWAY

Note: There is currently no R6 and R7 hierarchy class for Unsealed Rural Roads and therefore have not been listed in this Section.

DEFECT CLASS	DEFECT	INTERVENTION LEVEL	EXAMPLE
Surface Condition	Corrugations	<p>Corrugations on corners, dips and crests will typically be prioritised over those on straights.</p> <p>Where affected section is measured as:</p> <ul style="list-style-type: none"> • R8. Link • R9. Local • R10a. Minor • R10b. Minor • R10c. Minor <p>Depth of >50mm for >30m of road length</p> <p>When road is in use and impassable* by a 2wd vehicle</p>	
	Potholes	<p>Potholes on corners, dips, crests, approaches to bridges, change of surface type, or restricted widths will typically be prioritised over those on straights.</p> <p>Defect exists as:</p> <ul style="list-style-type: none"> • R8. Link • R9. Local • R10a. Minor • R10b. Minor • R10c. Minor <p>Cluster of >3 potholes in 10m section of road, depth >100mm and diameter of >400mm</p> <p>Cluster of >5 potholes in 10m section of road, exceeding depth >100mm</p> <p>When road is in use and impassable* by a 2wd vehicle</p>	<p>Example R8/R9/R10a</p> 
	Rutting/Heaving, & Wash Outs/Scouring	<p>Corners, dips, crests, approaches to bridges, change of surface type, or restricted widths will typically be prioritised over those on straights.</p> <p>Depth is measured as:</p> <ul style="list-style-type: none"> • R8. Link • R9. Local • R10a. Minor • R10b. Minor • R10c. Minor <p>>100mm deep</p> <p>>125mm deep</p> <p>When road is in use and</p>	



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

DEFECT CLASS	DEFECT	INTERVENTION LEVEL	EXAMPLE
		impassable* by a 2wd vehicle	
	Build Up of Loose Material	>250mm height from the road surface	
Road Drainage	Culverts	> one third of the culvert diameter is blocked	
	Longitudinal Drains, and Table Drains	Where the water level in the drain creates a risk to the road surface or a hazard to road users	
Road Delineation	Guide posts & Signs	Not clearly legible and aligned correctly Damaged or missing Not fit for purpose	
	Guard Rail	Structural Defects: all damage, subject to inspection	
Vegetation Management	Maintain Traffic Corridor - minor vegetation	Maintain a clear traffic corridor of one slasher width (approximately 2 metres) as follows:	
		<div><div><ul style="list-style-type: none">• R8. Link• R9. Local• R10a. Minor• R10b. Minor</div><div>Typically, annual slashing</div></div>	
		<div><div><ul style="list-style-type: none">• R10c. Minor (Road in use)</div><div>Biennial slashing</div></div>	
	Maintain Traffic Corridor - trees (trunk >50mm diameter)	Where trees protrude over the edge of road surface. Keep road corridor clear of tree limbs >50mm diameter to a height of 4.5m	

* - Definition of impassable: Impossible to travel along the roadway at a slow crawl



9. INSPECTIONS

Routine inspections of the road network are continually being carried out by road maintenance staff as a part of their normal duties and the locations and severity of defects used to plan maintenance activities. Defects are also reported to Council by road users and in such instances a reactive inspection is triggered to assess the concern in accordance with the same criteria used in the routine inspection process.

10. PRIORITISATION OF WORKS

A defect which meets Council's defined intervention levels is prioritised for corrective maintenance according to the severity of the defect, the hierarchy classification of the road in question, and available resources. In this way, available resources are targeted to strategically manage the risk associated with defects in the road network.

11. RESPONSE TIMES

Council's response times are directly related to the priority of the defect as determined in the section above (Prioritisation of Works). As Council's primary consideration is to manage the risk to road users, response times relate to the time required for Council to take reasonable steps to reduce the risk associated with the defect, and for it to be scheduled into the planned program for corrective maintenance.

Examples of managing the risk posed by a defect may include:

- a) Closing all or part of the road; or
- b) Placing hazard warning signs or barriers.

The time taken to actually repair the defect will depend upon the appropriate repair method and availability of resources.



12. APPENDIX A – ROAD HIERARCHY INVENTORY

Table 5: Roads Hierarchy Inventory – Urban Sealed

ROAD NAME – URBAN SEALED	HIERARCHY CLASS
Airport Street	U9
Alicia Court	U10A
Annie Street	U10A
Arthur Street*	U9
Arthur Street*	U10A
Athol Street	U10A
Austin Street*	U7
Austin Street*	U9
Austin Street*	U10A
Ballad Avenue	U10A
Banksia Crescent	U10A
Bass Highway	U6
Beamish Avenue	U10A
Beaufort Court	U10A
Beaufort Street	U9
Bells Parade	U10A
Belton Street*	U7
Belton Street*	U10A
Bluewater Crescent	U10A
Bowick Court	U10A
Bowick Street	U9
Brady Place	U10A
Bravo Street	U10A
Bridge Street	U10A
Caravan Park Access	U10A
Cardigan Street*	U9
Cardigan Street*	U10A
Challis Street	U10A
Church Street*	U9
Church Street*	U10A
Collins Street	U10A
Community Center Carpark	U10A
Cotton Street*	U9
Cotton Street*	U10A
Crosby Street	U10A
Daphne Street	U10A
Dart Street	U10A
Delacey Street	U10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – URBAN SEALED	HIERARCHY CLASS
Dodgin Street	U7
Duncanson Street	U10A
Easton Avenue	U10A
Edward Street	U10A
Elizabeth Street	U9
Elm Court	U10A
Enden Place	U10A
English Street	U10A
Exhibition Link	U9
Fairlands Drive	U9
Falmouth Street*	U7
Falmouth Street*	U10A
Flinders Drive	U10A
Frederick Street	U7
Freestone Crescent	U10A
George Street - Somerset	U10A
George Street - Wynyard	U10A
Gibbons Street*	U9
Gibbons Street*	U10A
Gilmour Crescent	U10A
Goldie Street	U7
Golf Links	U10A
Gordon Street	U10A
Grace Avenue	U10A
Guy Crescent	U10A
Hales Court	U10A
Hales Street*	U9
Hales Street*	U10A
Hall Street	U10A
Henry Street	U10A
Hogg Street	U9
Hogg Street	U10A
Houston Court	U10A
Inglis Court	U10A
Inglis Street	U8
Inglis Street	U10A
Inglisdale Drive	U10A
Isabelle Court	U10A
Jackson Street*	U9
Jackson Street*	U10A
Jackson Street Carpark	U10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – URBAN SEALED	HIERARCHY CLASS
Jenner Street	U10A
John Street	U10A
Johnson Place	U10A
Jones Court	U10A
Katelyn Drive	U10A
Kayser Street	U10A
Kerrison Court	U10A
Kingsmill Street	U10A
Lewis Street - Somerset	U10A
Lewis Street - Wynyard	U9
Little Goldie Street	U9
Little Inglis Street	U10A
Little Quiggin Street	U10A
Little Saunders Street	U9
Lockett Street	U10A
Loongana Place	U10A
Lowe Street	U10A
Lyons Street*	U9
Lyons Street*	U10A
Mackenzie Drive*	U9
Mackenzie Drive*	U10A
Magnet Court	U10A
Main Pumpstation Road	U10A
Main Street	U10A
Malakoff Street	U9
Maple Crescent	U10A
Martin Street	U9
Maxwell Place	U10A
McArthur Street	U10A
McKays Road*	U9
McKays Road*	U10A
Moore Court	U10A
Moore Street*	U9
Moore Street*	U10A
Moraine Place	U10A
Morse Place	U10A
Mount Hicks Road	U7
Mount Road	U10A
Murchison Highway	U9
New Street	U10A
Oak Avenue	U10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – URBAN SEALED	HIERARCHY CLASS
Old Bass Highway	U7
Old Cam Road	U8
Old Port Road	U10A
Oonah Crescent	U10A
Palm Crescent	U10A
Pandanus Court	U10A
Park Street*	U9
Park Street*	U10A
Pelissier Court	U10A
Pelissier Street*	U9
Pelissier Street*	U10A
Percy Street	U10A
Pergola Crescent	U10A
Petunia Street*	U9
Petunia Street*	U10A
Pine Crescent	U10A
Plummer Court	U10A
Port Road	U10A
Que Street	U10A
Quiggin Court	U10A
Quiggin Street*	U9
Quiggin Street*	U10A
Raglan Street	U9
Ramsden Street	U10A
Reece Court	U9
Rees Street	U10A
Reeve Street	U10A
Reid Street	U10A
Ritchie Street	U10A
Riverdale Crescent	U10A
Ronald Crescent	U10A
Rose Street	U10A
Sandy Crescent	U10A
Saunders Street*	U7
Saunders Street*	U10A
Simpson Street	U10A
Smith Street	U10A
Somerset Esplanade	U10A
Southern Place	U10A
Spencer Access	U10A
Sprent Street East	U10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – URBAN SEALED	HIERARCHY CLASS
Sprent Street West	U10A
Stanwyn Court	U10A
Station Street	U10A
Sunset Avenue	U10A
Taroona Place	U10A
Tennis Court	U10A
Terra Nova Drive	U9
Vincent Street	U10A
Walker Street	U10A
Ward Street	U10A
Waterworth Street	U10A
West Jenner Street	U9
Wharf Access	U10A
Wilkinson Street	U9
William Street	U10A
Wragg Street*	U7
Wragg Street*	U10A
Wynyard Esplanade	U10A
Yacht Club Access	U10A
York Court	U10A
York Street*	U9
York Street*	U10A
Yulambi Court	U10A

*- Partial road in this hierarchy class. Refer to map in Appendix B.



Table 6: Roads Hierarchy Inventory – Rural Sealed

ROAD NAME – RURAL SEALED	HIERARCHY CLASS
Alandale Place	R10A
Alberts Road	R10A
Andersons Road	R10A
Austins Road	R10A
Back Cam Link Road	R10A
Back Cam Road*	R8
Back Cam Road*	R10A
Ballast Pit Road*	R8
Ballast Pit Road*	R10A
Banksia Avenue	R10A
Banksia Park Road	R10A
Baulds Hill Road	R10A
Bramichs Road	R9
Bridge Street	R10A
Broomhalls Road	R9
Brownriggs Road	R10A
Calder Road*	R7
Calder Road*	R9
Calder Road*	R10A
Cook Street	R10A
Coopers Lane	R8
Cumming Street - Sisters Beach	R10A
Cummings Street - Boat Harbour	R10A
Dallas Road	R9
Deep Creek Road*	R8
Deep Creek Road*	R9
Deep Creek Road*	R10A
Dicks Road	R10A
Dobsons Lane	R10A
East Boulevard	R10A
East Yolla Road	R10A
Edward Street	R10A
Elfrida Avenue*	R9
Elfrida Avenue*	R10A
Fenton Crescent	R10A
Gates Road	R9
Guildford Road	R10A
Hardys Road	R10A
Haywoods Lane	R10A
Heppels Road	R10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – RURAL SEALED	HIERARCHY CLASS
Hoares Lane	R10A
Honeysuckle Avenue*	R9
Honeysuckle Avenue*	R10A
Irby Boulevard	R10A
Irby's Crescent	R10A
Johnsons Road	R9
Kellatier Road	R10A
Kenelm Avenue	R10A
Lagoon Avenue	R10A
Laponya Road	R8
Lennah Drive	R10A
Little Village Lane	R10A
Lowries Road	R10A
Marshall's Road	R9
Maxs Road	R10A
Meunna Road	R10A
Moore Street	R10A
Morton Street	R10A
Mount Hicks Road	R8
Murchison Highway Yolla	R9
Myalla Road*	R9
Myalla Road*	R8
Newhaven Drive	R10A
Newlands Road	R10A
Nunns Road	R10A
Oldina Road*	R9
Oldina Road*	R10A
Pages Road	R7
Pecks Road	R10A
Pine Street	R10A
Pinebrae Road	R10A
Port Road*	R9
Port Road*	R10A
Preolenna Road*	R8
Preolenna Road*	R9
Reservoir Drive*	R7
Reservoir Drive*	R9
Rettkes Road	R10A
River Road	R9
Robin Hill Road	R9
Rulla Road*	R10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – RURAL SEALED	HIERARCHY CLASS
Rulla Road*	R9
School Lane	R9
Seabrook Road	R8
Serrata Crescent	R10A
Shekleton Road	R10A
Sisters Beach Road	R9
Smarts Road	R10A
South Elliott Road	R10A
Stennings Road	R9
Stockdale Avenue	R10A
Strawberry Lane	R10A
Table Cape Road	R7
Takone Road	R9
Ten Foot Track	R10A
Timothy Drive	R9
Tink Taylor Avenue	R10A
Tink Taylor Avenue Circuit	R10A
Tollymore Road	R9
Tom Moores Road	R9
Tysons Road	R9
Vicevich Road	R10A
Village Lane	R9
Wattle Avenue	R10A
Wattle Hill Drive	R10A
West Calder Road	R10A
Whyte Hill Lookout Road	R10A
Willis Street	R10A
Woolleys Road	R10A

**- Partial road in this hierarchy class. Refer to map in Appendix B.*



Table 7: Roads Hierarchy Inventory – Unsealed

ROAD NAME – UNSEALED	HIERARCHY CLASS
Aerodrome Road	U10A
Aitkens Road	R10A
Aldersons Lane	R10C
Aldersons Road	R10A
Allens Road	R10A
Andersons Road	R10A
Archers Road	R10C
Austins Road	R10A
Back Cam Road	R10A
Ballast Pit Road	R10A
Bassetts Road*	R10A
Bassetts Road*	R10B
Bassetts Road*	R10C
Baulds Hill Road	R10A
Baulds Road	R10A
Beatties Road	R10A
Bens Road	R10B
Bills Road	R10B
Blackabys Road	R10A
Boags Road	R10A
Boat Harbour Siding Road	R10A
Bourkes Road*	R10A
Bourkes Road*	R10B
Bowketts Road	R10A
Brackendale Road	R10B
Bramichs Road	R9
Broomhalls Road*	R10B
Broomhalls Road*	R10C
Buggs Lane	R10A
Buggs Road	R10C
Camerons Road	R10A
Campbell Range Road	R10C
Capells Road	R10A
Cemetery Road	U10A
Chalks Road	R10B
Chromys Road*	R10A
Chromys Road*	R10C
Coal Mine Road*	R10A
Coal Mine Road*	R10C
Coates Road*	R10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – UNSEALED	HIERARCHY CLASS
Coates Road*	R10C
Colgraves Road	R10A
Cryans Road	R10A
Da Rues Road	R10C
Dallas Road	R9
Dam Road	U10A
Dares Road	R10B
Deaytons Lane*	R10A
Deaytons Lane*	R10C
Deep Creek Road	R10A
Devils Elbow Road	R10A
Dobsons Lane	R10A
Doctors Road	R10B
Dudfields Road	R10A
Duniams Road	R10B
Eaglings Road	R10C
East Yolla Road	R10A
Edmunds Road	R10C
Edwards Road	R10C
Elfrida Avenue	R10C
Elliotts Road	R10B
Elphinstones Road	R9
Emerald Vale Road	R10A
Ewingtons Road	R10B
Fists Lane*	R10A
Fists Lane*	R10B
Fists Lane*	R10C
Fosters Road	R10A
Francombes Road	R10B
Franks Lane	R10B
Frenchs Road*	R10A
Frenchs Road*	R10C
Gadsbury Road	R10C
Gates Road	R9
Gladwells Lane	R10B
Guildford Road	R10A
Hametts Road	R10C
Harris Road	R10C
Hawleys Road	R10A
Hays Road	R10B
Hills Road	R10C



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – UNSEALED	HIERARCHY CLASS
Hoares Lane	R10B
Hoares Road	R10B
Humbles Road	R10A
Ingleford Road	R10A
Irby Boulevard	R10B
Jones Road	R10C
Keens Road	R10B
Keith River Road	R10C
Kellatier Road*	R10A
Kellatier Road*	R10C
Kimberleys Hill Road	R10A
Kinchs Road	R10C
Lancaster Road	R10B
Lances Road	R10B
Lapoinya Road	R8
Lees Creek Road	R10C
Lighthouse Road	R10A
Little Arthur River Road	R10C
Locketts Road	R10A
Loones Road	R10C
Lowries Road	R10A
Lyons Road	R10A
Mackenzies Road	R10A
Margetts Road	R10B
Marshalls Road	R9
Masons Road	R10A
Mccullocks Road	R10C
McDonalds Road	R10C
McGees Road	R10A
Meunna Road	R10A
Minnies Road	R10C
Morris Road	R10B
Mount Myrtle Road	R10A
Murdering Gully Road	R9
Myalla Road	R8
Myalla Station Road	R10C
Myrtle Dell Road	R10C
Nelsons Road	R10A
Newhaven Track	R10A
Nicholsons Road	R10C
Nunns Road	R10A



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – UNSEALED	HIERARCHY CLASS
Old Dam Road	U10A
Old Mount Hicks Road	R10A
Old Port Road	U10A
Oldina Road	R10A
Oonah Road	R9
Pearces Road	R10C
Pecks Road	R10A
Pepperells Road	R10C
Petersons Lane	R10A
Pine Street	R10B
Pinebrae Road	R10C
Pinnars Road*	R10A
Pinnars Road*	R10B
Pokes Road	R10A
Ransleys Road	R10B
Reeves Road	R10C
Regrowth Spur	R10A
Reids Road	R10B
Reillys Road*	R10A
Reillys Road*	R10B
Reservoir Drive*	R9
Reservoir Drive*	R10A
Ridges Road	R10A
Robin Hill Road*	R9
Robin Hill Road*	R10A
Robinsons Road	R10B
Ross Grange Road	R10A
Rothwells Road	R10B
Roxleys Road	R10B
Rubocks Road	R10B
Rulla Road*	R9
Rulla Road*	R10A
Rulla Road*	R10B
Sampsons Lane	R10B
Sawards Road	R10B
Scotts Road	R10A
Sculthorpes Road	R10C
Shepperds Lane	R10A
Shires Lane*	R10A
Shires Lane*	R10B
Smarts Hill Road	R10B



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

ROAD NAME – UNSEALED	HIERARCHY CLASS
Smarts Road	R10A
Smith Street	U10A
Smiths Road*	R10B
Smiths Road*	R10C
South Elliott Road	R10A
South Street	U10A
Sprent Street	U10A
Stennings Road	R10A
Stephens Road	R10C
Stewarts Road	R10B
Strawberry Lane	R10A
Stuarts Road	R10C
Stutterds Road	R10A
Sweetmans Road	R10A
Takone Road	R9
Taylor's Road*	R10A
Taylor's Road*	R10B
Ten Foot Track*	R10B
Ten Foot Track*	R10C
Tennis Court	U10A
Thompsons Road	R10C
Three Notch Road	R10C
Tippetts Road	R10A
Tom Moores Road	U9
Toomey Road	R10B
Tyson's Road	R10B
Vicevich Road	R10A
Walker Street - Wynyard	U10A
Walker Street - Waratah	U10A
Walkers Lane	R10A
Wandering Gully Road	R10B
West Calder Road	R10A
Whites Road	R10B
Whitsitts Road	R10B
Wienerts Road	R10B
Wiggs Road	R10A
Woodhouse Road*	R10B
Woodhouse Road*	R10C
Woolleys Road	R10A
Yard Road	R10C
Zig Zag Road	R10A



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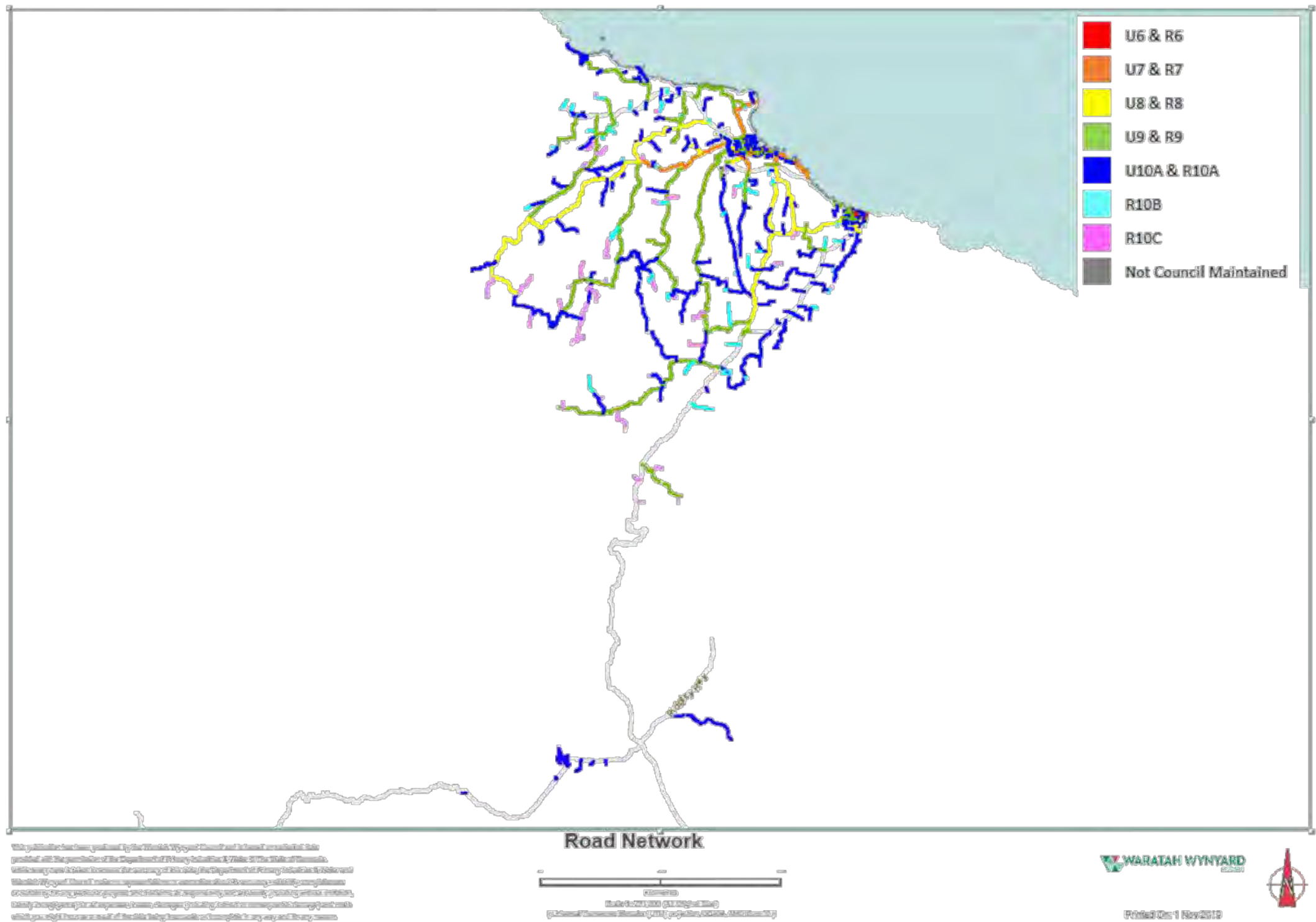
March 2020

ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

**- Partial road in this hierarchy class. Refer to map in Appendix B.*

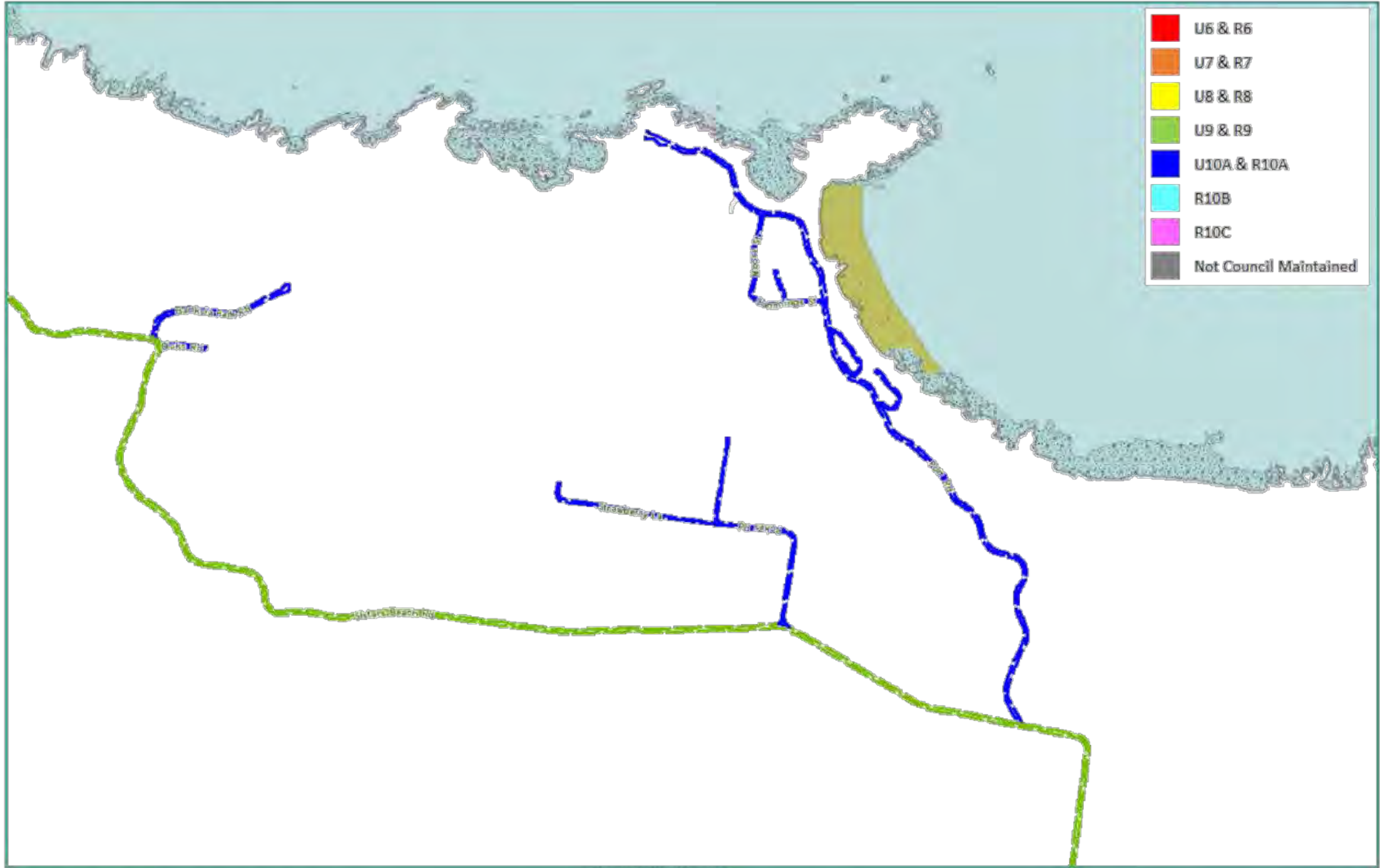


13. APPENDIX B– RURAL ROAD HIERARCHY THEMATIC MAP
Road Network: Waratah-Wynyard Municipality

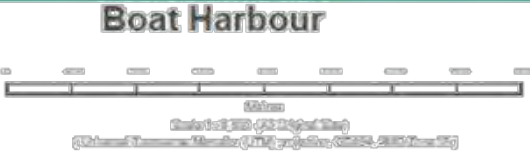




Road Network: Boat Harbour



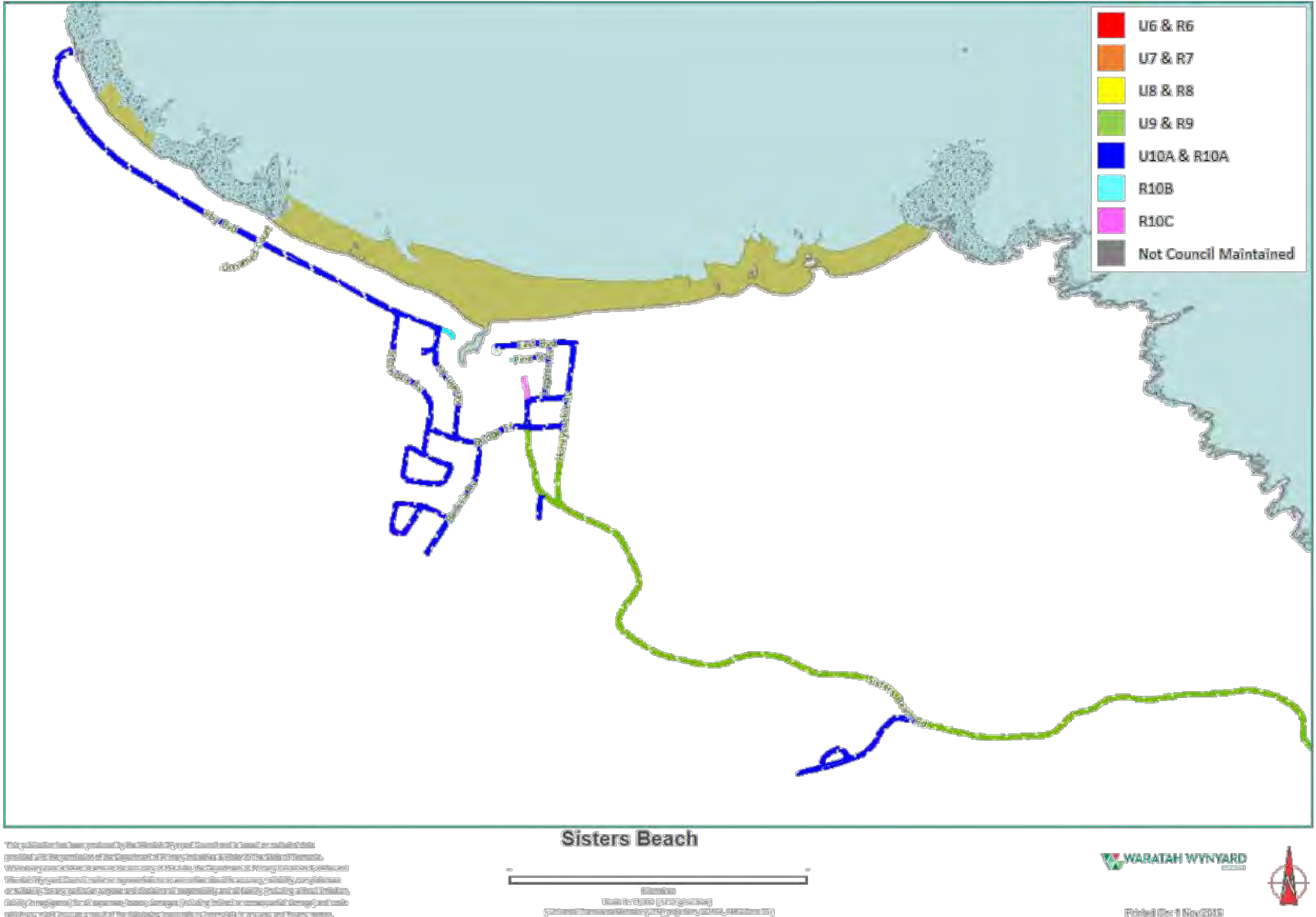
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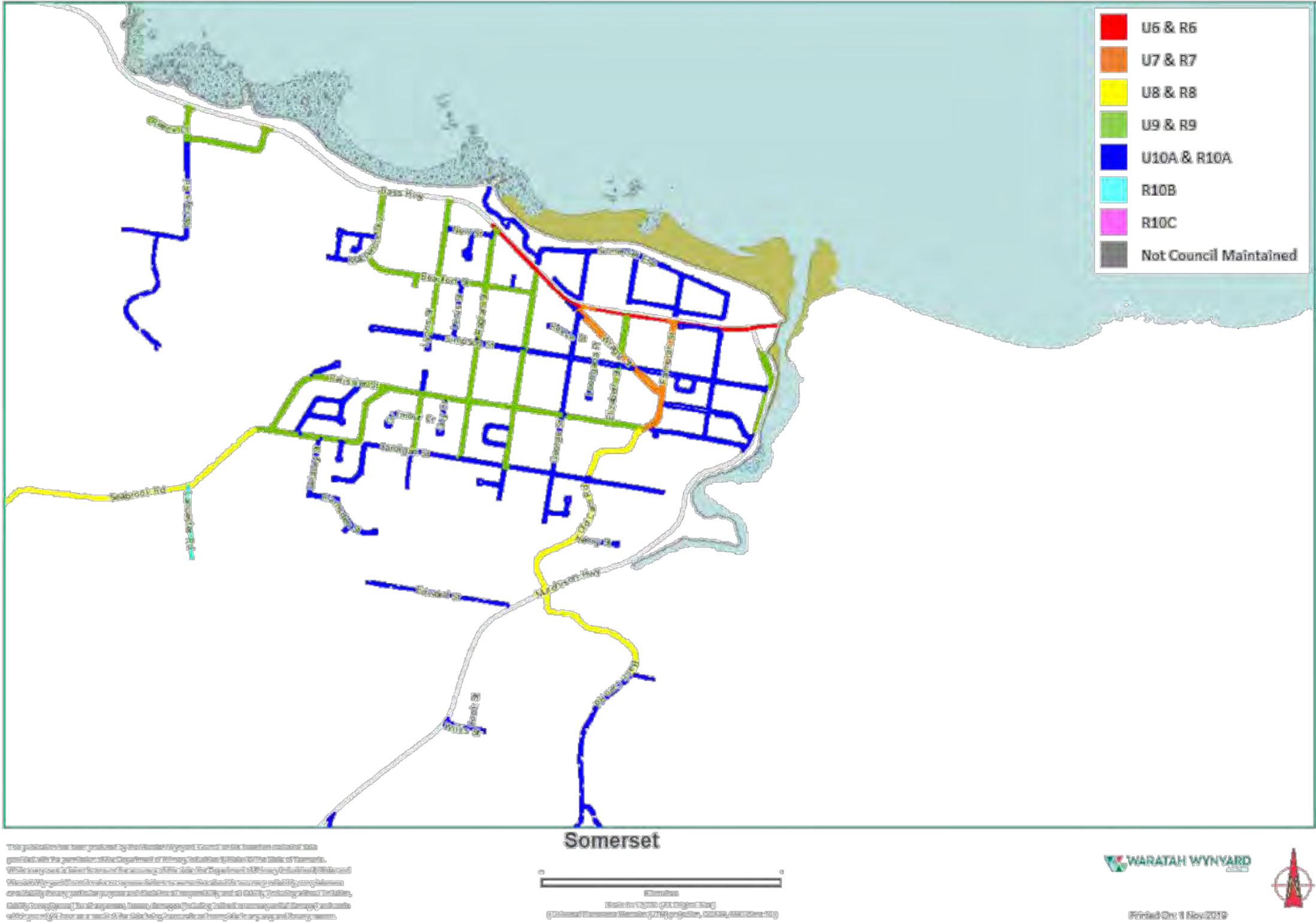


Road Network: Sisters Beach



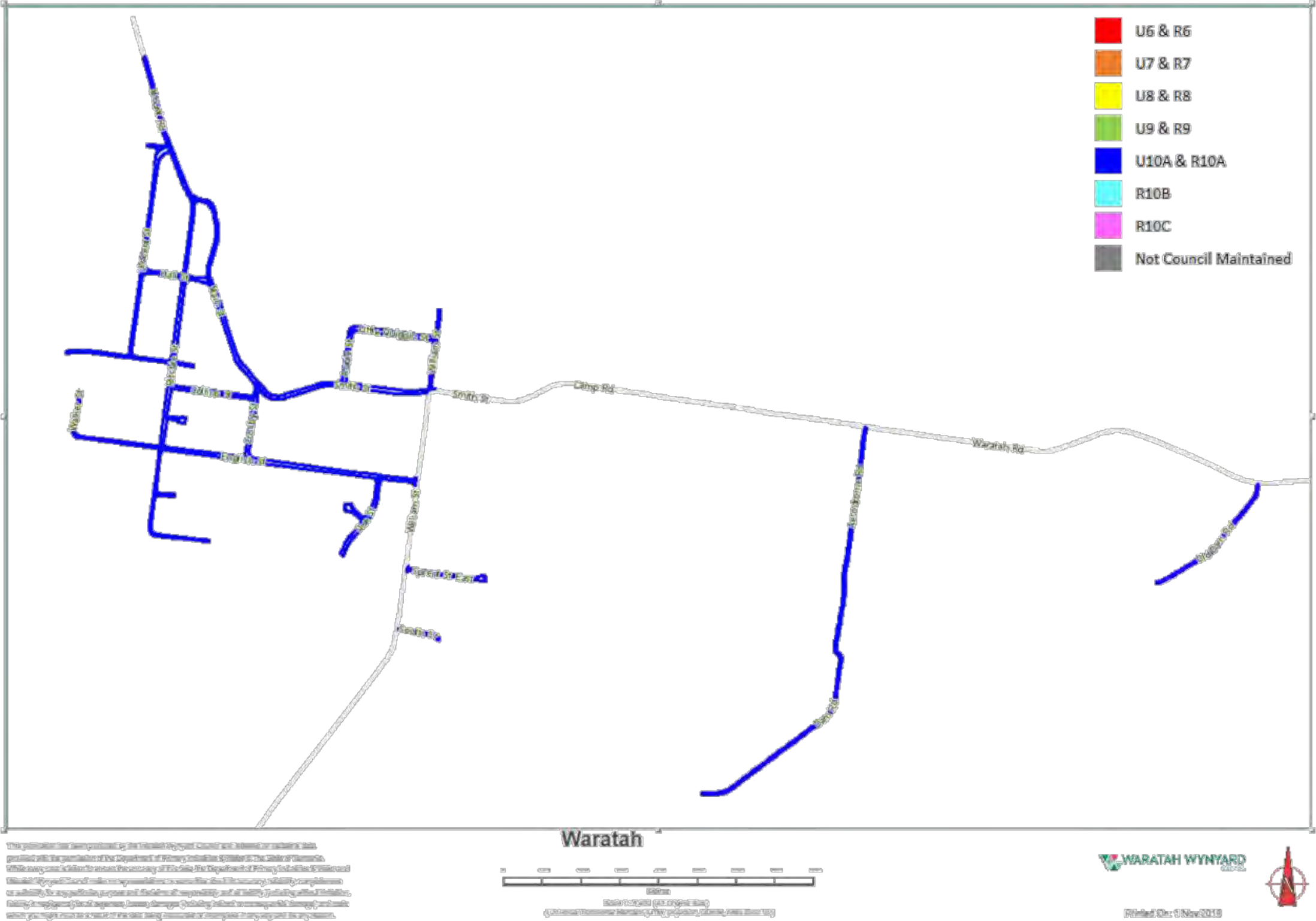


Road Network: Somerset



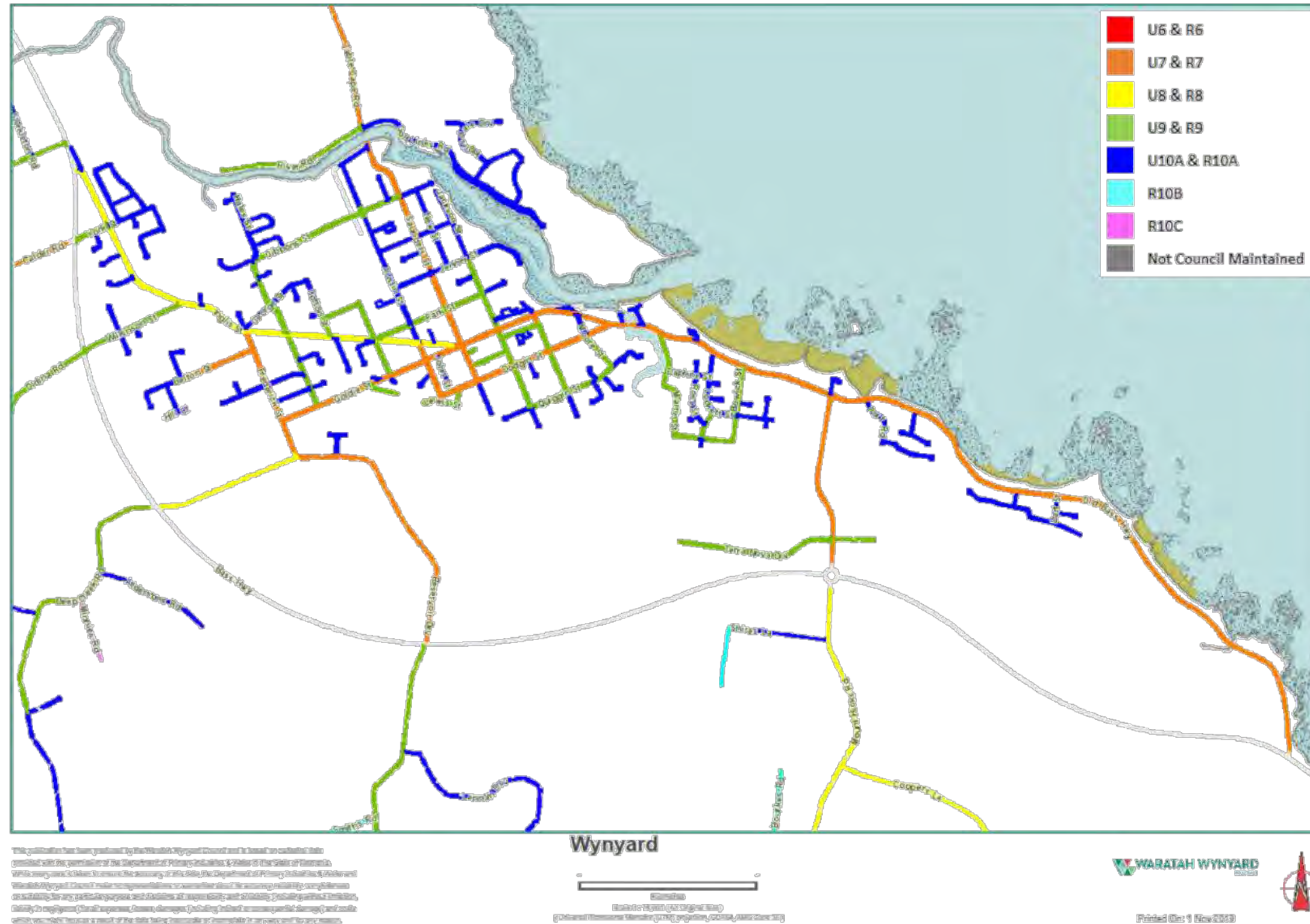


Road Network: Waratah



ROADS INFRASTRUCTURE SERVICE LEVEL DOCUMENT

Road Network: Wynyard



	WARATAH-WYNYARD COUNCIL STREET NAMING & ADDRESSING POLICY
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1. SCOPE

- 1.1 This policy applies to street naming and parcel addressing within the Waratah-Wynyard municipal area.

2. PURPOSE

- 2.1 This policy is to provide Council with a structured process on the naming/renaming of streets that form part of our Municipal street network.
- 2.2 It seeks to ensure uniqueness and historical significance in street naming along with the logical and clear assignment of parcel addressing. Working within the bounds of relevant guidelines and standards to provide a structured approach to both municipal street naming and parcel addressing.

3. POLICY STATEMENT

- 3.1 A Council maintained list containing historically significant names relative to the Waratah-Wynyard municipal area will be made available to developers as part of any planning permit involving the construction of new streets intending to become part of Council's maintained street network.
- 3.2 All proposed names are to be in accordance with the Tasmanian Place Naming Guidelines for naming of streets issued by Department of Primary Industries, Parks, Water and Environment.
- 3.3 Developers may choose a suitable name from the abovementioned list or submit their own selection of two names to Council together with relevant supporting background documentation justifying their choice.
- 3.4 If no developer submissions are received, Council will assign a name that is either in theme with existing surrounding street names or select a name from the abovementioned list. Once Council has decided on a name it will then be lodged with the Placenames Tasmania Portal complete with a description, background and justification behind the name. All submitted street names will have to be ratified by State Nomenclature before being officially Gazetted.
- 3.5 Council can, when requested, apply for the gazettal of a street name for a private non-Council maintained street on the behalf of the street owner. The submission must adhere to the same restrictions outlined in section 3.2.
- 3.6 Parcels created as part of Greenfield development will be addressed in accordance with AS 4819:2011
- 3.7 Parcels created as part of brownfield development of existing parcels which are adjacent to already addressed parcels will be addressed in accordance with AS 4819:2011 while ensuring contiguity of and non-duplicated addressing.
- 3.8 Addressing of parcels created as part of a brownfield development will be addressed as to minimally disrupt existing addresses. However, if necessary Council as the

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addressing authority will readdress adjacent parcels to retain **contiguity** and eliminate duplication.

- 3.9 Council will notify owners in writing when there is to be an intended change of existing address.
- 3.10 Council will notify the following agencies when new addresses are formally assigned:
1. D.P.I.P.W.E (State Government)
 2. A.E.C (Australian Electoral Commission)
 3. Australia Post
 4. Telstra
 5. Housing Tasmania
 6. Internal Council Departments
- 3.11 Council will not notify any other private third-party institutions (e.g. Insurance, Banks) of any change of addressing. This will be the sole responsibility of the parcel owner.

LEGISLATIVE REQUIREMENTS

Council is obliged, under Section 20E of the *Survey Co-ordination Act 1944*, to lodge the proposed name to the Nomenclature Board Secretary within forty days of assigning any name to an urban street. All notifications are now to be submitted through the Placenames Tasmania portal.

The Board is not responsible for naming urban streets situated within proclaimed cities or towns - this is the responsibility of the relevant local government authority (council). However, when a new urban street name is assigned, the council is bound to notify the Nomenclature Board of that assignment within 40 days. Councils are bound by the same rules as the Board when making decisions regarding the assignment of names to streets within proclaimed towns.

RELATED DOCUMENTS:

Naming

Register of Names of Historical significance to Waratah-Wynyard municipal area.
Tasmanian Place Naming Guidelines June 2019

Addressing

Australian/New Zealand Standard TM Rural and Urban addressing (AS/NZS 4819:2011)

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AS/NZS 4819:2011

AS/NZS 4819:2011

Australian/New Zealand Standard™

Rural and urban addressing

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AS/NZS 4819:2011

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT-004, Geographical Information/Geomatics. It was approved on behalf of the Council of Standards Australia on 2 November 2011 and on behalf of the Council of Standards New Zealand on 7 November 2011. This Standard was published on 18 November 2011.

The following are represented on Committee IT-004:

ACT Planning and Land Authority
ANZLIC—The Spatial Information Council
Australian Antarctic Division
Australian Bureau of Meteorology
Australian Hydrographic Office
Australian and New Zealand Map Society
Australasian Fire and Emergency Service Authorities Council
CSIRO Exploration & Mining
Department of Defence, Australia
Department of Lands and Planning, NT
Department of Primary Industries, Parks, Water and Environment, Tas.
Department of Sustainability and Environment, Vic.
Department for Transport, Energy and Infrastructure, SA
Land Information New Zealand
Office of Spatial Policy
Spatial Industries Business Association
Surveying and Spatial Sciences Institute
University of Melbourne

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AS/NZS 4819:2011

Australian/New Zealand Standard™

Rural and urban addressing

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PREFACE

This Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM) for the Joint Standards Australia/Standards New Zealand Committee IT-004, Geographical Information/Geometrics, to supersede AS/NZS 4819:2003, *Geographic information—Rural and urban addressing*.

Significant changes between this edition and the 2003 edition include:

- (a) Water based addressing is covered specifically.
- (b) Addressing of complex sites is simplified.
- (c) New method for sub-addressing on multi-level buildings is specified.
- (d) Road types have to be selected from a list.

The terms 'normative' and 'informative' have been used in this standard to define the application of the appendix. A 'normative' appendix is an integral part of a standard, whereas an 'informative' appendix is only for information and guidance.

Reason for Review

The review of AS/NZS 4819 has been driven by a number of factors. The 2003 Standard was largely meeting its intended purpose, but some areas lacked clarity, parts were difficult to use, too many legacy issues were included, and some areas were not adequately covered.

The Intergovernmental Committee on Surveying and Mapping (ICSM), with concurrence from Standards Australia, decided that a more robust and succinct addressing Standard was required in order to meet the evolving needs of Australian and New Zealand communities.

There was some overlap with the Australian Standard for exchange of address information AS 4590, *Interchange of client information*. The dependence on that Standard has been removed. A future revision of AS 4590 will be able to address any reverse dependence so that both Standards can be used independently.

Standards Australia acknowledges the valued contribution of the ICSM Street Address Working Group which consists of representatives from:

ACT Planning and Land Authority
Australia Post
Department for Administrative and Information Services, SA
Department of Education, Employment and Workplace Relations
Department of Environment and Resource Management, Qld
Department of Lands and Planning, NT
Department of Primary Industries, Parks, Water and Environment, Tas.
Department of Sustainability and Environment, Vic.
Emergency Services Telecommunications Authority, Vic.
Intergovernmental Committee on Surveying and Mapping
Land and Property Information, NSW
Land Information New Zealand
Landgate, WA
New Zealand Post
PSMA Australia

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STANDARDS AUSTRALIA/STANDARDS NEW ZEALAND

Australian/New Zealand Standard Rural and urban addressing

SECTION 1 SCOPE AND GENERAL

1.1 SCOPE

This Standard provides requirements and guidance for addressing authorities to use for—

- (a) assigning addresses;
- (b) naming roads and localities;
- (c) recording and mapping the related information; and
- (d) signage related to the above.

1.2 OBJECTIVE

The goal of this Standard is to specify requirements for assigning addresses that can be readily and unambiguously identified and located.

In order to achieve this goal, the objectives of the Standard are that:

- (a) Localities enable addresses to be uniquely and clearly identified.
- (b) Assigned names for roads or other primary means of access enable addresses to be readily and uniquely identified.
- (c) Assigned address numbering enables address sites to be readily located.
- (d) Signage enables assigned addresses to be readily identified and located.
- (e) Address information enables sites to be readily located.

The Standard aims to keep addresses as simple as possible to enable their ready application. For example an address is not allowed to include two road names, such as within complexes like a retirement village (addressing within a complex is now treated using normal address methodology). Provisions for numbering apartments using the method commonly used in hotels are now specified, thereby avoiding the need to specify level or unit type.

1.3 APPLICATION

1.3.1 Intended audience

The Standard outlines the various address-related elements and provides guidance on the application of those elements to the range of address site types.

It is intended primarily for use by those agencies that are responsible for addressing—usually local governments. Parts of the Standard should also be used by developers where the addressing authorities enable them to propose addresses and name roads.

The Standard is intended to help addressing authorities fulfil their custodial responsibility for the ongoing maintenance, accuracy and quality of addresses in a manner that is consistent across the country and, wherever possible, across both Australia and New Zealand.

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1.3.2 Guidelines

Separate guidelines that cover how this Standard should be applied in different circumstance are the responsibility of jurisdictional agencies and the Intergovernmental Committee on Surveying and Mapping (ICSM). These agencies are listed in Appendix C.

1.3.3 Retrospective application—Existing addresses

The application of this Standard is not intended to be retrospective.

Previous editions of the Standard recognized the prerogative of an addressing authority in relation to renumbering or otherwise changing existing addresses, road names, etc. and the extent to which it conforms to the Standard. This revision, however, sets the standard for the assignment of new addressing. It looks forward, and is intended primarily to ensure that the problems of the past are not repeated with new addresses. The extent to which the Standard is applied to existing addressing anomalies is not a matter included in this Standard. This remains the prerogative of the addressing authority and jurisdictional interests.

1.3.4 Data specification out of scope

The Standard does not specify detailed data requirements nor imply a database schema, or similar. The 2003 edition specified, in particular, codes, data structures, and formats (especially in Appendix H), which are more appropriately covered in other Standards such as AS 4590. These concerns would need to also apply to legacy addresses, which are not part of this Standard.

1.3.5 Cooperation between agencies

Addresses have become ubiquitous and of pervasive interest to individuals, to the public at large, to government agencies, to postal agencies, and particularly to the emergency services. There is significant community and national benefit in having a consistent and integrated addressing infrastructure that serves all these groups. Implementing the Standard requires a spirit of cooperation between all parties, including addressing authorities and addressing custodians. This is particularly important where addressing issues extend beyond jurisdictional boundaries (e.g. a road that passes through different local government areas).

1.3.6 Application to indigenous communities

Within indigenous communities, roads shall be named and address sites numbered in accordance with this Standard.

1.3.7 Application to private communities and towns

A private community or town, such as a retirement village or mining town, shall be addressed in terms of this Standard.

1.4 REFERENCED DOCUMENTS

The following documents are referred to in this Standard:

AS

1742 Manual of uniform traffic control devices

1742.5 Part 5: Street name and community facility name signs

4590 Interchange of client information

1.5 DEFINITIONS

For the purpose of this Standard the definitions below apply.

1.5.1 Access point

The position along the road where the public would normally access an address site.

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1.5.2 Address site

A site for which an address is being assigned, as specified in Clause 5.3.1.

1.5.3 Addressing authority

Agency responsible for assigning addresses. Usually a local government.

1.5.4 Alternative name

A name that is an alternative to another name for the same feature.

1.5.5 Dual name

A name that consists of two official names that must be used together, usually one indigenous and one European. (e.g. 'Aoraki/Mount Cook').

1.5.6 Formed

In relation to a road, means that it is physically constructed or prepared for passage by vehicles or pedestrians.

1.5.7 Geocode

A point feature for an address spatially defined by a coordinate (either latitude and longitude; or northing and easting).

1.5.8 Locality

A named geographical area defining a community or area of interest, which may be rural or urban in character, and is usually a suburb in the latter case.

1.5.9 May

Indicates the existence of an option.

1.5.10 Primary address site

An address site that is not contained within another address site. It may contain a sub-address site.

1.5.11 Sequential

In a logical order or sequence, not necessarily uniformly.

1.5.12 Shall

Indicates that a statement is mandatory.

1.5.13 Should

Indicates a recommendation.

NOTE: A recommendation may indicate a highly desirable outcome that is not mandatory.

1.5.14 Sub-address site

An address site that is contained within a primary address site (e.g. an apartment within a building).

SECTION 2 ADDRESS INFORMATION

2.1 INTRODUCTION

Proper recording of address information and the availability of that information enables addresses to be readily located through the use of suitable information systems. This is particularly relevant in today's electronic environments where digital address information is used in a wide variety of applications, including emergency service response.

The focus of this Section is on requiring relevant address information to be adequately recorded by addressing authorities. Once address information is recorded by a public agency it becomes official information and may be subject to jurisdictional legislation and provisions for availability, supply, intellectual property, etc.

Mapping of address information is also crucial in these contexts. Provisions requiring address information to be mapped are covered in Section 7.

2.2 RECORDING ASSIGNED ADDRESSES

2.2.1 General

Every address assigned in terms of this Standard shall be recorded in terms of the components specified in Clauses 2.2.2 and 2.2.4.

2.2.2 Mandatory address components

An assigned address shall comprise the following core address components:

- (a) *Address number:*
 - (i) This component may include sub-address elements (see Clauses 5.10 and 5.11) or a suffix (see Clause 5.4.8) where applicable.
 - (ii) Although labelled as a 'number' it may include other characters as specified in the Standard (e.g. 34A).
- (b) *Road name:*
 - (i) The road name shall include the road type (see Clause 4.3).
 - (ii) An address shall not include more than one road name.

or

Water feature or island name:

 - (iii) For water addresses the name of the relevant water feature or island (see Clause 6.2) shall be used instead of the road name.
 - (iv) Recording should enable water addresses to be distinguishable from road addresses.
- (c) *Locality name:*
 - (i) The locality name shall be in accordance with Section 3.
 - (ii) In New Zealand this component may need to include both the locality (or suburb) and the town (or city) name to ensure that an address is unique (see Clause 2.2.3).
- (d) *State/territory name:*

The state or territory name is mandatory in Australia.

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The following example illustrates how a simple primary address could be recorded in terms of the above components:

Address number: 167
Road name: Macquarie Street
Locality name: Hobart
State name: Tasmania

2.2.3 Recording locality names for New Zealand addresses

It is usual in New Zealand to use the city name as the locality in an address, rather than just the locality name on its own; however, many road names are not unique within the city, especially as a result of local government amalgamations (for example, there are two instances of Allen Road in Auckland, one in Grey Lynn and one in Mount Wellington).

Until the definition of localities complies with the gaps and overlaps provisions in Section 3 of this Standard, the use of a non-compliant locality name for an address will not always ensure uniqueness (for example, the locality for an address site on Cecil Road might be given as Epsom or it might be given as Mount Eden).

In New Zealand, the locality component of an address may need to include both the locality (or suburb) and the town (or city) name to ensure that the address is unique.

The following example shows how two Allen Roads in Auckland can be distinguished by including the suburb name along with the city name:

Address number:	6	6
Road name:	Allen Road	Allen Road
Locality name:	Grey Lynn, Auckland	Mount Wellington, Auckland

2.2.4 Optional and conditional address components

An assigned address may include the following additional components:

- (a) *Unit type*—where assigned for a sub-address site (see Clause 5.10.6).
- (b) *Level type and number*—where assigned for a sub-address site in a multi-level building (see Clause 5.11.6).
- (c) *Address site name*—building name or descriptive name.
- (d) *Postcode*—four digit postcode issued by Australia Post or New Zealand Post.
- (e) *Country*

The following is an example of recording an address that includes a building name and a postcode:

Address site name: Australian Museum
Address number: 6
Road name: College Street
Locality name: Sydney
State name: New South Wales
Postcode: 2000
Country: Australia

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2.2.5 Recording alternative addresses

The recording of an alternative address (see Clause 5.6) shall enable it to be readily distinguished from the related primary address.

2.2.6 Recording sub-addresses

The recording of a sub-address and the recording of its primary address shall enable them to be readily related to each other.

2.3 RECORDING ROAD NAMES

Every road name shall be recorded in relation to the localities that it passes through.

2.4 RECORDING LOCALITY NAMES

Every locality name shall be recorded in relation to the state/territory within which it is located.

2.5 RETENTION OF HISTORICAL ADDRESSING INFORMATION

Information about an address number, road name or locality name that is obsolete (e.g. where it has been replaced with a new address or name) shall be retained.

Appropriate status information shall also be recorded in such cases to identify the date from which it is no longer current.

The relationship between a new address and any address or addresses that it replaces shall be recorded.

SECTION 3 LOCALITY DEFINITION AND NAMING

3.1 INTRODUCTION

Localities enable addresses to be uniquely identified. Without clearly defined localities there can be uncertainty in an address. In order to achieve the addressing goals and objectives it is vital that locality names and their boundaries are clear and unambiguous.

3.2 SELECTION OF LOCALITY NAME

3.2.1 Jurisdictional requirements

The determination of locality names and boundaries shall comply with relevant jurisdictional legislation, policies, and guidelines.

3.2.2 Duplication of locality name

A locality name shall not be duplicated within the country.

A locality name should not be similar in spelling or sound (e.g. Wytmont, Whitmont) to any other locality name within the country.

3.2.3 Dual or alternative locality name

A dual name or alternative name shall not be assigned to a locality.

3.2.4 Indigenous locality names

A locality name derived from an indigenous source should be local to the area and be endorsed by the recognized local indigenous community.

For addressing within indigenous communities, the name of the community should be adopted as a locality name where possible.

Where a locality name is derived from an indigenous language, it shall be supported by evidence to satisfy the naming authority of its authenticity.

3.2.5 Promotional names

A promotional name of a subdivision or development used for marketing purposes shall not be accepted as a substitute for a locality name and shall not be used in an address.

3.2.6 Neighbourhood or regional names for locality

A neighbourhood or regional name shall not be used and is not a substitute for a locality name.

3.2.7 Acceptability of locality name

A locality name shall not be offensive, racist, derogatory or demeaning.

3.2.8 Ease of use of locality name

A locality name should be easily pronounced, spelt, and understood when written or spoken; however, in the case of indigenous languages it is accepted that a traditional name which might appear at first to be complex will, over time, become more familiar and easier to use.

3.2.9 Length of locality name

A locality name should be short.

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3.3 LOCALITY BOUNDARIES

3.3.1 Clear definition of locality boundary

A locality boundary shall be clearly defined and not overlap another locality boundary.

Locality boundaries shall be contiguous. See example in Figure 3.1.

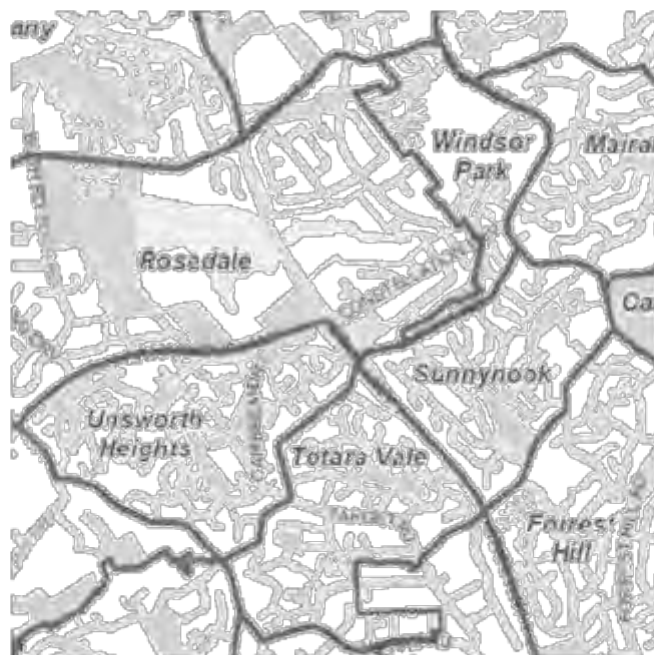


FIGURE 3.1 DEFINED LOCALITIES

3.3.2 Selection of locality boundaries

The following should be considered when selecting locality boundaries:

- (a) A locality boundary should define a community of interest.
- (b) A locality boundary should not extend beyond local government, state or territory boundaries.
- (c) Definite and distinguishable physical features or barriers should be used where appropriate, e.g. creeks, rivers, ridgelines, centrelines of roads, railways.
- (d) A locality boundary, where possible, should not bisect properties in common ownership or land parcels. Some exceptions may apply to large areas, e.g. forest, lakes or national parks.

3.4 CHANGING LOCALITY NAMES AND BOUNDARIES

3.4.1 Enduring localities

A locality name and its boundaries are intended to be enduring. They shall be changed only when necessary.

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3.4.2 Review of localities

Boundaries of localities in areas that are subject to development should be reviewed and amended where appropriate.

3.5 LOCALITY NAMES—DETAILS

3.5.1 Spelling of locality name to match source

A locality name shall have the same spelling as any associated name from which it is derived (e.g. MacRae Heights, not McRae Heights, where named after Mrs MacRae), subject to the relevant requirements of Clause 3.5.

3.5.2 Abbreviation of locality name

A locality name shall not be abbreviated or contain an abbreviation, initial, or acronym (e.g. 'Mount', not 'Mt'), except that 'St' shall be used for 'Saint'.

3.5.3 Definite article in locality name

A locality name shall not begin with the definite article 'The'.

3.5.4 Apostrophe in locality name

A locality name shall not include the possessive apostrophe. An apostrophe forming part of an eponymous name may be included in a locality name (e.g. O'Connor).

3.5.5 Full stop in locality name

A locality name shall not include a full stop.

3.5.6 Characters in locality name

A locality name shall only use characters from the standard alphabet, although macrons (e.g. ā) are permitted in a Maori name. Diacritical marks (e.g. ã, ç, ó) and special characters (e.g. @, &, !) shall not be used.

3.5.7 Hyphens in locality name

A locality name shall not include a hyphen. Where the name from which the locality name is derived includes a hyphen, it may be replaced with a space.

3.5.8 Numerals in locality name

A locality name shall not contain Arabic or Roman numerals. Where numbers are used they shall be written in full (e.g. Two Bays).

3.5.9 Suffixes or prefixes in locality name

A locality name should avoid the inclusion of qualifying terminology, a cardinal indicator, or a similar prefix or suffix (e.g. Upper, New, North, South). Where such use is unavoidable, the term should only be used as a suffix (e.g. Buxton North, not North Buxton).

SECTION 4 ROAD DEFINITION AND NAMING

4.1 INTRODUCTION

Road names are needed to uniquely and clearly identify roads as well as the related address. The road names themselves need to be clear and unambiguous.

4.2 ROAD NAMING

4.2.1 Roads to be named

All formed roads, including private roads, that are generally open to the public or to services shall be named except as set out in Clause 4.2.2. This includes, but is not limited to the following:

- (a) Highways, motorways, and freeways.
- (b) Roads within complexes such as universities, hospitals, and retirement villages. See Figure 4.1 and also Clause 5.5.
- (c) Roads within national parks, forests, etc.
- (d) Pedestrian only roads, such as malls or steps.

NOTE: Naming a road on private land does not mean that the naming authority is accepting responsibility for that road, other than ensuring its name is in terms of this Standard.

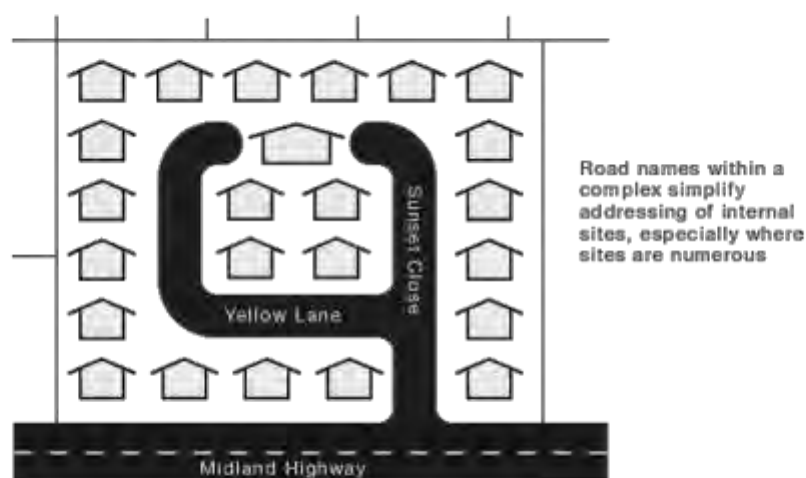


FIGURE 4.1 ROADS NAMED WITHIN PRIVATE (RETIREMENT) COMPLEX

4.2.2 Naming a short road

A short cul-de-sac or private road with five or less address sites* which is not proposed to be lengthened or have additional address sites need not be separately named. It may be treated as a simple access way (or driveway) and address numbers assigned in terms of the road onto which the cul-de-sac connects. See examples in Figures 4.2 and 4.3.

* In the case of sub-address sites, only primary addresses need to be considered.

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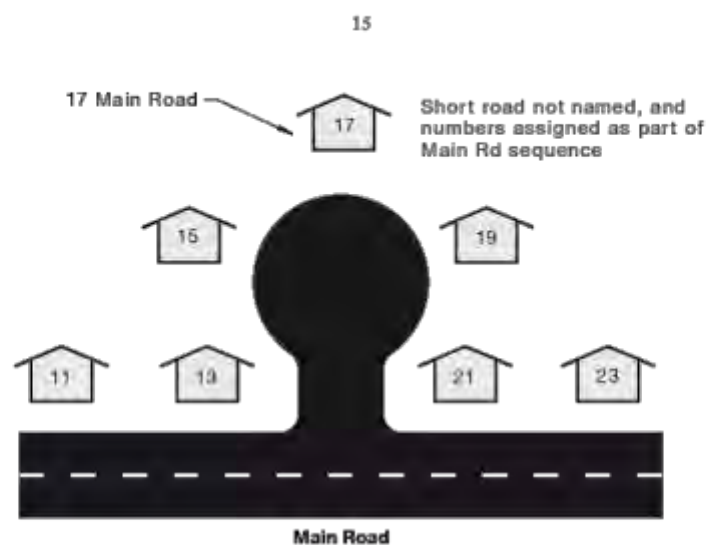


FIGURE 4.2 SHORT CUL-DE-SAC NOT NAMED

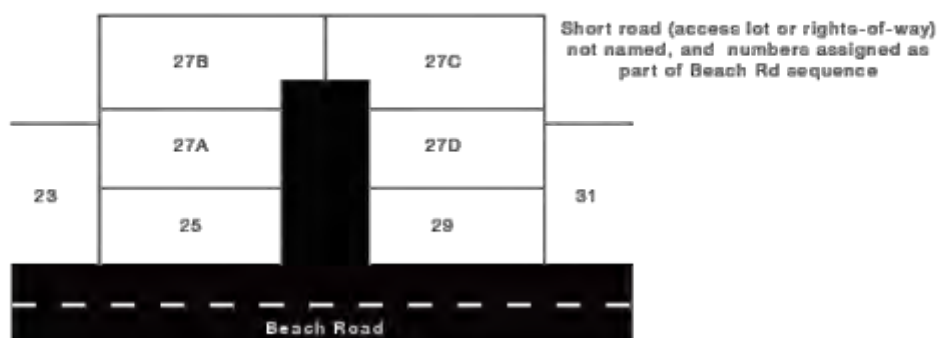


FIGURE 4.3 SHORT PRIVATE ROAD NOT NAMED

4.2.3 Unformed roads

Unformed roads (paper roads) should not be named unless a name is required for addressing purposes.

4.2.4 Contiguous navigable road

A named road shall include only one section navigable by vehicles. Unconnected navigable sections, such as where separated by an unbridged stream, pedestrian segment, railing, etc. shall be assigned separate road names. See example in Figure 4.4.

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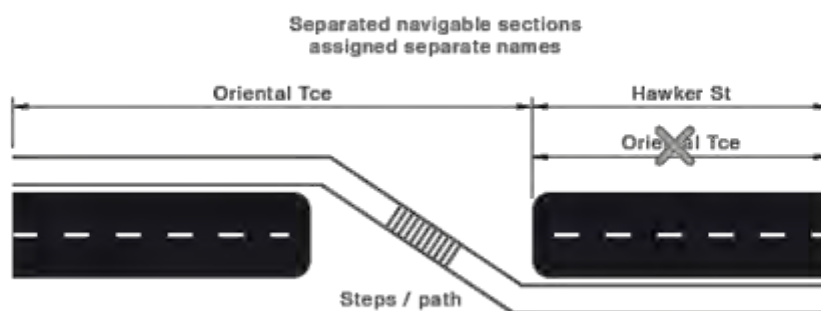


FIGURE 4.4 NON-CONTIGUOUS ROADS ASSIGNED SEPARATE NAMES

The above requirements do not apply where the separate sections are—

- (a) two sides of the same road separated by a median strip; or
- (b) part of a classified highway that is split by a section that is assigned a local name where it passes through a town or city. See example in Figure 4.5.

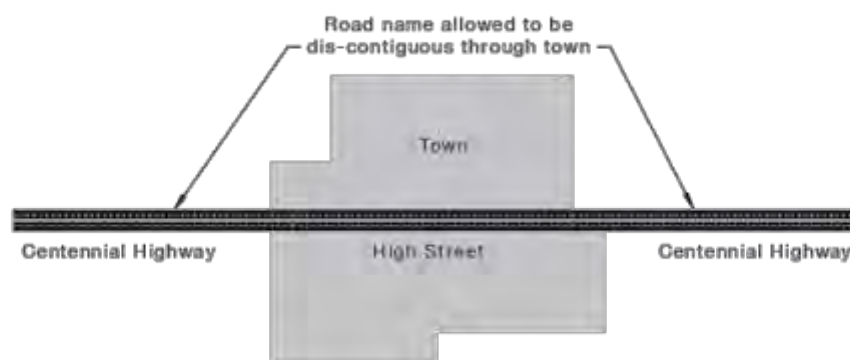


FIGURE 4.5 EXTENT OF ROAD NAME PERMITTED TO BE BROKEN THROUGH TOWN

4.2.5 Extents of named road

The extent of a road name shall be defined by the formed road, whether vehicular or pedestrian. See example in Figure 4.6.

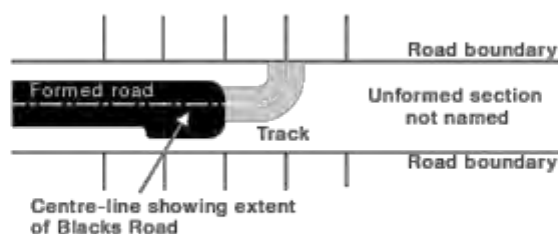


FIGURE 4.6 NAME ASSIGNED TO FORMED ROAD

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4.3 ROAD NAME COMPONENTS—ROAD TYPE

Every road name shall consist of a name element followed by a road type. Road names without a type shall not be used (e.g. 'Broadway' is not acceptable).

The road type shall be selected from Appendix A, for Australia, or Appendix B, for New Zealand, as applicable.

The road type shall be chosen to convey the function and characteristics of the road as described in the relevant appendix.

4.4 SELECTION OF ROAD NAME

4.4.1 Jurisdictional requirements

A road name shall comply with relevant jurisdictional legislation, policies and guidelines.

4.4.2 Single name for road

A single length of road shall have only one name.

4.4.3 Unofficial names

The use of an unofficial road name is not acceptable. Such a road shall be assigned an official name.

4.4.4 Acceptability of road name

A road name shall not be offensive, racist, derogatory or demeaning.

4.4.5 Ease of use of road name

A road name should be easily pronounced and spelt and be easily understood when written or in conversation; however, in the case of indigenous languages it is accepted that a traditional name which may appear at first to be complex will, over time, become familiar and easy to use within the community.

4.4.6 Names for roads crossing jurisdictions

An unbroken section of road crossing an administrative boundary shall keep the same name. Such boundaries include reservation boundaries (e.g. forests or parks), locality or local government boundaries and state or territory borders. See also Clause 5.9.6.

In such cases the name and extent of the road should be determined through liaison with the relevant neighbouring naming authorities.

4.4.7 Duplication of road name

The name element of a road name, regardless of any difference in the road type, shall not be—

- (a) the same as an existing road name;
- (b) similar in spelling to an existing road name; or
- (c) similar in sound to an existing road name,

where the existing road name is—

- (i) in the same locality; or
- (ii) in an adjoining locality; or
- (iii) in the same local government area.

See also Clause 4.4.6.

Duplication of road names where only the type is different is illustrated in Figure 4.7.

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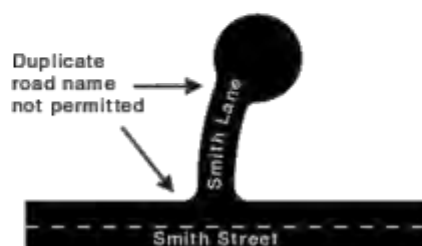


FIGURE 4.7 ROAD NAMES DISTINGUISHED ONLY BY TYPE—NOT PERMITTED

4.4.8 Indigenous road name

A road name derived from indigenous sources should be local to the area and endorsed by the recognized local indigenous community. Where a road name is derived from an indigenous language it shall comply with the written form, should one exist.

4.4.9 Origin–Destination road name

A road name shall not consist of the conjoined names of places or localities found along or at the ends of the road (e.g. 'Newtown–Kelston Road').

4.4.10 Length of road name

The length of a road name should be shorter, rather than longer, especially where the road itself is short.

4.4.11 Road type repetition

A road type shall not be included in the name part of a road name (e.g. Boulevard Street).

4.5 ROAD NAMES FOR HIGHWAYS

A classification such as 'State Highway', 'Scenic Route' or 'Tourist Route' shall not be used as a road name (e.g. 'State Highway 17' shall not be used). Such classifications are separate from the road name. A highway shall be named like any other road, noting that the road type 'Highway' is acceptable. See example in Figure 4.8.

NOTE: Definition of road types are given in Appendix A for Australia and Appendix B for New Zealand.

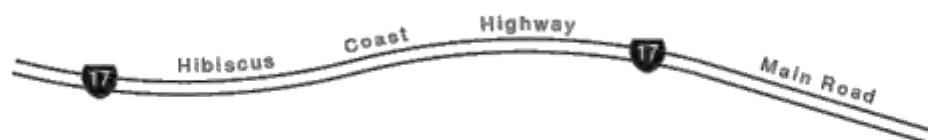


FIGURE 4.8 NAMES ASSIGNED TO NUMBERED HIGHWAY

A section of a classified highway that passes through a town may be given a separate name, provided that each section of road has only one name (see Clause 4.2.4).

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4.6 CHANGING ROAD NAMES AND EXTENTS

4.6.1 Enduring road names

Road names are intended to be enduring, and shall only be changed only when necessary.

4.6.2 Names of roads affected by redevelopment

A road extent is sometimes broken into two or more segments by road redesign or redevelopment so that it is no longer continuous. In this case some of the resultant segments shall be renamed to comply with Clause 4.2.4. See example in Figure 4.9. See also Clause 4.5 for highways and Clause 5.4.11 for renumbering.

A cul-de-sac that is developed into an open ended road should have a road type for an open ended road assigned (see Appendix A or Appendix B).

An open ended road that is developed into a cul-de-sac should have a road type for a cul-de-sac assigned (see Appendix A or Appendix B).

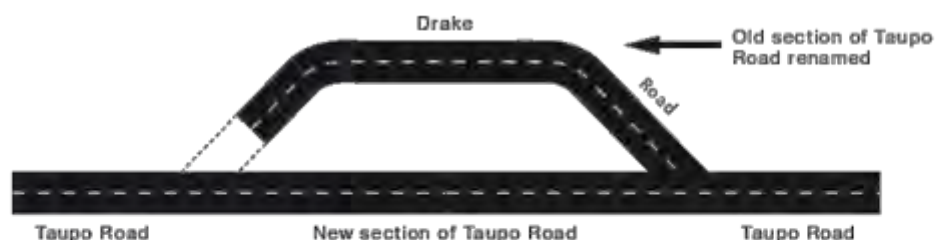


FIGURE 4.9 ROAD RENAMED FOLLOWING REDEVELOPMENT

4.7 ROAD NAMES—DETAILS

4.7.1 Spelling of road name matching source

A road name shall have the same spelling as any name from which it is derived (e.g. McDonnell and McDonnell Road, and not McDonnell and MacDonnell Road), subject to the relevant requirements of Clause 4.7.

4.7.2 Abbreviation of road name

A road name shall not be abbreviated or contain an abbreviation, initial, or acronym (e.g. 'Mount', not 'Mt') except that 'St' shall be used for 'Saint' (see also Clause 4.7.6).

4.7.3 Definite article in road name

The definite article 'The' shall not be used as the sole name element of a road name (e.g. it is not acceptable to name a road 'The Avenue').

4.7.4 Preposition in road name

A road name should not include a preposition (e.g. Avenue of the Allies).

4.7.5 Apostrophe in road name

A road name shall not include a possessive apostrophe (e.g. St Georges Terrace, not St George's Terrace). Apostrophes forming part of an eponymous name may be included (e.g. O'Connor Road).

4.7.6 Full stop in road name

A road name shall not include a full stop.

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4.7.7 Characters in road name

A road name shall only use characters from the standard alphabet, although macrons (e.g. ā) are permitted for a Maori name. Diacritical marks (e.g. ã, ç, ó) and special characters (e.g. @, &, !) shall not be used.

4.7.8 Hyphens in road name

A road name shall not include a hyphen. Where the name from which the road name is being derived includes a hyphen, it may be replaced with a space.

4.7.9 Numerals in road name

A road name shall not contain Arabic numerals (e.g. '3' or '4th') or Roman numerals. Where numbers are used they shall be written in full (e.g. Fifth Avenue, Ten Mile Road).

4.7.10 Suffixes, prefixes, and directional indicators in road name

A road name shall not include qualifying terminology, a cardinal indicator, or a similar prefix (e.g. Upper, New, North, South) unless the road name is derived from a name which includes it.

A directional or similar device shall not be used as a suffix to uniquely define road extremities (e.g. White Road East and White Road West).

SECTION 5 ADDRESS NUMBER ASSIGNMENT

5.1 INTRODUCTION

This Section sets out requirements for the assignment of the address number for an address site.

That number, when used in conjunction with the other address components such as the road name and locality, needs to uniquely and clearly identify each address site and enable it to be readily located. Address numbers are also used to help locate access points to an address site, particularly in rural areas.

The form of the address number is also crucial in enabling an address site to be readily locatable by emergency service responders and service delivery providers.

5.2 URBAN VERSUS RURAL ADDRESSING

Most of the provisions for address numbering apply regardless of whether the area is urban or rural. These provisions are specified in Clauses 5.3 to 5.7, 5.10, and 5.11; however, some significant differences do apply to each, and these are specified in Clause 5.8 (urban) and Clause 5.9 (rural). The addressing authority shall determine the appropriate application of either urban or rural numbering for each address site.

5.3 APPLICATION OF ADDRESS NUMBERING

5.3.1 Address sites to be numbered

An address number shall be assigned to each separately owned or occupied area of land, and each separately owned or occupied building or part of a building for purposes such as—

- (a) residential;
- (b) commercial;
- (c) industrial;
- (d) educational; and
- (e) farming.

An address number shall be assigned to—

- (i) hospitals;
- (ii) places of worship;
- (iii) railway stations; and
- (iv) sports facilities.

NOTE: The above list is not exhaustive.

An address number may be assigned to—

- (A) utility sites (e.g. substations, toilets, pumping stations);
- (B) parks;
- (C) machinery sheds;
- (D) stockyards;
- (E) rest stops on highways; and
- (F) monuments.

NOTE: The above list is not exhaustive.

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5.3.2 Unofficial address numbers

The use of an unofficial address number is not acceptable. Such an address site shall be assigned an official address number.

5.3.3 Timing of address number assignment

Address numbers shall be assigned prior to occupation and as early as practicable in the development process.

5.4 SELECTION OF ADDRESS NUMBERS

5.4.1 Address number based on access

Address numbers shall be assigned according to the location of the point of access to the address site. This is particularly important where that access point is not on the parcel frontage (e.g. due to the topography). See examples in Figure 5.1 and Figure 5.2.

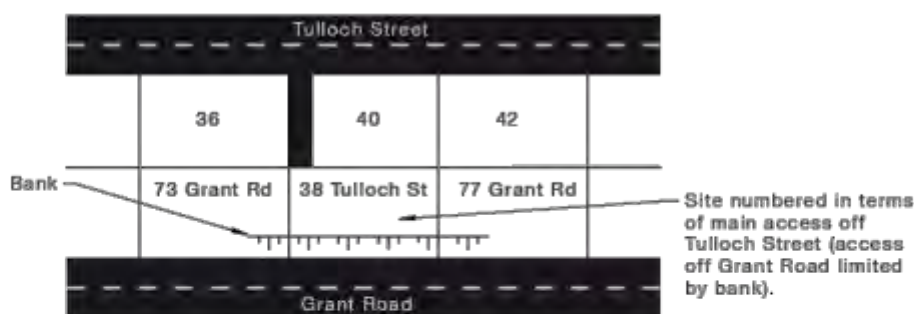


FIGURE 5.1 NUMBERING RELATIVE TO ACCESS POINT AND NOT LEGAL FRONTAGE

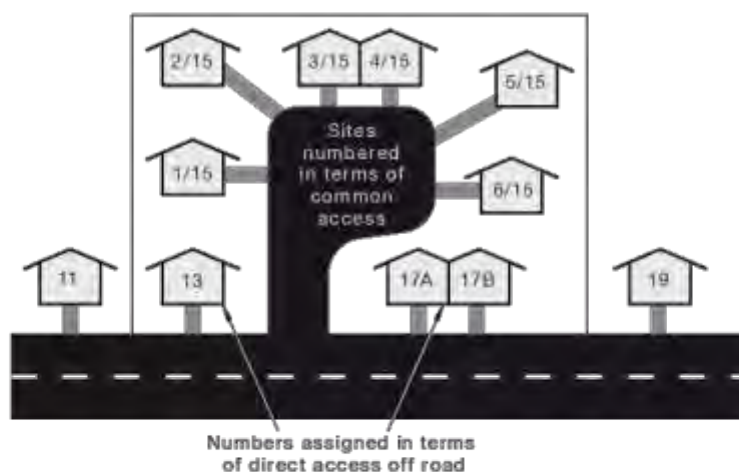


FIGURE 5.2 NUMBERING RELATIVE TO ACCESS POINT IN UNIT DEVELOPMENT

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5.4.2 Unique address

Address numbers, when used in combination with their associated address components (see Section 2), shall result in a unique address.

5.4.3 Clear and logical address

Address numbers shall be clear, logical and unambiguous.

5.4.4 Address numbers sequential

Address numbering shall be sequential, ranging from lowest to highest.

5.4.5 Address number integers

Address numbers shall be positive integers (no zero, preceding zero, fractions or decimals).

5.4.6 Address number prefixes

A primary address number shall not include preceding alphabetical characters.

5.4.7 Addressing on each side of a road

Primary address sites on the left side of the road shall be numbered from '1' at the datum point (see Clause 5.7) and increase sequentially using odd numbers. Primary address sites on the right side of the road shall be numbered from '2' at the datum point and increase sequentially using even numbers, as shown in Figure 5.3. This also applies to a cul-de-sac, as shown in Figure 5.4.

Where the opposite convention has been used throughout a defined area, it may continue to be used, provided it does not extend beyond that area.

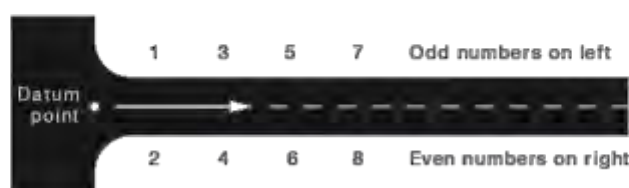


FIGURE 5.3 ODD NUMBERS ON LEFT AND EVEN NUMBERS ON RIGHT

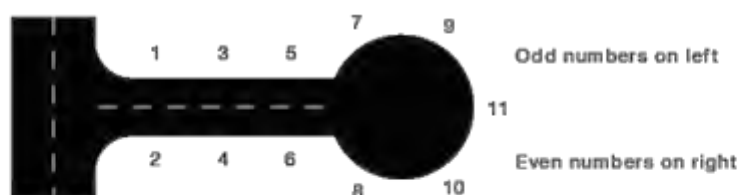


FIGURE 5.4 NUMBERING AROUND A CUL-DE-SAC

5.4.8 Numbers unavailable—Use of suffixes

Where there are no address numbers available for an address site due to existing allocations, alpha suffixes shall be assigned; with the exception that address sites that share access should be treated as sub-address sites (see Clause 5.10).

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Alpha suffixes shall start at A, be assigned incrementally, and shall not extend beyond E. The physical order of suffixes should be in the same direction as the numbering of addresses on the road, as shown in Figure 5.5 or away from the main access, as shown in Figure 5.6.



FIGURE 5.5 PHYSICAL ORDER OF SUFFIXES SAME AS NUMBERS

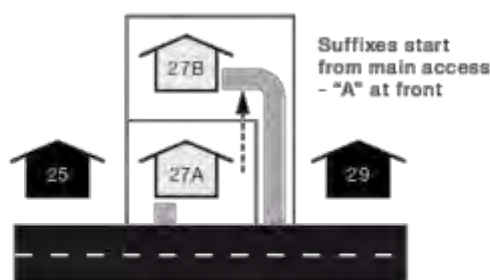


FIGURE 5.6 PHYSICAL ORDER OF SUFFIXES AWAY FROM ACCESS

Where there are more than five address sites, separate address numbers, in terms of the road, shall be assigned. Adjacent address sites should be renumbered as necessary. Suffixes may be applied to adjacent address sites to help minimize the extent of the renumbering.

The suffixes shall be assigned to every address site that uses the base number. However, an address site that is already using the base number on its own may retain the number provided it is in order, as shown in Figures 5.7 and 5.8 or is using number 1 or 2, as shown in Figure 5.9.



FIGURE 5.7 EXISTING NUMBER IN ORDER RETAINED

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FIGURE 5.8 SUFFIX APPLIED TO EXISTING NUMBER OUT OF ORDER

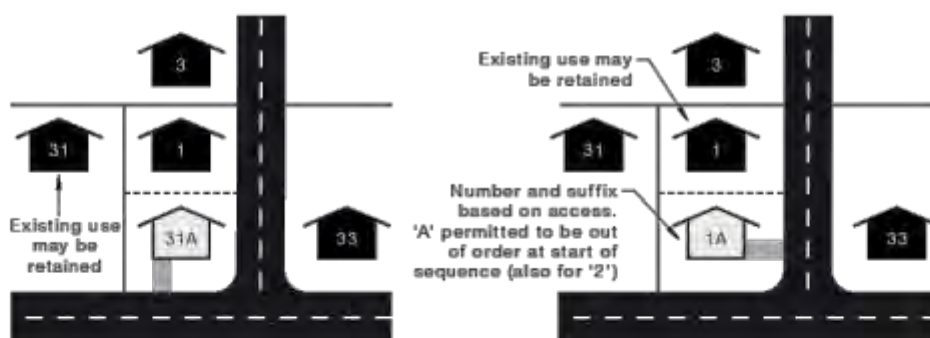


FIGURE 5.9 EXAMPLES OF SUFFIXES APPLIED TO CORNER SITES

The following example illustrates how an address number that includes a suffix should be recorded:

Address number: 27C
 Road name: Oxford Street
 Locality name: Paddington
 State name: New South Wales

5.4.9 Address number ranges

A number range (e.g. 22–28) shall not be assigned as an address number.

NOTE: For reserving non-assigned numbers for future use, see Clause 5.8.2.

5.4.10 Lot numbers

A lot number that is not in terms of this Standard shall not be assigned as an address number. Instead, a rural or urban address number shall be assigned.

5.4.11 Numbering on roads affected by redevelopment

Where a road has been renamed as a result of redesign or redevelopment (see Clause 4.6.2) address sites shall be renumbered in accordance with this Standard. See example in Figure 5.10.

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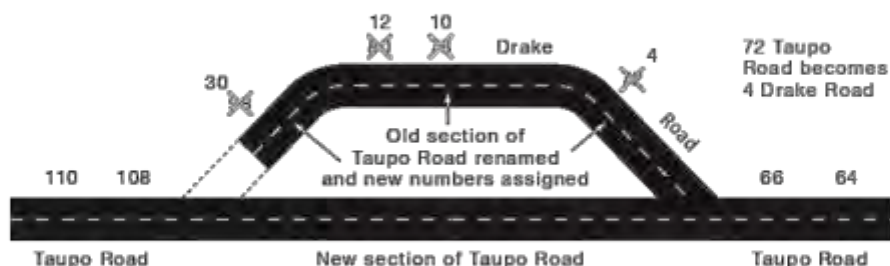


FIGURE 5.10 ROAD RENAMED AND RENUMBERED FOLLOWING REDEVELOPMENT

5.5 ONE ROAD NAME FOR ADDRESSES IN A COMPLEX

An address shall not include more than one road name (see also Clause 4.2.1). See Figure 5.11.

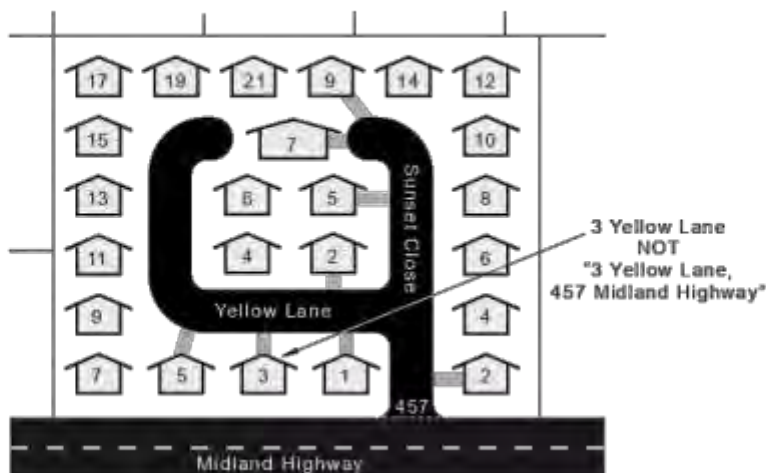


FIGURE 5.11 ADDRESSING INTERNAL ROADS IN A COMPLEX

5.6 ALTERNATIVE ADDRESSES

5.6.1 Alternative addresses for primary address site

In addition to its main address, a primary address site may be assigned one or more alternative addresses where it has more than one access point. Examples include:

- (a) A corner site that has an access point on two roads.
- (b) A site that has dual frontage or a separate access lane.
- (c) A large site that has more than one access point on the same road.
- (d) A large complex that occupies an entire block with multiple access points.

5.6.2 Alternative addresses on sub-address sites

A sub-address site (see Clause 5.10) shall be assigned only one address. It shall not be assigned an alternative address. Based on the access, the sub-address may be in terms of

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either its primary address or an alternative address for its primary address site. See Figure 5.12.

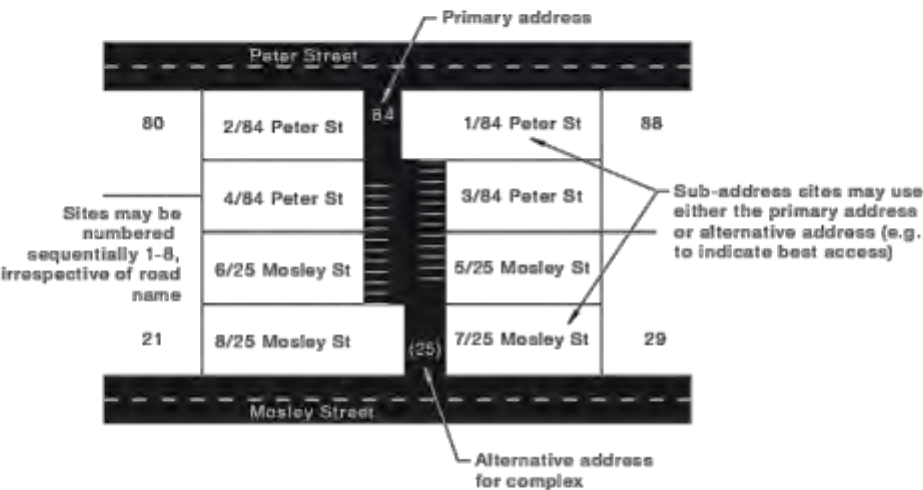


FIGURE 5.12 ALTERNATIVE ADDRESS IN COMPLEX

5.7 SELECTION OF DATUM POINT

The datum point for address numbering should be at the commencement of the road from where access to that road is most common, or is planned to occur. For major roads, the datum point should commence at the capital city, major city or town end and should be consistent throughout a locality(ies). An existing application that is at variance with this approach should take precedence.

In a staged development, address numbers for the early stages should be assigned in terms of the complete development and should be reserved for later stages where necessary. See example in Figure 5.13.

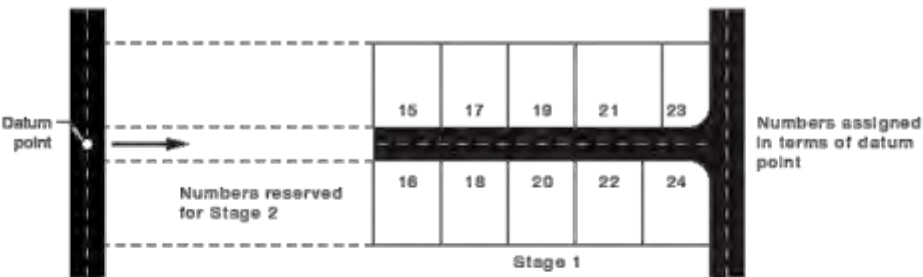


FIGURE 5.13 SELECTION OF DATUM POINT IN STAGED DEVELOPMENT

Address numbering shall continue from the datum point for the entire length of a named road, even when it continues through more than one locality or local government area.

The datum point need not be changed when the most common access to the road is changed (e.g. on conversion to one way traffic flow).

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5.8 URBAN NUMBERING ASSIGNMENT

5.8.1 Urban numbering method

In urban areas, address site numbers shall be assigned sequentially according to existing and planned address sites (see also Clause 5.4.1).

5.8.2 Reserving numbers

Additional numbers should be reserved for an address site with an abnormally wide frontage or where there is potential for infill development. The assigned number should be based on the likely layout of any future development. See example in Figure 5.14.

For reserving numbers in a staged development see Clause 5.7.

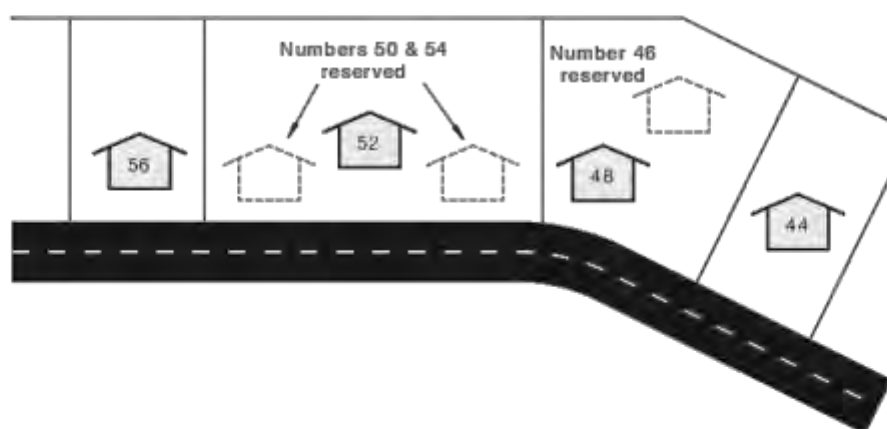


FIGURE 5.14 NUMBERS RESERVED FOR FUTURE DEVELOPMENT

5.8.3 Numbering a corner site

An address site on a corner shall be given an address number on the road with the main access point, in accordance with this Standard. An address number on the other road shall be reserved for that site to allow for future development unless it is assigned as an alternative address (see Clause 5.6). See example in Figure 5.15.

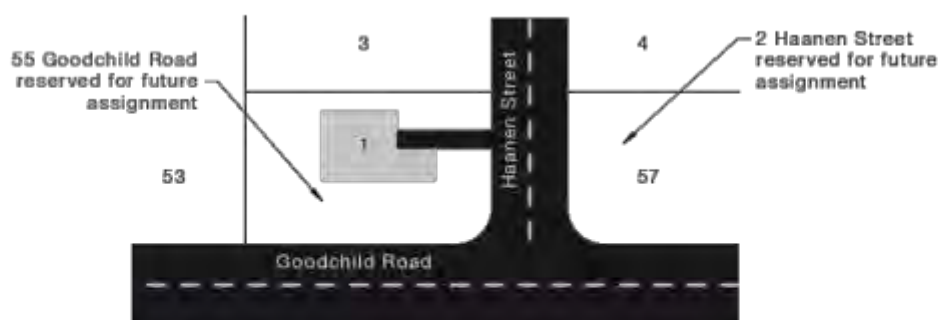


FIGURE 5.15 NUMBER ON CORNER SITE RESERVED FOR FUTURE USE

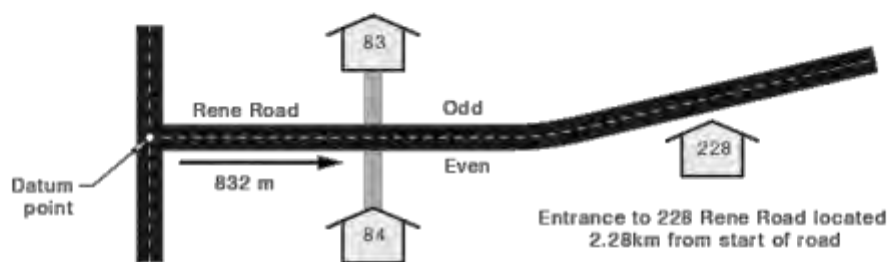
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5.9 RURAL NUMBERING ASSIGNMENT

5.9.1 Distance-based address numbering method

The primary address site number in a rural area shall be determined by dividing the distance (in metres) from the datum point to the access point by 10, then rounding to the nearest odd number on the left side of the road, or even number on the right side. See example in Figure 5.16.



NOTE: Using this method a unique number is available for each 20 m on each side of the road.

FIGURE 5.16 RURAL DISTANCE-BASED NUMBERING METHOD

5.9.2 Rural address site without access point

Where a rural address site does not have an access point, a rural number within the range determined by the rural numbering method (see Clause 5.9.1) may be assigned. If an access point is subsequently created, a new rural number should be assigned to replace the previous number. The distance criteria may be varied subject to maintaining the overall integrity of the rural numbering method.

5.9.3 Address sites with narrow frontage or shared access

Where there are access points for multiple address sites within or across the minimum step intervals of 20 m, the distance criteria may be varied subject to maintaining the overall integrity of the rural numbering system. Alternatively, suffixes may be added in accordance with Clause 5.4.8. See example in Figure 5.17.

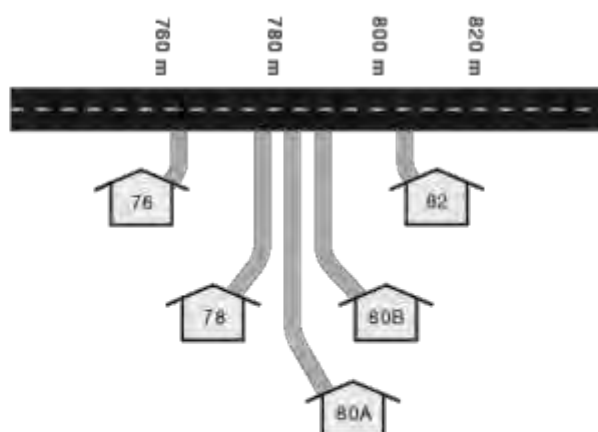


FIGURE 5.17 RURAL ADDRESSING FOR NARROW FRONTAGE

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5.9.4 Address numbers on very long roads

Where the length of a major road or highway requires primary address numbers to exceed 5 digits (i.e. the road is over 1000 km long), the address numbering shall be restarted at a different datum point, preferably located at a suitable town, natural feature or major intersection. The direction of numbering shall be the same.

5.9.5 Numbering in rural areas affected by urban development

Where an area of rural numbering becomes urban, any previously assigned rural numbers should be retained if the requirements relating to number assignment can be maintained. New numbers may be assigned between those numbers. See example in Figure 5.18.

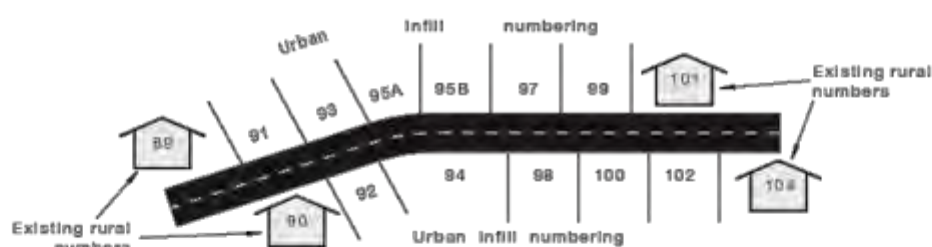


FIGURE 5.18 INFILL NUMBERING IN RURAL AREAS

5.9.6 Numbering on highways crossing rural and urban areas

The following apply to highways crossing rural and urban areas:

- (a) If the road name is the same for rural and urban sections of a highway, the rural numbering method (see Clause 5.9.1) shall be applied throughout but may be varied as necessary in an urban area. See example in Figure 5.19.

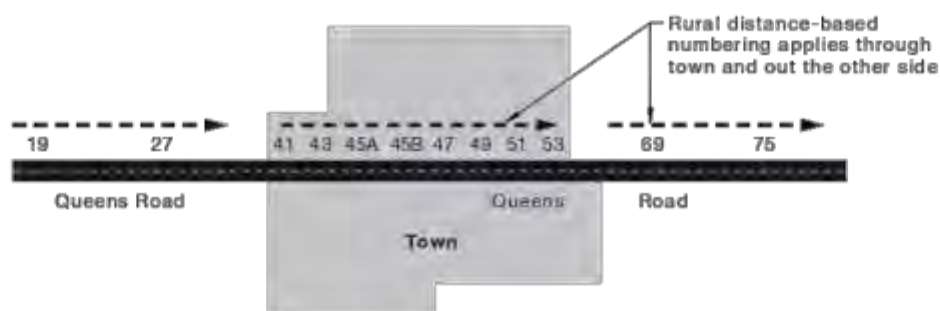


FIGURE 5.19 NUMBERING ON ROAD THAT IS BOTH URBAN AND RURAL

- (b) If one or more sections of a highway is assigned a separate name (such as in an urban area), numbering shall be in terms of the extent of that named road. See example in Figure 5.20.
- (c) Where the extent of a road name for part of a highway is broken by a section of highway with another name (see Clause 4.5), the distance used to determine a rural number shall include any applicable section with the different name. See example in Figure 5.20.

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FIGURE 5.20 NUMBERING ON RURAL ROAD BROKEN BY SECTION OF URBAN ROAD

5.10 SUB-ADDRESSING

5.10.1 Application of sub-addressing

Sub-address numbering shall be used for address sites that are contained within a primary address site, e.g. an apartment building, block of flats, or marina. See example in Figure 5.21.

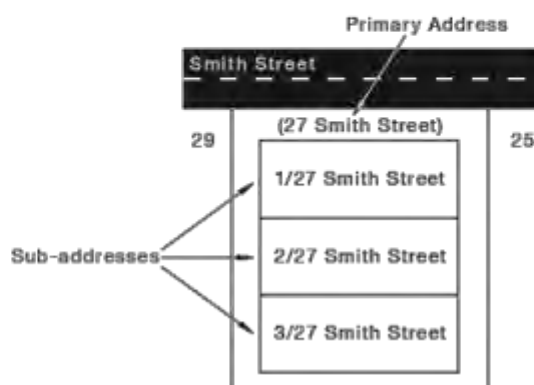


FIGURE 5.21 SIMPLE EXAMPLE OF SUB-ADDRESS SYSTEM

5.10.2 Address number structure for sub-address site

The address number for a sub-address site shall consist of the sub-address number followed by the number of the primary address site, or in some cases the alternative address number, (see Clause 5.6.2). The address number shall not consist of the primary address number on its own). Examples are given in Figures 5.22 and 5.23.

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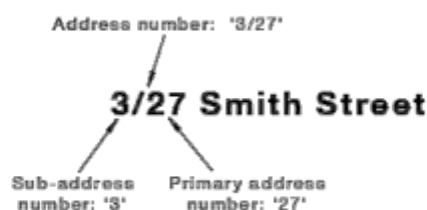


FIGURE 5.22 STRUCTURE OF ADDRESS NUMBER FOR SUB-ADDRESS

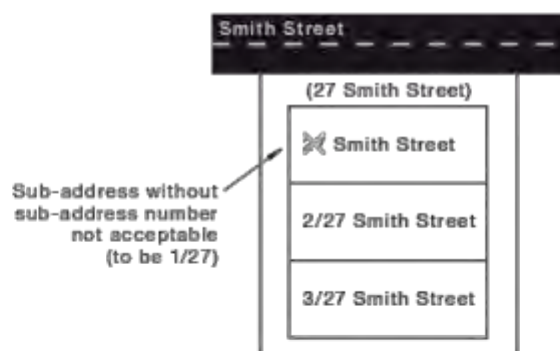


FIGURE 5.23 SUB-ADDRESS TO INCLUDE SUB-ADDRESS NUMBER

The following example illustrates how a number for a sub-address site should be recorded:

Address number: 3/27
 Road name: Smith Street
 Locality name: Perth
 State name: Western Australia

5.10.3 Sub-address number ranges

A number range (e.g. 22–28/27 Smith St) shall not be assigned as a sub-address number.

5.10.4 Address number for primary address site

An address number shall be assigned to the primary address site that contains the sub-address sites.

5.10.5 Selection of sub-address number

The following apply when numbering sub-addresses:

- Sub-address numbers shall be assigned in a logical sequence.
- Sub-address numbers within a primary address site shall be unique, regardless of the type of the address site. See example in Figure 5.24.
- Sub-address numbers shall be positive integers (no zero, leading zero, fractions or decimals) except where alpha characters are used in accordance with Clause 5.11.

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FIGURE 5.24 UNIQUE SUB-ADDRESS NUMBERS, REGARDLESS OF TYPE

5.10.6 Type of sub-address

A type may be assigned to a sub-address as appropriate (e.g. 'Unit', 'Flat', 'Shop').

The following is an example of the recording of a unit type:

Unit type: Shop
Address number: 2/97
Road name: High Street
Locality name: Melbourne
State name: Victoria

5.11 SUB-ADDRESSING A MULTI LEVEL SITE

5.11.1 Introduction

The intention of this Clause (5.11) is to enable sub-addresses on a multi-level site to be recorded and presented in as simple a form as possible.

5.11.2 Multi-level sub-address numbering method

Except where an address site covers one or more levels (see Clause 5.11.6), sub-address numbers in multi-level buildings shall be made up of two parts. The leading part shall consist of one or more alphanumeric characters and shall represent the level. The last two digits shall be the number of the address site on that level. See example in Figure 5.25.

NOTES:

- 1 Multi-level refers to buildings of more than 2 levels.
- 2 The system is commonly used in hotels.

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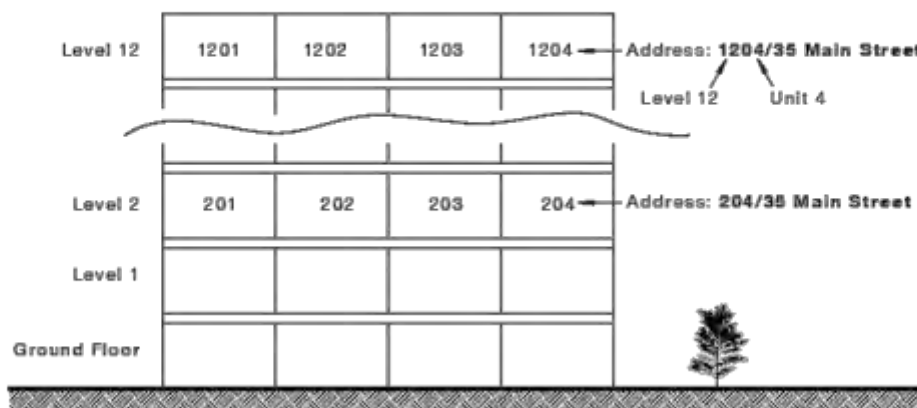


FIGURE 5.25 SUB-ADDRESS NUMBERING METHOD FOR MULTI-LEVEL BUILDING

5.11.3 Selection of sub-address number on each level

The last two digits in the sub-address number shall be unique on that level. Those digits shall be allocated in a logical sequence to each address site.

A zero shall be interposed in the numbering of the first nine address sites on each level for clarity (e.g. for level 2 unit 7, the number shall be 207 (not 27)).

5.11.4 Selection of the level part of the sub-address number

The level part of the sub-address number will normally be the number of the level (e.g. 207 is on level 2).

A level type code may be used in appropriate cases, such as 'ground', 'mezzanine' or 'basement' level. The appropriate level type code shall be selected from Table 5.1. See example in Figure 5.26.

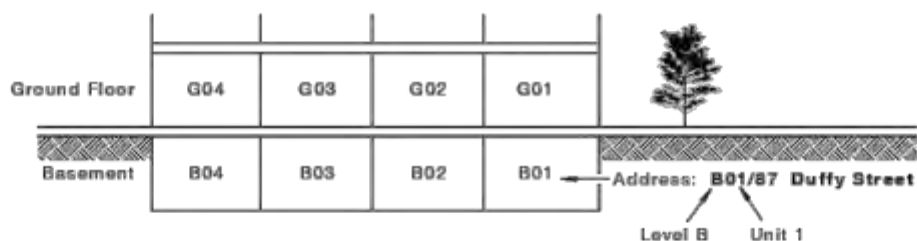


FIGURE 5.26 LEVEL CODES IN SUB-ADDRESS NUMBER

The following example illustrates how such a sub-address number should be recorded:

Address number: B02/87
 Road name: Duffy Street
 Locality name: Brisbane
 State name: Queensland

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TABLE 5.1
LEVEL TYPES AND CODES

Level Type	Code	Description
Basement	B	A storey of a building, usually below ground level. The substructure or foundation of a building.
Floor	n/a	An area with a room or set of rooms comprising a single level of a multilevel building. A storey or level of a building.
Ground	G	The floor of a building at or nearest ground level.
Level	n/a	A storey of a multi-level building.
Lower Ground	LG	The lower entrance level where a building has entrances on two different ground levels, or a level that is below ground level.
Mezzanine	M	An intermediate floor between main floors of a building.
Observation Deck	OD	Area allocated for scenic viewing, usually at or near the highest levels of a building.
Parking	P	Floor assigned for car parking; usually below ground level.
Podium	PD	A construction used to raise other elements of a building above its surroundings.
Rooftop	RT	Uppermost level of a building.
Upper Ground	UG	The higher entrance level where a building has entrances on two different ground levels.

Where there are multiple levels for a particular level type, the level type code and a number may be used in combination. See example in Figure 5.27.

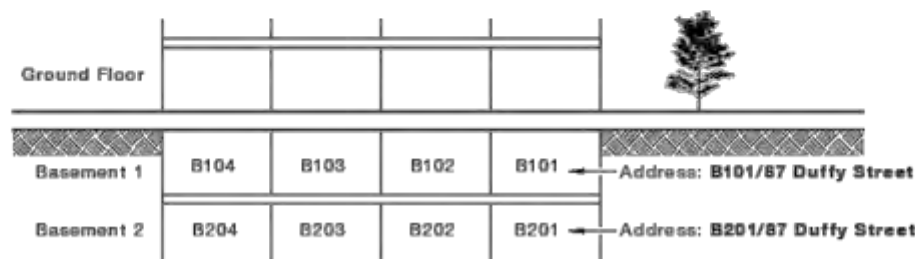


FIGURE 5.27 SUB-ADDRESS LEVEL NUMBERING WHERE LEVEL TYPE REPEATED

Level numbers shall increase with height unless the levels are below ground, in which case they shall increase with depth (e.g. level B3 is below level B2).

The ground floor should be assigned 'G', and should not be assigned '0' or '1'.

5.11.5 Sub-address for entire level

An address site that occupies one entire level should be assigned a sub-address number as if it is the first address site on that level (e.g. for level 8, the sub-address number would be 801). Alternatively, the level type and number may be assigned, as specified in Clause 5.11.6.

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5.11.6 Level type and number assignment

Where the address site occupies multiple levels and one of these levels is being used to identify the site, the address should include the level type and its number (see also Clause 2.2.4). The level type shall be selected from Table 5.1.

The following is an example of recording a sub-address that is a level:

Level type and number:	Level 8
Address number:	27
Road name:	Flinders Street
Locality name:	Adelaide
State name:	South Australia

Where a sub-address number within a level is assigned in accordance with Clauses 5.11.2 to 5.11.5, the level type and number may also be separately assigned in conjunction with the sub-address number. If assigned, the level type shall be selected from Table 5.1.

The following is an example of the recording of the level information for a sub-address number in a multi-level building:

Level type and number:	Level 3
Address number:	306/27
Road name:	Flinders Street
Locality name:	Adelaide
State name:	South Australia

5.11.7 Levels with large numbers of sub-addresses

Where there are insufficient numbers available for all the address sites on a level (e.g. for car parks in a large car parking building), alternative logical numbering methods may be applied provided the sub-address numbers are unique and unambiguous.

NOTE: Using the method described in Clause 5.11.2, a maximum of 99 address sites can be accommodated on a level, as the numbering is limited to 2 digits (from 01 to 99).

SECTION 6 WATER ADDRESS ASSIGNMENT

6.1 APPLICATION OF WATER ADDRESS NUMBERING

Water address numbering shall be applied to those address sites that are only accessible by water. Address sites that are accessible by both water and by roads that are navigable by vehicles shall be given normal road-based addresses, including where there are only a few roads on an island.

A pier or wharf that meets the above criteria may also be assigned a water address number, especially if it includes berths.

6.2 NAME OF WATER FEATURE OR ISLAND

Water addresses shall use the name of the relevant water feature or island (e.g. the name of the river, island, or inlet). The name shall be acceptable to the applicable naming authority.

NOTE: The name of the water feature or island takes the place of the road name component of the address [see Clause 2.2.2(b)].

6.3 WATER ADDRESS NUMBERING—GENERAL

Water address numbers shall be assigned as for rural-based numbering with the distance from the datum point to the address site being measured along the shoreline of the water body (see Clause 5.9.1).

6.4 NUMBERING FOR RIVER OR CREEK ADDRESSES

Where the address sites are on a river or creek, the numbering shall increase upstream from a suitable datum point (e.g. the mouth or confluence of the river).

The number shall be determined by dividing the distance (in metres) from the datum point by 10, then rounding to the nearest odd number on the true right and to the nearest even number on the true left. See example in Figure 6.1.

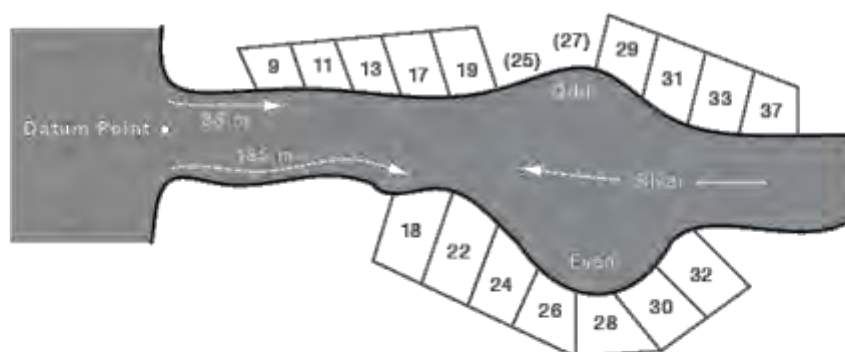


FIGURE 6.1 NUMBERING ON A RIVER

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The following is an example of recording an address number on a river:

Address number: 29
 Water name: Patonga Creek
 Locality name: Patonga
 State name: New South Wales

6.5 NUMBERING FOR ISLAND ADDRESSES

Address numbering on an island shall commence at a suitable datum point and be applied in a sequential clockwise pattern. Selection of the datum point should allow for future address sites, and consideration should be given to the possibility of the largest number being adjacent to the lowest (based on complete circling of the island).

The number shall be determined by dividing the distance (in metres) from the datum point by 10, then rounding to the nearest whole number. See example in Figure 6.2.

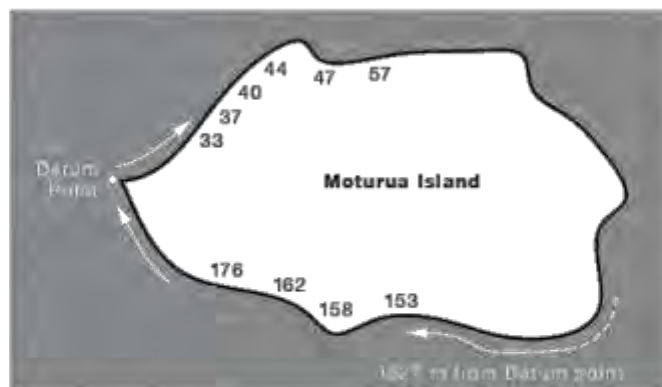


FIGURE 6.2 NUMBERING ON AN ISLAND

The following is an example of recording an address number on an island:

Address number: 57
 Water name: Moturua Island
 Locality name: Bay of Islands

6.6 NUMBERING FOR INLET OR BAY ADDRESSES

Address numbering for an inlet or bay shall commence at an appropriate datum point at one end of the inlet or bay.

The number shall be determined by dividing the distance (in metres) from the datum point by 10, then rounding to the nearest whole number. See example in Figure 6.3.

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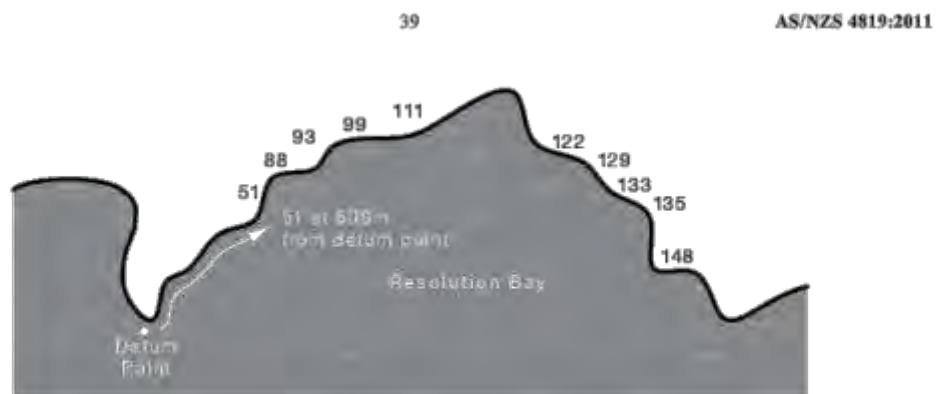


FIGURE 6.3 NUMBERING ON AN INLET OR BAY

The following is an example of recording an address number in a bay:

Address number: 122
Water name: Resolution Bay
Locality name: Marlborough
Country name: New Zealand

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SECTION 7 MAPPING AND GEOCODING

7.1 MAPPING ADDRESSES

7.1.1 Address geocodes

The following requirements apply when geocoding:

- All primary addresses, including those with sub-addresses, shall be given individual geocodes.
- Every sub-address shall be assigned an individual geocode. See Figure 7.1 and Figure 7.2. Where this is not practical the sub-address shall share the geocode for the related primary address (e.g. in a multi-storey apartment building). See Figure 7.3.

NOTE: The recorded relationship between a sub-address and its primary address (see Clause 2.2.6) and the geocoding of those addresses should enable every address to be identified through a spatial search, and every textual address to be spatially located.

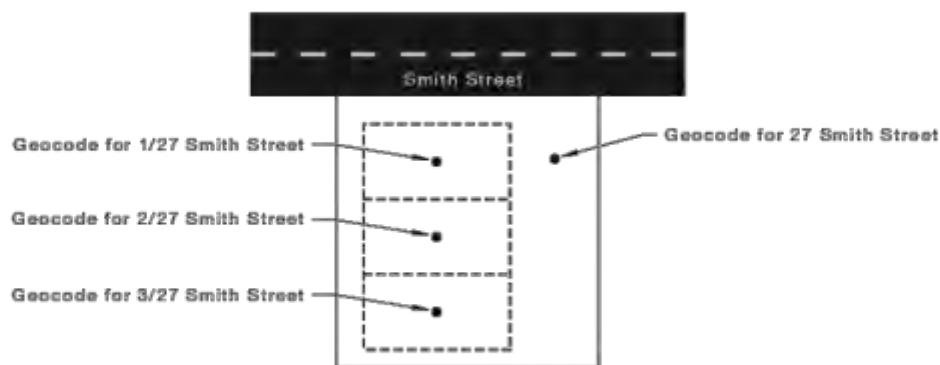


FIGURE 7.1 GEOCODES FOR SUB-ADDRESSES

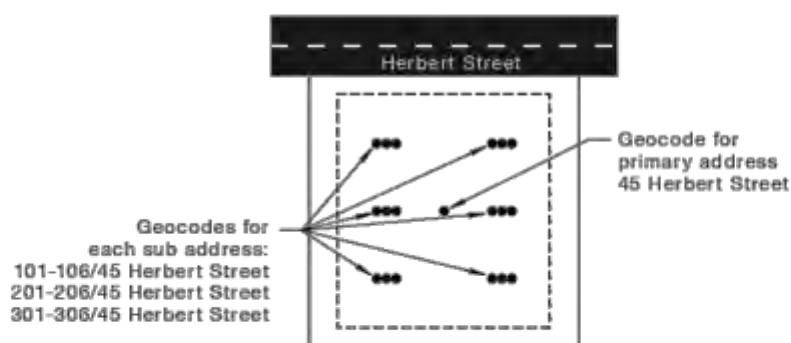


FIGURE 7.2 INDIVIDUAL GEOCODES FOR SUB-ADDRESSES IN A MULTI-LEVEL BUILDING

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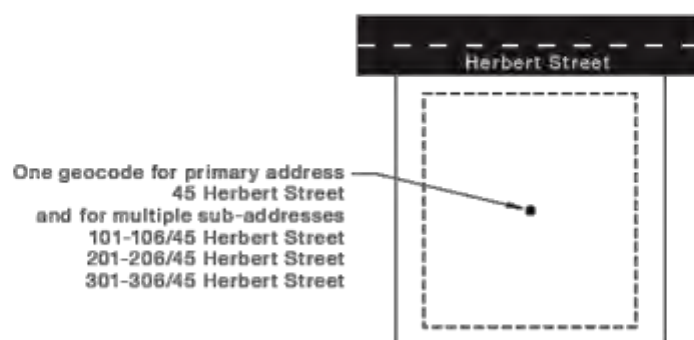


FIGURE 7.3 SHARED GEOCODE FOR SUB-ADDRESSES IN A MULTI-LEVEL BUILDING

- (c) The coordinates of the geocode shall represent the physical location of the address site and shall be referenced to a feature type.

NOTE: Some jurisdictions will require specific geocode feature types to be used.

- (d) Feature types shall be as set out in Table 7.1. If a feature type is used and is not listed in Table 7.1, its name and description shall be recorded.

NOTE: An address may have more than one geocode. See example in Figure 7.4.

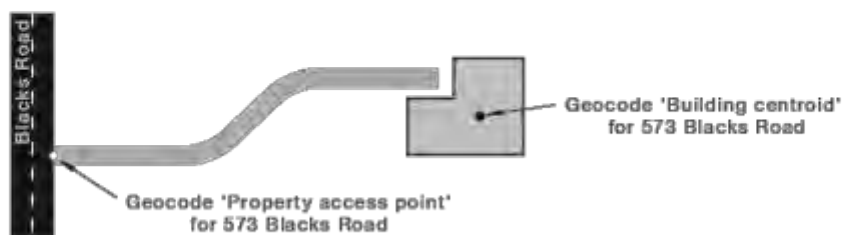


FIGURE 7.4 SINGLE ADDRESS WITH MULTIPLE GEOCODES

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TABLE 2
GEOCODE FEATURE TYPES AND DESCRIPTIONS

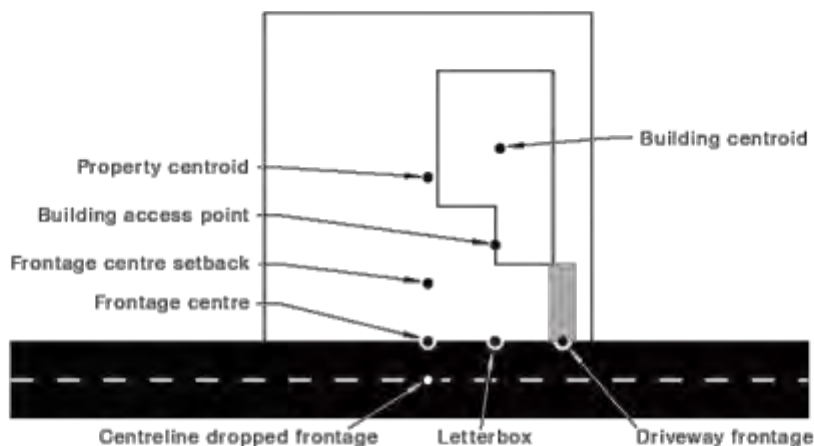
Geocode feature type	Description
Building access point	Point of access to the building
Building centroid	Point as centre of building and lying within its bounds (e.g. for U-shaped building).
Centre-line dropped frontage	A point on the road centre-line opposite the centre of the road frontage of an address site
Driveway frontage	Centre of driveway on address site frontage
Emergency access	Specific building or property access point for emergency services
Emergency access secondary	Specific building or property secondary access point for emergency services
Front door access	Front door of building
Frontage centre	Point on the centre of the address site frontage
Frontage centre setback	A point set back from the centre of the road frontage within an address site.
Letterbox	Place where mail is deposited.
Property access point	Access point (centre of) at the road frontage of the property
Property access point setback	A point set back from the (centre of the) access point at the road frontage of the property.
Property centroid	Point of centre of parcels making up a property and lying within its boundaries (e.g. for L-shaped property).
Unit centroid	Point at centre of unit and lying within its bounds (e.g. for U-shaped unit).
[service type] connection point	The utility connection point (e.g. box, or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone)
[service type] meter	The utility meter (e.g. box, or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone)

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Example:

An illustrated example of location of geocode feature types is shown in Figure 7.5.



FIGURES 7.5 EXAMPLES OF LOCATION OF GEOCODE FEATURE TYPES

7.1.2 Geocode accuracy

The accuracy of the geocode in relation to the true position as defined by the selected geocode feature type, should be (at the 95% confidence level)*:

- (a) 5 m in urban areas. See example in Figure 7.6.
- (b) 10 m in other areas.

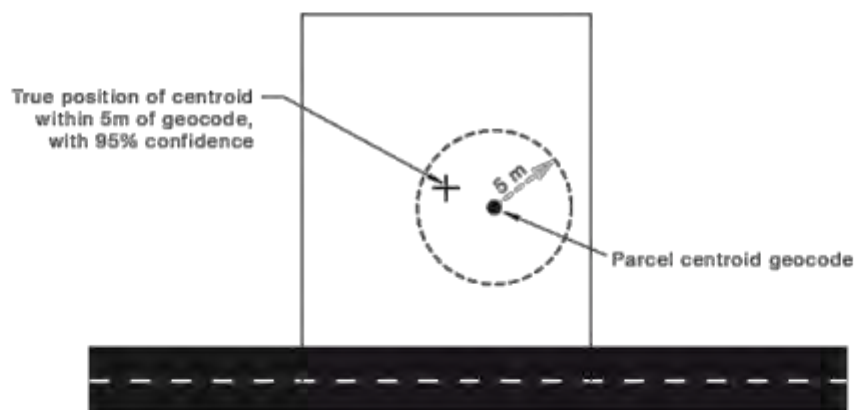


FIGURE 7.6 ACCURACY OF GEOCODE—URBAN AREAS

The actual accuracy of a geocode should also be recorded.

* See *Australian Map and Spatial Data Horizontal Accuracy Standard*, published by ICSM.

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7.2 MAPPING ROADS

The extent of each named road shall be mapped using a centre-line.

When displaying road names on maps, any abbreviation of the road type shall be in accordance with Appendix A for Australia, or Appendix B for New Zealand.

7.3 MAPPING LOCALITIES

The extent of each named locality shall be mapped.

7.4 MAPPING PROJECTION AND DATUM

All coordinates, whether for geocodes, road centre-lines or localities, shall be expressed in terms of either a geodetic datum or a projection related to a geodetic datum. These should be the official datum or projection applicable in the jurisdiction or country.

The datum or projection that is used shall be recorded.

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SECTION 8 SIGNAGE

8.1 INTRODUCTION

Signage is required to enable members of the public to readily identify and locate address sites on the ground. Signage also helps ensure that the assigned address numbers, road names, and locality names become accepted and are used by the community.

8.2 LOCALITY NAME SIGNS

Locality name signage should be prominently displayed at significant boundary interfaces, particularly where traffic commonly enters the locality.

The locality name should be shown in full and should not be unduly abbreviated.

Physical aspects of a locality name sign shall conform to any applicable Standards.

NOTE: For street name signs, see AS 1742.5.

8.3 ROAD NAME SIGNS

8.3.1 Road name display

A road name sign shall be placed to clearly identify the road to which the name applies.

Signs that identify each of the named roads shall be placed at every road intersection. This includes named private roads, access ways, tracks, and pedestrian only roads.

Additional signage information may be displayed for a private road to indicate that it is private or has restricted access.

8.3.2 Display of road name on sign

The road name shall be shown in full (see Clauses 4.7.2 and 4.7.9), with the following exceptions:

- (a) The road type may be abbreviated in accordance with Appendix A for Australia, or Appendix B for New Zealand.
- (b) 'Mount' may be abbreviated to 'Mt' but only where necessary to keep the length of the sign manageable.

A road name sign should be easy to read, including at night, and its physical aspects shall comply with any applicable Standard.

NOTE: For street name signs, see AS 1742.5.

8.3.3 Number ranges on road name signs

Road name signs should include the applicable address number range or ranges. The number range may be omitted for a short road.

The road signage should clearly relate a number range to the applicable road segment. This may be through the use of indicator arrows, a sign in the shape of an arrow, or by mounting one end of the sign on a pole. See example in Figure 8.1.

NOTE: Two sets of number ranges may need to be displayed where a road extends in different directions, such as at a 'T' intersection or cross-road. To ensure clarity, it may be appropriate to use two separate signs, either on a single post or on separate posts.

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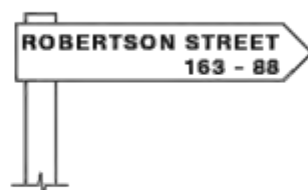


FIGURE 8.1 EXAMPLE OF ROAD SIGN SHOWING DIRECTION AND NUMBER RANGE

8.3.4 Extent of number ranges on sign

The numbers used in the range should relate to numbers on both sides of the applicable road segment, not just the side on which the sign is located.

The order of the numbers displayed on the sign shall be aligned with the physical order of those numbers on the ground.

NOTE: The order of the numbers as read (left to right) will be reversed on the other side of the sign. See example in Figure 8.2.

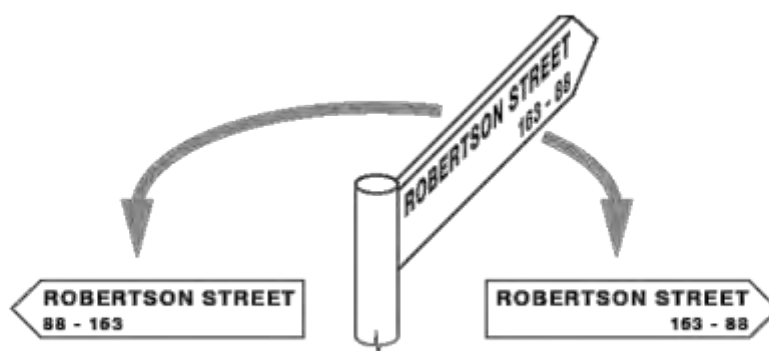


FIGURE 8.2 NUMBER RANGES REVERSED ON OTHER SIDE OF SIGN

8.4 ADDRESS SITE NUMBER SIGNS

8.4.1 Address number display

Address number signage shall be displayed for every occupied address site. This applies to all urban, rural, commercial, CBD, and industrial address sites, as well as those accessed by water.

NOTE: Most addressing authorities have the power to promulgate bylaws that require property owners to display address numbers.

The placement and display of an assigned address number shall clearly identify the applicable address site so that it is unambiguous and is clearly legible from where the site would normally be accessed.

In the case of a sub-address site the full number, including the primary address number, should be clearly indicated, e.g. for 'Unit 1, 58 Jeff Street' the '58' should also be displayed.

The display of a number on a road that is different to the road that the number relates to shall be accompanied by its road name.

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8.4.2 Display of additional address information

An address number sign may include other address components, such as the road name, water feature name, or building name.

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APPENDIX A ROAD TYPES—AUSTRALIA

(Normative)

The road type shall be selected from those specified as suitable for open ended roads, culs-de-sac, or pedestrian only roads (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Chase	Ch	Roadway leading down to a valley.	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		

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Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Piza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a group of buildings.	✓	✓	
Steps	Stps	Route consisting mainly of steps.			✓

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Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.			
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

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APPENDIX B ROAD TYPES—NEW ZEALAND

(Normative)

The road type shall be selected from those specified as suitable for either open ended roads, culs-de-sac, or pedestrian only roads, as applicable (see Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a)).

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	✓	✓	
Arcade	Arc	Covered walkway with shops along the sides.			✓
Avenue	Ave	Broad roadway, usually planted on each side with trees.	✓		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	✓	✓	
Close	Cl	Short enclosed roadway.		✓	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		✓	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	✓		
Drive	Dr	Wide main roadway without many cross-streets.	✓		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	✓		
Glade	Gld	Roadway usually in a valley of trees.	✓	✓	
Green	Grn	Roadway often leading to a grassed public recreation area.		✓	
Grove	Grv	Roadway that features a group of trees standing together.		✓	
Highway	Hwy	Main thoroughfare between major destinations.	✓		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	✓	✓	✓
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Wide walkway, usually with shops along the sides.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	✓		
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	

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Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Promenade	Prom	Wide flat walkway, usually along the water's edge.			✓
Quay	Qy	Roadway alongside or projecting into water.	✓	✓	
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open roadway primarily for vehicles.	✓		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	✓	✓	
Steps	Stps	Walkway consisting mainly of steps.			✓
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	✓		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	✓	✓	
Track	Trk	Walkway in natural setting.			✓
Walk	Walk	Thoroughfare for pedestrians.			✓
Way	Way	Short enclosed roadway.		✓	✓
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

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APPENDIX C

JURISDICTIONAL AGENCIES RESPONSIBLE FOR CUSTODIANSHIP OF ADDRESS DATA

(Informative)

Australian Capital Territory	<p>Regulation & Services Environment & Sustainable Development GPO Box 1908 CANBERRA ACT 2601</p> <p>Telephone: (02) 6207 1923 Email: ACTPLA_Customer_Services@act.gov.au www.actpla.act.gov.au</p>
New South Wales	<p>Land and Property Information NSW PO Box 143 BATHURST NSW 2795</p> <p>Telephone: (02) 6332 8200 Facsimile: (02) 6331 8095 Email: addressissues@lpi.nsw.gov.au www.lpi.nsw.gov.au</p>
New Zealand	<p>Land Information New Zealand Private Bag 5501 WELLINGTON</p> <p>Telephone: (04) 460 0110 Facsimile: (04) 498 3837 Email: info@linz.govt.nz www.linz.govt.nz</p>
Northern Territory	<p>Land Records Unit Department of Lands and Planning GPO Box 1680 DARWIN NT 0801</p> <p>Telephone: (08) 8995 5353 Facsimile: (08) 8995 5365 Email: landinfo.dpi@nt.gov.au www.nt.gov.au/dlp</p>
Queensland	<p>Land Management and Use Department of Environment and Resource Management GPO Box 2454 BRISBANE QLD 4001</p> <p>Telephone: (07) 3896 3205 Facsimile: (07) 3406 2361 Email: PLIData@derm.qld.gov.au www.derm.qld.gov.au</p>

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South Australia	<p>Geographical Names Unit Roads and Crown Support Section Land Services Group Department for Transport, Energy and Infrastructure GPO Box 1354 ADELAIDE SA 5001</p> <p>Telephone: (08) 8226 3983 Facsimile: (08) 8204 8544 Email: LSGRoad_AddressNotification@sa.gov.au www.landservices.sa.gov.au</p>
Tasmania	<p>Spatial Data Section Geodata Services Branch Department of Primary Industries, Parks, Water and Environment GPO Box 44 HOBART TAS 7001</p> <p>Telephone: (03) 6233 6159 Facsimile: (03) 6233 3717 Email: addressing@dpipwe.tas.gov.au www.thelist.tas.gov.au</p>
Victoria	<p>Vicmap Address Custodial Officer Spatial Information Infrastructure Information Services Branch Department of Sustainability and Environment PO Box 500 EAST MELBOURNE VIC 3002</p> <p>DX250639 Telephone: (03) 8636 2333 Email: vicmap.address@dse.vic.gov.au www.dse.vic.gov.au</p>
Western Australia	<p>Landgate (WA Land Information Authority) PO Box 2222 MIDLAND WA 6936</p> <p>Telephone: (08) 9273 7200 Email: address@landgate.wa.gov.au www.landgate.wa.gov.au</p>

For general inquiries relating to this Standard:

Intergovernmental Committee on Surveying And Mapping (ICSM)
GPO Box 378
Canberra ACT 2601
Telephone: (02) 6249 9677
Email: icsm@ga.gov.au
www.icsm.gov.au

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GPO Box 476 Sydney NSW 2001
Phone (02) 9237 6000
Fax (02) 9237 6010
Email msa@standards.org.au
Internet www.standards.org.au
SAI Global Customer Service
Phone 13 12 42
Fax 1300 65 49 49
Email sales@saiglobal.com

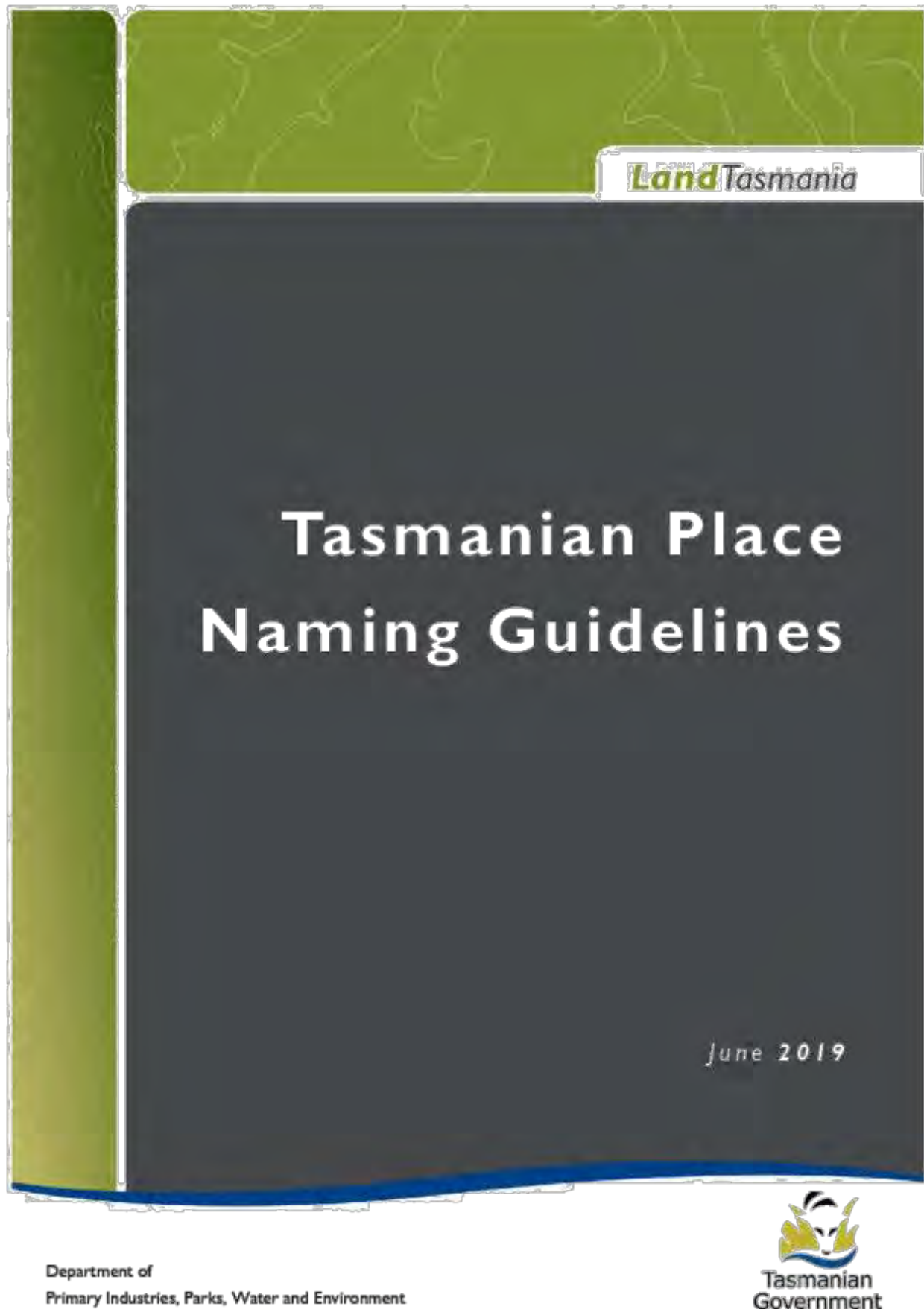
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Level 10 Radio New Zealand House
155 The Terrace Wellington 6011
(Private Bag 2439 Wellington 6140)
Phone (04) 498 5990
Fax (04) 498 5964
Customer Services (04) 498 5991
Information Service (04) 498 5992
Email snz@standards.co.nz
Internet www.standards.co.nz

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Department of
Primary Industries, Parks, Water and Environment



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Tasmanian Place Naming Guidelines

1. Introduction

1.1. What are place names?

Place names or toponyms are names of places or geographic entities and are critically important reference points for all members of the community. From natural features, such as rivers and mountains, to cities, streets and reserves, place names are the most common way that people identify locations. While the existence and use of place names may be taken for granted in everyday life, the importance of rigorous processes for assigning appropriate and authoritative names to natural and manmade features generally goes unnoticed.

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. Place names provide the most useful geographical reference system and are used to uniquely identify a feature and its location.

More information on place naming in Tasmania can be found at the following link:

<http://dpiwwe.tas.gov.au/land-tasmania/place-naming-in-tasmania>

1.2. Place naming authorities

All Australian states and territories, together with New Zealand, have legislative procedures for the approval and recording of place names to ensure that consistency is applied in the selection of names and to promote the use of the correct place names in mapping and electronic applications.

The Committee for Geographical Names of Australia (CGNA) was established in 1984 for the co-ordination of place naming in Australia and New Zealand. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM). Its membership comprises the principle nomenclature authorities of those two countries, with a number of other members who have responsibilities for place names. In October 2015 the name of the committee was updated to the Permanent Committee on Place Names (PCPN).

In 1953, the *Survey Co-ordination Act 1944* was amended to introduce a statutory system for naming places and to establish the Nomenclature Board as the responsible authority for the naming of all Tasmanian features or places. The Nomenclature Board comprises members from authorities recognised as being responsible for the production of mapping products, with the objective to ensure consistency in the depiction of place names.

Tasmanian Place Naming Guidelines

1.3. Tasmanian place naming jurisdiction

The extent of the place naming guidelines covers the State of Tasmania, including Macquarie Island. This is restricted to the limit of coastal waters, generally in areas within three nautical miles seaward of the coast. Names for Macquarie Island may also be considered by the Australian Antarctic Division's Place Name Committee and be referred for naming under the *Survey Co-ordination Act 1944*.

1.4. About these guidelines

These guidelines are to apply to all place names assigned under the provisions of the *Survey Co-ordination Act 1944*. These guidelines are intended to be used by all naming authorities to assist in the selection of a conforming name, as well as providing the public and community with the principles that apply to the selection of a name. These guidelines will be used to assess the suitability of a place name proposal for approval.

These guidelines have been developed to conform to established conventions as well as national standards and guidelines. They are to be reviewed every five years.

Within these guidelines the word 'must' indicates that a statement or condition is mandatory and the word 'should' indicates a recommendation that is highly desirable.

1.5. What can be named?

The *Survey Co-ordination Act 1944* provides for the following features to be included under the definition of a place. These include, but are not restricted to:

- a geographic feature (whether or not covered by water);
- a city, town, suburb or locality, habitation, or other feature of community or cultural significance;
- a highway, road, street, lane or thoroughfare that is open to or used by the public and is not within a city or town;
- a park, recreation or sporting ground, walking or bike track that is open to or used by the public; and
- Any other place that is, or is likely to be, of public, cultural or historical interest.

The naming of roads and streets that are within a city or town is the responsibility of the respective council to assign or alter and provide notification to the Nomenclature Office.

Geographic features are natural features such as a mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall or reef. Buildings and similar structures are not named under the *Survey Co-ordination Act 1944*, and nor are administrative areas or places that may be named under other legislation.

Placenames Tasmania may in addition 'record' the names of places not required to be named under the Act in the interests of the public good (see 1.1.3).

Tasmanian Place Naming Guidelines

2. Place Naming Process

2.1. Who can propose place names?

Any individual, organisation, government (including local government), agency or authority can propose a new name for a feature, or a change to an existing named feature. The proponent in the first instance should contact the relevant authority for undertaking the appropriate community consultation (as per 2.2) and for developing a formal naming proposal.

- Proposals for new or alterations to existing geographical and cultural features must be referred back to the relevant land management authority for approval. The community should also be consulted to ensure its views are considered. New geographical names must conform to the requirements for Aboriginal and Dual Naming (see 3.9 and 3.10).
- Proposals for new or alterations to existing locality names or boundaries must be directed to the appropriate local government authority.
- Proposals for new or alterations to existing road and street names or extents must be directed to the relevant road authority.
- Proposals for new or alterations to existing public features such as parks, playgrounds etc must be directed to the relevant landowner or managing authority.

2.2. Requirements for consultation

Place names have an important role within the community with many names, including road names, having a direct effect on individuals. It is essential that the community is adequately consulted as part of the process in the development of a place name proposal and opportunity is provided to ensure that the proposed name is acceptable to the community as well as conforming to these guidelines. Public participation in the place naming process lends strength and provides a level of ownership to a naming proposal, which will assist in the approval process.

The level of consultation required is largely dependent upon the type of feature proposed to be named or altered, the significance of the feature to the community and any direct impacts of the proposal to an individual.

For altering or assigning names for geographical and cultural features, proposals may be referred for consultation to relevant land management authorities and community groups, which include progress and ratepayer associations, bushwalking clubs and local history organisations.

For altering a road name, locality name, assigning a new locality name, or major changes to a locality boundary, it is critical that extensive community consultation is undertaken, including ensuring affected residents are made aware of the proposal. This can be done by public notices, advertising in local government publications or letters to residents.

Tasmanian Place Naming Guidelines

2.3. Submissions to name places

Submissions from local government for new road or street names, or council maintained cultural features such as walking tracks and parks, are to be submitted through *Placenames Tasmania*. The relevant fields are to be filled out, including background information on the origin of the name together with any relevant file or photo attachments and a spatial location.

Submissions for any other proposals to assign, alter or discontinue the name of a feature must conform to the general principles and structure principles of these guidelines. Proposals may be lodged by any individual, group or organisation through *Placenames Tasmania* or to the Nomenclature Office using the contact details listed at 2.10. The proponent is to ensure that the necessary consultation has been undertaken, together with evidence of support from relevant organisations. A map or spatial representation through *Placenames Tasmania* indicating the location and extent of the feature proposed to be named must be included, together with any supporting documentation. Any proposal that does not meet these guidelines or is not supported by evidence of consultation and endorsement will not be successful.

At minimum, naming submissions for geographic (natural) features must include the following information:

- Contact details of the proponent(s) including name, organisation, address, phone and email.
- Proposed name and feature type (eg bay, hill, stream, mountain etc).
- Reason for proposing a name for the feature and why this name may be appropriate.
- Evidence that the proposed name conforms to these guidelines.
- Background, historical or other supporting information, including images.
- Map or spatial representation through *Placenames Tasmania* indicating the location and extent of the feature proposed to be named (LISTMAP PDF file marked up with LISTMAP drawing tools).
- Evidence of community support for the proposed name including any public consultation that has been undertaken.
- Written support from the relevant local government council(s).
- The views of any other individuals, interest groups or organisation that have an interest or management responsibility in the land, such as Tasmania Parks and Wildlife Service, Sustainable Timber Tasmania, Crown Land Services, walking clubs etc.
- New geographical names must also conform to the requirements for Aboriginal and Dual Naming (see 3.9 and 3.10).

Tasmanian Place Naming Guidelines

2.4. Investigations of proposals

All submissions will initially be assessed by the Nomenclature Office for conformance to the Tasmanian Place Naming Guidelines. Any submission failing to conform may be rejected or returned to the proponent for development of a revised submission.

Providing that a road name proposal within a city or town conforms to these guidelines, it will be deemed to be approved under the provisions of the Act once registered into *Placenames Tasmania*. If a road name proposal does not conform to the guidelines it may be referred back to the relevant council and/or to the Nomenclature Board for further review.

Submissions for features other than road names within a city or town will be referred to the Nomenclature Board for further assessment, including potential effects on the community.

2.5. The Nomenclature Board

A Nomenclature Board is provided for in the *Survey Co-ordination Act 1944* to consider proposals for place naming. The Nomenclature Board comprises representatives from those bodies having an interest in the naming of places. The Surveyor-General is the chair of the Board.

2.6. Consultation and advertising of proposals

While appropriate consultation is expected to be undertaken by the proponent prior to submitting a proposal to assign, alter or discontinue a place name, it is necessary to ensure that the whole community has the opportunity to consider and respond to a proposal before a name has been approved. The gazettal process provides for this additional consultation and the opportunity to provide feedback in the form of support for, or objection to, the naming proposal.

All proposals to assign, alter or discontinue a place name (other than a road or street name within a city or town) will be advertised in the Tasmanian Government Gazette, with an objection period of one month.

The Gazette notice will include the following information:

- The *Placenames Tasmania* register number of the feature name.
- The name of the feature (and, if relevant, the former name).
- The local government area(s) and locality(ies) in which the feature is located.

Proposals may also be advertised in any or all of the three major regional newspapers if it is felt by the Board that the proposal's impact on the community is perceived as high or if there is a strong possibility that the proposal may generate significant community interest or discussion.

In some cases there may be a requirement to undertake additional consultation with specific community groups, such as when a major change to a locality or significant change to a road name is proposed.

Tasmanian Place Naming Guidelines

2.7. Objections to place naming proposals

An objection provides an opportunity for members of the community to inform the Nomenclature Board that one or more persons disagree with a proposal to assign or alter a place name. Any person or organisation can lodge an objection to a naming proposal. Objections must be lodged within the one month objection period after gazettal through *Placenames Tasmania*, or in writing to the Nomenclature Office using the contact details listed at 2.10.

Objections must state the nature of the objection and must include valid concerns about non-conformance with these guidelines. Objections should also state any detrimental effect the proposal would have on the objector or the community, together with any relevant supporting information. Any additional relevant information, including written support for the objection from other members of the affected community, should also be attached to the objection.

2.8. Considering objections

If no objections are received within the 30 day period after gazettal, the proposal is deemed as being accepted.

If any objections are received, these will be considered by the Nomenclature Board at its next meeting and a recommendation made. The Board's recommendation will be forwarded to the Minister for a final decision. The Minister's decision is final.

There are three possible outcomes from this consideration:

1. The objection(s) will be dismissed and the proposal accepted.
2. The objection will be upheld and the proposal abandoned.
3. The objection will be upheld and the proposal altered to conform to these guidelines.

Notice of objections and subsequent outcomes will be published under the Confirmation Notices section of the next gazettal.

At the conclusion of the objection process the Nomenclature Office will write to the objector(s) advising of the outcome.

2.9. Approving and registering new or altered names

Once a proposal has been approved, the Nomenclature Office will set the status accordingly in *Placenames Tasmania*. This will enable the new name to be published on subsequent mapping publications and spatial datasets delivered through the Land Information System Tasmania (theLIST).

Tasmanian Place Naming Guidelines

2.10. Contact details for place name submissions

Submissions can be submitted through *Placenames Tasmania*, along with supporting information, location and documentation, or in writing to the Nomenclature Office by either:

Mail: Nomenclature Office, Land Tasmania, GPO Box 44, Hobart 7001

Email: Nomenclature.Office@dpipwe.tas.gov.au

Tasmanian Place Naming Guidelines

3. General Principles

3.1. Retrospective application

These guidelines are intended to apply to all names assigned or altered under the *Survey Co-ordination Act 1944* and are not intended to be retrospective. There may be existing names assigned that do not conform to these guidelines, but it is not intended that these names be altered unless there is a valid reason for doing so.

3.2. Use of approved or official names

The written form of a place name approved under the provisions of the *Survey Co-ordination Act 1944* is deemed to be an 'official' name. Such names must be recorded within the State's register of place names, *Placenames Tasmania*, and these names must be used for all official maps, publications and spatial data products within Tasmania.

The use of unapproved or alternative names can lead to confusion in the community and the use of names other than approved names must be avoided, such as references to the *Railway Roundabout* as the *ABC Roundabout*. Within government the approved name must be used in all documents and publications, either in paper or electronic format.

The assignment, alteration or omission of place names must consider public safety and not cause confusion for emergency services, transport, communication, mail services or the general public.

Tasmanian Place Naming Guidelines

3.3. Altering a name

Place names are intended to be enduring and the changing of an established name merely to correct or re-establish historical usage is not to be considered in itself a reason to change a name, unless it is deemed to be in the public interest or for safety reasons. Consideration needs to be given to the effects upon the wider community, including emergency services, of the consequences of altering a name.

Where the spelling of names have been found to be altered or corrupted by long established usage it is preferred that these names, which have since been widely used and sanctioned by the community, are retained in their current form. The historically correct origin should be noted in the *Placenames Tasmania* register against the feature.

Examples include:

- The island *Pedra Branca*, which arguably should have been translated as *Pedra Blanca* or *Pedro Blanco*.
- The stream *Nicholls Rivulet*, which was named after William Nichols (one 'L'). Although the spelling was corrupted more than 100 years ago, *Nicholls Rivulet* has since been accepted by the community. As the locality and road also bear the same name, altering the name of one feature would introduce inconsistencies with other features derived from this name.

Alterations of road names can be considered if there is a requirement to remove ambiguity or provide clarification for addressing purposes.

Any proposals to alter a name must demonstrate a compelling reason for doing so, and must provide evidence of strong community consultation and support for such a change. For features that impact upon residents, such as road names, the overwhelming majority of affected residents must be supportive of the change.

3.4. Extents of named features

Any proposal to name a feature must clearly define the area or extent of the feature to which the name will apply. The *Placenames Tasmania* system enables a draw feature tool to be used to indicate the position and extent of features. Otherwise, proposals must provide a plan or marked up map (eg [LISTMAP](#) image where the drawing tools have been used to mark up the extent). The Nomenclature Office will ensure that any approved place name will have its correct extent recorded against the feature within the *Placenames Tasmania* register. Every approved name will also have its location and extent spatially managed through a LIST spatial dataset.

Tasmanian Place Naming Guidelines

3.5. Form and character of names

Place names should be easy to pronounce, spell and write; they should also be simple and concise, and preferably fewer than 50 characters long. Names should not exceed more than three words including the generic part (see 4.1). Names must be in accordance with community standards.

An exception is Tasmanian Aboriginal names. These names, which may seem to be complex at first, will over time become more familiar and easier to use within the community. Aboriginal names should be transcribed as accurately as possible to suggest a pronunciation that is as close as possible to the original form.

3.6. Duplication of place names

The purpose of place names is primarily to provide unambiguous direction and reference to identify a named identity. Duplication is to be avoided because of the confusion this may cause, particularly in the case of emergency service response.

Duplications include names that are similar in spelling or sound to any other place name, such as *MacKenzie Rivulet* and *McKenzie Creek*, or *Erica Place* and *Erina Place*.

- Names of geographic (natural) features should not be duplicated within Australia and checks must be made to ensure that the proposed name is not in use within Australia before any proposal to assign a new geographic name is made.
- Names of geographic (natural) features must not be duplicated within Tasmania.
- Locality names must not be duplicated within Australia.
- Names of roads and streets and cultural features, such as parks and reserves, must not be duplicated in Tasmania.

3.7. Uniformity of spelling

The specific (name part) of a place name must have the same spelling as the existing name that provides the source for a road name. For example, *McArthur* for *McArthur Road* but not *McArthur* spelt as *MacArthur Road*.

Tasmanian Place Naming Guidelines

3.8. Official language

In Australia, the national language is Australian English. In general, place naming practice must use the form, spelling and style of the official language and corrupted words of Australian English should be avoided. (The Macquarie Dictionary is widely regarded as the primary reference for Australian English).

All new proposals for place names, except where they are proper nouns, must be written in Australian English or, where appropriate, in accordance with the requirements for Aboriginal and Dual Naming (see 3.9 and 3.10).

Place names derived from languages other than English must adopt a form, spelling and style consistent with those languages at the time the name is assigned.

3.9. Aboriginal place names

The Tasmanian Government acknowledges that places in Tasmania were named by Aborigines long before the arrival of Europeans. The Tasmanian Government acknowledges prior Aboriginal ownership, and is committed to preserving Aboriginal heritage and language by ensuring that Aboriginal place names be restored to Tasmanian geographic features and places.

The use of Aboriginal languages to inform the naming of geographical features and places in Tasmania is governed by the Tasmanian Government's *Aboriginal and Dual Naming Policy*, which allows for geographical features and places to be given both an introduced and Aboriginal language name.

The *Aboriginal and Dual Naming Policy* applies to naming Tasmanian features and places in accordance with the *Survey Co-ordination Act 1944* and does not apply to built infrastructure such as roads, highways, bridges and communication towers.

The *Aboriginal and Dual Naming Policy* provides for:

- giving Aboriginal names to geographic features or places that do not already have an official or assigned name (the naming of cities or towns is not covered under the Policy);
- replacing an existing official name with an Aboriginal name; and
- giving an additional Aboriginal name to a feature that already has an official name (dual naming).

Proposals for the naming of geographic features and places must conform to these guidelines.

The place name structure principles (in particular the use of generics and the use of capitalisation) may not apply to the assignment of Aboriginal place names (see 4.2 and 4.4).

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3.10. Aboriginal dual naming

The Aboriginal dual naming of places and features promotes broader community awareness of Aboriginal history and culture. The required principles, practices and processes for assigning dual names are outlined in these guidelines.

Dual naming will only apply to natural geographic features where an Aboriginal name is applied to a feature with the same extent or area as the feature that already has an existing approved name of non-Indigenous origin. Where there are dual names assigned to a feature, either or both names may be used as the official name.

The recording and depiction of dual naming on official mapping products, reports, documents and signage must conform to the following requirements:

- Both approved dual names are to be represented.
- The Aboriginal name will be the preceding name, followed by a solidus ' / ' and then by the non-Aboriginal name, as in *wukalina / Mount William*. The solidus must be preceded and followed by a space.
- Both the Aboriginal name and the non-Aboriginal name must be in the same font, type, size and colour.

Dual naming does not apply to other features that may incorporate an existing approved name as part of the name. For example the *Great Lake Power Scheme* relates to a man-made infrastructure that incorporates the natural feature *yingina / Great Lake*. Dual naming only applies to the natural feature, and the Aboriginal name 'yingina' is not incorporated as part of the name of the infrastructure. Infrastructure management authorities may choose to promote the Aboriginal dual name more broadly, as appropriate.

Similarly, the dual name *pinmatik / Rocky Cape* does not apply to *Rocky Cape Road* or the shack area named *Rocky Cape Beach*.

3.11. Personal and commemorative names

Place names for features commemorating a person should only be assigned posthumously. The person being commemorated should have had a direct and long-term association (more than 10 years) with the location or have made a significant contribution to the area. Ownership of the land or recent public service should not in itself be grounds for proposing a commemorative name to a geographical feature, nor should a commemorative name be used to commemorate victims of, or mark the location of accidents or tragedies.

Place names commemorating living persons are not effective choices, as community attitudes and opinions can change over time. Better alternatives can be commemorative plaques or naming a particular community facility, such as an oval, after the person to be commemorated.

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Naming authorities must gain consent from family members of the person being commemorated, except if the person has been deceased for more than 10 years at the time of proposal.

Place names assigned to geographic features, localities and roads for commemorative purposes should only incorporate the surname, not the first or given names (eg *Lake Plimsoll*, named after the former Tasmanian Governor Sir James Plimsoll).

Initials of a given name must not be used in any place name.

The first name and surname may be used for cultural features such as parks and sports grounds if necessary to avoid duplication with an existing feature, or in cases of a memorial park or reserve, such as *Max Angus Memorial Reserve*.

If a proposed name commemorates a deceased person or family, a brief biography should be included in the proposal documentation containing:

- full name/s (including parents and children if known);
- dates of any relevant births, deaths or marriages;
- information about their life, including the general nature of their occupation and education;
- details of any civil and community contributions made by the person, such as membership of community organisations, terms of office and achievements;
- details of any honours or decorations received by the person/s;
- consent of family or descendants if possible; and
- any other historical information in support of the proposal.

3.12. Business and commercial place names

A place name should not include the name of a commercial business, trade name, or non-profit organisation or any term that may be construed as advertising a commercial or industrial enterprise. The words 'Limited' or 'Proprietary' or their abbreviations, whether in combination with other words or alone, must not be used.

Exceptions may apply for cultural (man-made) features where the business or organisation has had a long association with the area and is held in strong regard by the community and/or has contributed to the establishment of the feature. Any proposals must provide the reasons for and evidence of the business's or organisation's association with the area. Geographic (natural) features must not include a commercial or business name.

3.13. Unsuitable place names

A proposal to name a place is unlikely to be successful if the proposed name is undesirable, likely to be offensive to members of the public, unduly cumbersome or difficult to pronounce. (Note: Aboriginal names that may appear at first to be complex in spelling and/or pronunciation become familiar and easy to use over time.)

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Consideration must be made to the use of place names in diverse cultural situations; names must not be used if they can be construed as derogatory, discriminatory, in poor taste or are likely to cause offence.

3.14. Use of protected and restricted words

The following words are regulated in their use and can only be used if they comply with these regulations:

- 'Anzac' or any word resembling it is safeguarded by the *Protection of Word 'ANZAC' Regulations 1921 (Commonwealth)*. These regulations describe when the use of Anzac requires the authority of the Federal Minister for Veterans Affairs and the uses that may be excluded from regulation.
- 'Abt Railway', 'Abt Wilderness Railway' or 'Abt Heritage Railway', or any combination of these names, are protected from commercial purposes under the *Abt Railway Development Act 1999* with written permission required of the Ministerial Corporation established under that Act.
- 'Bicentennial', either alone or in combination with other words, previously required the written approval of the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility was removed in 1999, however use of this term should be carefully considered on a case-by-case basis to ensure appropriate use.
- Defence words or letters include a word, words or groups of letters relating to Australian military forces or any service of body of persons associated with the defence of the Commonwealth. The use of these words is regulated by the *Defence (Prohibited Words and Letter) Regulations 1957 (Commonwealth)*. Applications to use these words must be made in writing to the Minister of Defence.
- 'Royal', either alone or in combination with other words, cannot be used unless that place has been granted a Royal Charter (ie granted by the sovereign on the advice of the Privy Council). Applicable examples include *Royal Tasmanian Botanical Gardens*, *Royal Yacht Club of Tasmania* and *Royal Hobart Hospital*.
- Other certain words and phrases that are not appropriate for place naming are listed in Schedule 6, Part 3 of the *Corporations Regulations 2001 (Commonwealth)* http://www.austlii.edu.au/au/legis/cth/consol_reg/cr2001281/sch6.html
- The use of road generics such as 'Court' should also be avoided, such as naming a care facility *Bishop Davies Court*. Exceptions would be for the naming of a sporting facility or a legal institution (eg *Launceston Tennis Club Courts* and *Commonwealth Law Courts*).

3.15. Naming of features within Commonwealth land

The Commonwealth has exclusive power over places it controls, however does not have legislative power to assign or alter a place name.

Tasmanian Place Naming Guidelines

The guidelines in this document apply to the naming of features within Commonwealth land, but before a place name within Commonwealth land (including a road or street) is assigned or altered, the relevant Commonwealth authority must be consulted.

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4. Structure principles

4.1. Applying principles

The following structure principles apply to the naming of all features covered by the *Survey Co-ordination Act 1944*. These principles conform to national place naming requirements and are to ensure there can be no confusion caused by the place naming process. These principles are to be used in conjunction with other specific principles for geographic names, locality names, road and street names, and naming of other cultural features.

4.2. Use of generics

A place name may be composed of a specific and a generic term. If included, the generic term is the part of a place name that indicates the type of feature designated, such as 'Street' in *Macquarie Street* and 'Lake' in *Lake Pedder* (where Macquarie and Pedder are, in contrast, the specific terms that identify the feature or place). Populated places do not generally include a generic as part of the toponym, but for geographic (natural features), road and street names and most cultural features the appropriate generic term should form part of the name.

For geographic names the specific will generally precede the generic, with the exception of the use of the generic 'Mount', 'Cape', 'Lake' and 'Port', where the preference is for the generic to precede the specific (eg *Mount Wellington* not *Wellington Mount*, *Cape Grim* not *Grim Cape*, *Lake Agnes* not *Agnes Lake*, and *Port Dalrymple* not *Dalrymple Port*).

For road and street names and the names of cultural features the specific term must always precede the generic term. For road and street names there are standard generic terms that should be used appropriate to the feature being named (see 7.18).

For all other place names, the generic term for any place name proposals will be reviewed by the Nomenclature Office to ensure conformity with the most appropriate standard feature type generic. The prime reference for the generic term is the *Intergovernmental Committee on Surveying and Mapping's Glossary of Generic Terms*.

Aboriginal place names may not contain a specific generic.

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4.3. Use of names starting with 'The'

Place names beginning with the definitive article 'The' are potentially confusing, since it will not be clear whether 'The' is part of the place name or a normal element in the grammar of a sentence. Place names with a leading 'The' should not be used unless there is a clear historical reason to do so. They will only be considered in exceptional circumstances, and then only where necessary to give emphasis to a unique or outstanding feature.

'The' must not be used to name any new road or locality names, such as *The Avenue*, *The Esplanade*, *The Strand*, *The Gap*, *The Bitters*, *The Dump* and *The Keyhole*.

Consideration should be given to replacing existing occurrences of 'The' with an historic specific part of the name, such as *Boyes Basin* or *Derwent Basin* rather than *The Basin*.

4.4. Capitalisation

Capitalisation is the writing of a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. The first letter of words comprising a place name must be capitalised, except where a name includes a preposition and/or the definite article (eg *Bay of Fires*, *Hole in the Wall Creek*, *Isle of the Dead*). An exception is when the preposition is the first word in the place name, such as *The Parthenon*.

For consistency with existing Aboriginal and dual names, all Aboriginal names must be depicted in lower case with the exception of the names of Aboriginal people or the names of tribes.

Note that some geographic and cultural names may be depicted in all upper case on mapping products and publications to distinguish significant features.

4.5. Qualifying terminology and directional indicators

Qualifying terms such as 'Upper', 'New', 'High' or their opposites, in addition to cardinal directional indicators such as 'North' or 'West', may be used in place naming other than for roads and streets. However, more distinctive names are preferred.

A road name must not include qualifying terminology or a cardinal indicator or a similar prefix unless it is derived from a name that includes it. For instance *South Cape Road* and *Upper Scamander Road* are acceptable.

For geographic features, terms like Upper, Lower, High or cardinal indicators like North, South, East or West must only precede the specific part of the place name and be written in full. For example, *Upper Guide Falls*, *Lower Hut Plains*, *High Black Point* and *West Cloudy Head* are acceptable; *W Cloudy Head* is not acceptable.

Tasmanian Place Naming Guidelines

Qualifying terms and cardinal indicators must not be used as a suffix for any feature as they can lead to confusion. For instance, *Purdie Street North* and *Barossa Creek Lower* are not acceptable.

4.6. Abbreviations

While standard international and national abbreviations may be used in mapping products, abbreviations will not be approved for any place name. Place names are to be approved and recorded in their full form. For example, *Mount Littlechild* and not *Mt Littlechild*, *Elliott Point* and not *Elliott Pt*, and *Nierinna Road* not *Nierinna Rd*.

The only exception is the honorific 'Saint', which is able to be shortened to the internationally recognised abbreviation of 'St', such as in *St Georges Road*.

Names beginning with Mc, Mac or O' must not have a space included between the Mc, Mac or O' and the rest of the name. Examples include *McKillops Road*, *MacGregor Peak* and *O'Connors Spur*.

A road name may be abbreviated on mapping publications and signage by applying the standard road type abbreviation. For instance *Lansdowne Crescent* can be abbreviated to *Lansdowne Cr* (see 7.18).

4.7. Punctuation and apostrophes

The following types of punctuation must not be included as part of a place name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark and parenthesis.

An apostrophe to denote the possessive or associated 's' must not be used in a place name. Examples include *Andrews Creek* not *Andrew's Creek*, and *Smiths Road* not *Smith's Road*.

An apostrophe forming part of an eponymous name may be used, such as *Break O'Day River*, *D'Entrecasteaux Channel* and *O'Brien Close*.

4.8. Numbers and roman numerals

Numbers or roman numerals included as all or part of a place name must be written in full, such as *Seven Mile Beach* and not *7 Mile Beach*, *Third Avenue* and not *3rd Avenue*.

4.9. Diacritical marks

Diacritical marks must not be used for place names. English language place names do not have diacritical marks. For place names derived from languages other than English, any diacritical marks are not to be carried over to the English form. For example, *Peron Dunes* is acceptable but not *Péron Dunes* (named after the French naturalist and explorer François Péron).

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4.10. Hyphens

A hyphen to connect the parts of names should not be used but if so, can only be used for names of administrative features, such as *Cradle Mountain-Lake St Clair National Park*, or incorporating an eponymous hyphenated surname, like *Lee-Archer Cave*.

4.11. Initials and acronyms

Initials in place names must not be used for any new place names. Initials can lead to confusion through inconsistent application of the name, such as *Howard Gatty Memorial Park* and not *HG Memorial Park* or *H Gatty Memorial Park*.

The use of acronyms should be avoided and only applied for man-made features where there is strong community recognition of the acronym for that name, such as the *TCA Ground* (Tasmanian Cricket Association).

4.12. Titles, honorifics and postnominals

A title, honorific or postnominal must not form part of a place name.

Titles and honorifics are added to the beginning of a person's name to signify respect, a hereditary entitlement, an official position or a professional/academic qualification. Examples include Mr (Mister), Dr (Doctor) and Gen (General).

Postnominals are letters or abbreviations after a person's name which signify that the individual holds a position, office or honour. Examples include AO (Officer of the Order of Australia), JP (Justice of the Peace) and APM (Australian Police Medal).

4.13. Logograms, symbols and trademarks

Logograms, symbols and trademarks must not form part of a place name. A logogram is a conventional abbreviated symbol for a frequently recurring word or phrase, such as &, @ or ©. A symbol is a character mark, such as \, – or >.

A solidus will be used in the depiction of a feature that is dual named, such as *wukalina / Mount William* (see 3.10).

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5. Naming Geographic Features

5.1. What are geographic features?

Geographic features are natural physical features such as a mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall and reef. These features will not be considered man-made except for some lakes, which may have been constructed or enlarged by damming.

5.2. Demonstrated need to name geographic features

With the completion of medium scale mapping coverage of the State, most significant geographical features have already been named, and as part of the mapping process, included in the *Placenames Tasmanian* register. Although there will continue to be some less significant features (such as hills and creeks) that have not been officially named, the existence of these does not automatically mean there is a requirement to name these features.

The naming of minor features on mapping publications can sometimes detract from the more significant features already named and consideration needs to be made as to whether there is a need to name a feature simply due to its existence. A proposal to name a minor tributary of a named creek, for example, is unlikely to be successful.

Proposals for the naming of geographic features are more likely to be successful if there is a demonstrated need to name a feature, particularly where identification of the feature will be in the interests of the community and emergency service organisations. An example of this would be a newly constructed track leading to a large and yet unnamed hill, where naming this hill would provide a sound basis for naming the track and facilitating identification of the hill in an emergency situation.

5.3. Duplication of geographic feature names

While new names proposed for geographic features must not be duplicated within Tasmania, this does not preclude the use of a different generic (feature type) where it is felt that the duplication will not lead to confusion. In cases where the features are within reasonable proximity or where there is an association, it is permissible to duplicate the specific (name part) with a different generic.

For example *Wellington Falls* is within close proximity of *Mount Wellington*. A series of names may be assigned within a distinct area like *Hartz Mountains*, *Hartz Peak*, *Hartz Lake*, *Hartz Pass* and *Hartz Creek*.

Duplication of geographical place names within Australia is to be avoided and a check should be made to ensure that a name is not already in use in another state or territory. An initial search from the national place names gazetteer is required to confirm this. The level and likely consequence of any duplication at a national level will be assessed during the approval process. The following link can be used to access the

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Australian Place Name Search to determine whether a feature with a certain name already exists.
www.ga.gov.au/place-names

5.4. Grouped feature naming

When assigning a name to a group or collection of features, the individual features should also have approved names and be linked to the group name. For instance, the *Pasco Group* comprises three officially named island features, *North Pasco Island*, *Middle Pasco Island* and *South Pasco Island*.

5.5. Offshore and underwater features

The naming of water and seabed features is restricted to the limit of coastal waters, generally in areas within three nautical miles seaward of the coast.

The Australian Hydrographic Office must be consulted in the naming process of any features in coastal waters including the naming or altering of any prominent coastal features.

The Australian Hydrographic Office is responsible for the management of undersea feature names outside the limit of coastal waters.

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6. Naming Localities

6.1. What are localities?

A locality is an administrative area that uniquely defines the name of a place to enable property addressing. In metropolitan areas it may also be referred to as a 'suburb'. Because of its unique name and unambiguous boundaries, a locality provides the official reference point for addressing purposes. A locality may include a town having the same name. Localities and their boundaries are intended to be enduring and should only be changed when specifically required.

Tasmanian locality boundaries were formally defined for the first time between 2002 and 2004. Localities cover all the land above high water mark within the island of Tasmania, with no voids or overlaps.

The authoritative spatial definition of locality boundaries are maintained within *Land Tasmania's* 'Locality and Postcode Boundaries' spatial dataset, which is available through theLIST.

Offshore islands excluding King Island, Flinders Island and Bruny Island (all which have been divided into individual localities) will adopt the approved island name as the locality name. Generally this will only apply to those islands that support a habitation requiring an address.

An 'unbounded locality' or neighborhood is an area of community or cultural significance that has historical and local recognition. It is not a locality in the context of property addressing because it does not have defined or registered boundaries. An unbounded locality may be assigned a place name, may be signposted and the name may appear on mapping products as a place of reference.

6.2. Responsibilities for assigning or altering localities

The Nomenclature board requires that local government be responsible for initiating any changes to locality names or major alterations to its boundaries. Any requests to propose a new locality or alter a locality boundary from a person, persons or authority other than the relevant local council, must be directed to the relevant council(s) in the first instance.

The relevant council should first consult with the Nomenclature Office to determine the appropriate process for developing the proposal.

Proposals for major changes to locality boundaries, or the assignment of a new locality, will be decided on by the Nomenclature Board.

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6.3. Altering a locality name

A locality name and its boundaries are intended to be enduring and form an official reference for addressing purposes. Locality names were assigned through a process that consulted with the community in order to establish names that conformed and were accepted within the community.

A locality name should only be changed in exceptional circumstances where there are sound reasons for doing so. This includes an alteration in the spelling.

Any proposal to alter a locality name must take into consideration the impact this change will have on the wider community including service provider organisations, utilities, mail delivery, signage and publications etc.

Any proposal to alter a locality name must conform to these guidelines and provide evidence that a broad-based community consultation has been undertaken, together with evidence that there is strong community support for such an alteration.

If the locality name has been derived from the name of a town or city proclaimed under other legislation, consideration also needs to be made as to how these names can be altered under that legislation.

6.4. Principles in the selection of locality name

Localities enable addresses to be uniquely defined. Without clearly defined localities there can be uncertainty in an address. In order to achieve the addressing goals and objectives it is vital that locality names and boundaries are clear and unambiguous.

Selection of a locality name must also take into consideration the impact the name will have on the wider community, as well as the fact that it will form part of the street address.

In addition to the general principles and structure principles of these guidelines, the specific requirements for locality definition and naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard:

- A locality name must not be duplicated, or be similar in sound or spelling to any other locality name within Tasmania or any other state or territory within Australia.
- A dual or alternate name must not be assigned to a locality.
- A locality name derived from an Indigenous source should be local to the area and be endorsed by the local Indigenous community, and supported by evidence to satisfy the naming authority of its authenticity.
- A promotional name of a subdivision or development used for marketing purposes must not be accepted as a substitute for a locality name.
- A neighborhood or regional name (unbounded locality) must not be used as a substitute for a locality name.

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- A locality name must not be offensive, racist, derogatory or demeaning.
- A locality name should be easily pronounced, spelt and understood when written or spoken.
- A locality name should be short and ideally consist of only one word.

6.5. Locality boundary definition principles

Locality boundaries should be easy to identify and readily interpreted by the community. Locality boundaries should be determined based on good planning principles and define areas with common community interests. The following principles have been developed to meet the Australian standard *AS/NZS 4819:2011 – Rural and urban addressing*:

- A locality boundary must be clearly defined and not overlap another locality boundary.
- Locality boundaries must be contiguous.
- A locality boundary should define a community of interest.
- A locality boundary must not bisect properties in common ownership or land parcels. Some exceptions may apply to large areas, such as reserved land.
- A locality boundary should align with the cadastral fabric.
- Definite and distinct physical features or barriers should be used where appropriate, such as major road centrelines or easily distinguishable topographical features, such as watercourses.
- Localities shall be of a reasonable size for practical purposes and will often include a shopping or education precinct.
- A locality should not be an island within another locality and should have boundaries that run along two or more other localities or the coastline.
- The access point of a property to which an address number is assigned should be used to determine the appropriate locality.
- For minor roads that are deemed to be part of the same community, the locality boundary should be placed as to include all properties addressed to that road.
- The locality for corner blocks should be the same for neighboring properties accessed from the same road.

6.6. Minor alterations to locality boundaries

Minor changes to locality boundaries may be required over time due to development or change of access points for address sites, together with the need to maintain conformance with the principles for the definition of locality boundaries. Minor changes may also occur when a small discrepancy has been identified between the existing locality boundary and the locality that has been applied and accepted for an address site. Minor changes will only affect a small number of address sites and must both maintain the intent of the original locality definition, and conform to community expectations.

Changes of a minor nature resulting in an amendment to the boundary alignment between localities may be initiated from advice from council of new or changed address allocation or where a discrepancy has

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been identified between locality and address datasets. Where a discrepancy has been identified, it may be referred to council for confirmation if addressing information is unavailable to make a determination.

The *Land Tasmania* spatial Locality Boundary Dataset custodian has discretional authority to amend the spatial locality boundary dataset as required, provided that the changes are of a minor nature and result in an amendment of the boundary alignment between localities where:

- there is no alteration to the locality name;
- the changes are consistent with council and community expectations; or
- the changes are required to maintain the spatial realignment of locality boundaries following a spatial upgrade of the underlying cadastre.

Minor changes to locality boundaries are not required to undergo any formal approval or notification processes.

Alignment of locality boundaries will be regularly undertaken following an upgrade of the cadastre to ensure spatial conformity between parcel boundaries and locality boundaries.

6.7. Major changes to locality boundaries

A major change to a locality boundary is where the proposed boundary varies significantly from the intention of the original gazetted locality, where a number of existing residents are affected, and where there exists the potential for not all residents to be in favour of the proposed change. Any proposals to make major changes to locality boundaries must consider the effects on residents and implications on the broader community, as well as the requirements for delivery of postal and emergency services.

Councils must consult in the first instance with the Nomenclature Office to seek advice on the implications and likely support for such a change.

Any such proposals must include:

- a plan clearly indicating the proposed boundary alterations; and
- evidence supporting the change, which may require surveys as necessary to establish that the majority of all affected householders in the subject localities support the proposal.

The proposal is to be submitted from the relevant council in writing to the Nomenclature Office, which will consult with the custodial officer of the spatial Locality Boundary Dataset to ensure the boundary conforms to the guidelines. If the *Land Tasmania* custodial officer feels the proposal is in conflict with addressing guidelines or inconsistent with the extent of a locality name, the proposal will be forwarded to the Nomenclature Board for consideration.

The approval process for major locality boundaries alterations will be as for alteration of any other place name.

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Upon approval of any proposals to make major changes to locality boundaries, a Central Plan Register (CPR) plan will be lodged and registered, the change will be gazetted, and jurisdictional locality and addressing datasets will be updated. It is the council's responsibility to inform residents and utility service providers of the change.

6.8. Assigning a new locality

A locality name and its boundary are intended to be enduring, however there may be instances where development has expanded to a point that it is appropriate to consider the creation of a new locality. The council will first determine whether it is absolutely necessary to assign a new locality and whether this is in the best interests of the community. The creation of a new locality will result in the division of an existing locality or localities.

When commencing the process of defining a new locality, or making a significant alteration to an existing locality, the relevant council should consult with the spatial locality boundary custodial officer within *Land Tasmania*, and develop a plan of the proposed locality boundaries that conform to these guidelines and clearly indicates the proposed boundary alterations.

Prior to consultation on a proposal the council must consult with the Nomenclature Office to ensure that the proposed name meets the guidelines. The Nomenclature Office will check with other state and territory jurisdictions to ensure the proposed name is not duplicated elsewhere in Australia, including any reserved locality names that have been registered with the [Permanent Committee on Place Names](#).

It is the responsibility of the relevant council to then undertake the necessary consultation process with the affected residents and develop a proposal that is supported by the majority of affected residents with a name conforming to the provisions in these guidelines.

The Nomenclature Office will investigate the proposal in consultation with the Surveyor-General, to ensure that the proposal meets the guidelines. Key stakeholders (Australia Post, Electoral Office) may also be consulted during the investigation to ensure that the proposed boundary amendments are acceptable. In these circumstances, a CPR plan will be lodged and registered indicating the change to the locality boundary and name in most instances.

Proposals will be then referred to the Nomenclature Board for their consideration and if supported will follow the formal place naming process.

After the change to the locality boundary and name has been approved:

- The jurisdictional property address information will be updated.
- The Spatial Locality Boundary Dataset will be updated.
- A notification will be sent to the relevant council(s) advising of the change, together with a copy of the new or amended plan(s) or diagram(s) depicting the changes. This will include advice to council of its responsibility to notify all affected land owners and other key address stakeholders of the new or amended locality details.

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- The gazettal of new or amended place names will be provided to all key stakeholders, including Australia Post, advising of this change.

Note: Australia Post reserves the right to alter postcodes for any locality. Upon any change advised by Australia Post the spatial locality data and jurisdictional property address data will be amended with the assigned postcode value.

6.9. Assigning, discontinuing or altering the name of an unbounded locality

Any proposals for the assigning, discontinuing or altering of the name of an unbounded locality must be supported by the relevant local council with the proposed change conforming to the requirements of these guidelines.

Councils must undertake consultation with affected residents and provide clear indication that the proposal has the support of the majority of affected residents.

Proposals must be received from the council in writing together with supporting information, including evidence of community consultation and support for the proposal.

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7. Naming Roads and Streets

7.1. Applying principles

Road and street names are needed to uniquely and clearly identify roads and streets, and need to be clear and unambiguous. The requirements and guidelines for road naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard.

The general principles and structure principles in these guidelines are to apply to the naming of roads and streets unless otherwise provided for in this section.

7.2. Roads and streets to be named

For the purpose of these guidelines, a road or street is any public or private thoroughfare that is trafficable by vehicles and which provides access to a feature or can be used for assigning addresses. The naming of walking tracks and bicycle tracks is covered elsewhere in these guidelines.

All formed roads, including private roads that are generally open to the public or to services, should be named. This includes, but is not limited to the following:

- Highways, motorways and freeways.
- Roads within complexes such as universities, hospitals and retirement villages.
- Roads within National Parks, forests etc.
- Fire trails and vehicular tracks that can be accessed by the emergency services or the public.
- Pedestrian only roads, such as malls, arcades, alleys, footways and walkways.

A short cul-de-sac or private road with five or fewer address sites need not be separately named if adjoining and connected to a named feature.

Note that naming a road on private land does not mean that the naming authority is accepting responsibility for that road, other than ensuring its name conforms with the Standard.

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7.3. Extents of named roads and streets

A named road or street must include only one contiguous section navigable by vehicles. Unconnected navigable sections, such as where separated by an unbridged stream, pedestrian segment, railing etc must be assigned separate road names. This requirement does not apply where the separate sections are:

- two sides of the same road separated by a median strip; or
- part of a State Highway or subsidiary road that is split by a section that is assigned a local name where it passes through a town or city.

The use of the cardinal suffix East, West, North or South must not be used as part of a road name to distinguish unconnected sections. In these cases each section must be assigned a separate name. The extent of a road or street name is defined by the formation, whether vehicular or pedestrian.

7.4. Road and street name elements

A road or street name should ideally consist of a single name part (specific) followed by a standard road type, such as *Dulverton Road*. The use of a double generic must be avoided unless the road name has been derived or relates to a specific geographic feature; for instance *Dulverton Hill Road* is acceptable. Road types must not be used as part of the specific; an unacceptable example would be *Back Street Road*.

All road and street names must include a single road type (generic). The road type must be selected from the 'Road Types (Generic)' (see 7.18). The road type must be chosen to conform to the function and characteristic of the road as described in this table.

7.5. Selection of road and street names

A road or street name should be easily pronounced and spelt, and be easily understood when written or spoken in conversation. A road name should be selected that will be acceptable to the community and not be interpreted as offensive, racist, derogatory or demeaning.

The length of a road name should be shorter, rather than longer, especially where the road itself is short. Ideally a road name should comprise only two words, including the generic.

7.6. Duplication of road and street names

Names of roads and streets must not be duplicated in Tasmania. For example, if *Smith Lane* in North Hobart exists, another *Smith Lane* must not be assigned in Tasmania.

The name (specific) element of a road or street, regardless of any difference in the road type (generic), must not be duplicated or be similar in spelling or sound to an existing road or street name within the

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same region (North, North-West or South). For example, if *Smith Lane* in North Hobart exists, another road or street with the name *Smith* must not be assigned in the South region of Tasmania.

An example of similarity in spelling or sound is the existing *Riverbank Road*, *Riverside Drive* and *Riverview Drive*, all located in Riverside. These are confusing and similarities like this must be avoided.

An unbroken section of road crossing an administrative boundary must keep the same name.



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7.7. Road and street naming principles

The structure principles in these guidelines apply to the naming of roads and streets. These are set out in *AS/NZS 4819:2011 – Rural and urban addressing* and summarised as follows:

- A road name must have the same spelling as any name from which it is derived.
- A road name must not be abbreviated or contain an abbreviation, initial, or acronym, such as 'Mt' for 'Mount'. The exception is that 'Saint' can be abbreviated to 'St'.
- The definitive article 'The' must not be used as the sole name element (specific) in a road name. For instance *The Esplanade* is not acceptable.
- A road name must not contain a preposition, such as *Avenue of the Allies*.
- A road name must not contain a possessive apostrophe, as in *St Georges Terrace* and not *St George's Terrace*. Apostrophes forming part of an eponymous name may be included, such as in *O'Connors Road*.
- A road name must not contain a full stop or any diacritical marks or characters.
- The use of either Arabic or Roman numerals must not be used for a road name. The use of numerals in written format should be avoided because of possible confusion with an address. For instance, *Second Avenue* should be avoided.
- Hyphens and the word 'and' must not be used as part of a road name. If the name from which the road name was derived includes a hyphen, it may be replaced with a space.
- Road names should not use an existing feature as the specific part of a name, as in *Church Road*, *Jetty Street*, *Racecourse Crescent*, *School Road*, *Wharf Road* and *Cemetery Road*. In these cases it is preferable to use an additional supporting specific, such as *Kings Wharf Road*.
- Road names must not use descriptors as the specific part of a name. For example, *Tourist Drive*, *Scenic Avenue*, *Heritage Road* and *Historic Drive* are not acceptable.
- The specific part of the road name must not include a road generic. Unacceptable examples include *White Street Road*, *Yellow Crescent Drive* and *Esplanade Road*.
- Destination to destination names are not acceptable, such as *Guildford-Hampshire Road*.

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7.8. Suffixes, prefixes and directional names in road and street names

A road or street name must not contain qualifying terminology, a cardinal indicator, or a similar prefix (eg Upper, Lower, North, South) unless the road name is derived from a name that it includes. For instance, *Upper Esk Road* is permissible as the name has been derived from the *Upper Esk* locality. If appropriate, these terms must precede the specific part of the road name.

A directional indicator such as East, West, North or South must not be used as a suffix to uniquely define road extremities, such as *White Road East* and *White Road West*. Directional indicators must never precede the specific part of the road name; for example, *East John Street* is unacceptable.

7.9. Road and street naming authorities

Road and street naming, except within a proclaimed city or town, is the responsibility of the Nomenclature Board. The naming of roads and streets that are within a proclaimed city or town are the responsibility of the respective council to assign or alter, and provide notification to the Nomenclature Office.

The key road naming authorities are intended to be:

- Department of State Growth for all state maintained roads and highways.
- Local government for all council maintained roads, as well as private roads and public thoroughfares within the area.
- Tasmania Parks and Wildlife Service for roads within Nature Conservation Act Reserves.
- Sustainable Timber Tasmania for roads within Permanent Timber Production Zone land.
- Hydro Tasmania for roads within Hydro Electric Commission owned or vested land.

Some smaller private roads providing access to a facility or feature may be maintained by other government or utility organisations. It is intended that the naming of these is undertaken by local government in conjunction with the land owner.

The Commonwealth does not have the power to name roads within its land, and any naming of roads within Commonwealth facilities should be done in conjunction with local government.

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7.10. Road and street names for highways and subsidiary roads

State highways and subsidiary roads are proclaimed, but not named, under the *Roads and Jetties Act 1935*. The proclamation will include classifications that are separate from the road name. A classification such as 'State Highway', 'Main Road', 'Secondary Road', 'Developmental Road' or 'Tourist Road' must not be used as part of a road name. For example, *Waterhouse Developmental Road* or *Anthony Main Road* are not acceptable.

A highway or subsidiary road must be named like any other road, noting that the road types 'Highway' or 'Road' are acceptable.

A section of a classified highway that passes through a town may be given a separate name provided that each section of road has only one name. For instance, where the *Tasman Highway* passes through *Bicheno*, the approved name for those thoroughfares are *Burgess Street* and *Foster Street*.

If a highway or subsidiary road is realigned, the approved name will automatically transfer to the new location of the physical alignment of the highway or subsidiary road. For a substantial realignment the remaining section of the highway or subsidiary road will be required to be renamed.

7.11. Naming process for private and subdivision roads

The relevant road authority is to ensure that the selection of a new road name conforms to the guidelines.

The process of selecting a name should be commenced during the development approval process with the name to be approved once construction of the road has commenced. The name should be approved prior to the sealing of the subdivision plan by council.

For private roads, including those within complexes such as aged care facilities, the selection of the name needs to also be made in conjunction with the authority responsible for the development.

It is recommended that councils consult with the Nomenclature Office at an early stage of proposal to ensure conformity with the guidelines and thus achieve an efficient approval.

The relevant council is to ensure that the proposed road name conforms to the guidelines and that it undertakes appropriate advertising and consultation to ensure community support. Road and street name proposals must be endorsed by the elected council members.

Proposals are to be submitted electronically through *Placenames Tasmania*, together with all required information including the location and extent of the name to be applied and any supporting information (eg council meeting minutes, subdivision plan etc). Information on the background of the name and from where it was derived must be also included.

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A road or street name proposal, which is within a proclaimed city or town and is received from council through *Placenames Tasmania*, will be reviewed by the Nomenclature Office to ensure conformity to the guidelines. Once accepted into the register, it will be deemed to be approved or official from that date.

Road and street names within a proclaimed city or town will be noted only at the next Nomenclature Board meeting and are not required to be gazetted.

All other proposals will be dealt with by the Nomenclature Board.

7.12. Naming process for other roads and streets

Proposals for the naming of existing roads that do not already have an approved name are to be submitted via *Placenames Tasmania* or advised to the Nomenclature Office using the contact details listed at 2.10. The proponent (if not council) should consult with the relevant council, as the name may impact on property addressing and/or community knowledge and expectation.

Providing the road name conforms to the guidelines a proposal received from the relevant road authority, which is not within a proclaimed city or town, will be reviewed by the Nomenclature Office and referred to the Nomenclature Board for further assessment (including its effects on the community).

Any proposals that do not meet the requirements in the guidelines will be in the first instance referred back to the proponent for further consideration with a recommendation from the Nomenclature Office on possible options for ensuring conformity to the guidelines.

7.13. Altering a road or street name

A road or street name is intended to be enduring and should not be altered unless there are sound reasons to do so. These include, but are not limited to:

- redesign of the road
- changed traffic flow
- addressing issues or changes
- misspelling of a name (unless 'Common Usage' applies – see 3 General Principles)
- avoidance of duplication
- non conformity to these guidelines

A road or street extent is sometimes broken into two or more segments by road redesign or redevelopment so that it is no longer continuous. In these cases parts of the resulting segments must be renamed.

A cul-de-sac that is developed into an open ended road should have the road type altered to that consistent with an open ended road, and likewise an open ended road that is developed into a cul-de-sac should have a road type altered to that appropriate for a cul-de-sac.

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Any proposal to alter a road name must provide evidence that affected residents have been consulted. The council, together with the relevant road authority if appropriate, is to undertake this consultation.

7.14. Altering road and street extents

The extent of a named road or street may be altered as the result of a subdivision process. The initial naming process should consider any possible future alterations for a road or street so that the allocation of property addressing can be planned to meet future requirements. Generally the same name will apply for any extensions to a subdivision street, and a contiguous unbroken road must have the same name.

For major new road realignments and bypass roads, the name must be selected so as not to cause any confusion with existing road names or property addressing. For a contiguous section of road, preference is to adopt the name of the existing road rather than allocate a new name. For example, the Kingston bypass section of road extends the name *Southern Outlet* rather than creating a new name.

The extent of a named road or street may also be altered for addressing purposes, such as when a new rural dwelling is built requiring the extent of the existing named road to be increased.

7.15. Naming Tourist Drives / Routes

A tourist drive or route may be created to facilitate vehicular travel around Tasmania and/or the promotion of a road or network of roads as a tourist experience. The name of a tourist drive or route is not to be confused with the approved road name. Tourist drives or routes are not road names and while may be signposted, will not normally appear on paper or digital map publications nor have an effect on property addressing.

A tourist drive or route name may be approved for a number of component roads and/or parts of roads comprising of a network that constitutes a tourist drive or route. However to maintain the statewide significance of tourist drives, names should only be assigned where it provides a meaningful and significant tourist experience.

The route name may include a specific name, a descriptor such as 'tourist', 'scenic', 'heritage', 'historic', 'cultural' (eg *Heritage Highway*) and a generic consisting of 'drive', 'route', 'track', 'trail' or 'way' (eg *Great Eastern Drive*).

Proposals for naming tourist drives must be supported by the relevant road authority and the Tourism Supply Unit, Department of State Growth.

7.16. Road Route Codes

Tasmanian Road Route Codes were introduced in 1979 and are a route numbering system. This largely follows the British hierarchical system where 'A' roads comprise the state highway network, 'B' roads are the remaining important road networks and 'C' roads are local roads providing access to tourist features

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or connections to major roads, such as B68. The Road Route Code Advisory Group is responsible for assigning Route Codes. The Road Route Code is separate from the road or street name(s).

For more information about Tasmanian Road Route Codes, refer to: <http://dpiwwe.tas.gov.au/land-tasmania/place-naming-in-tasmania/tasmanian-road-route-codes>

7.17. Signage

All approved road and street names must have appropriate signage at intersections and junctions. Signage for private names should indicate reference to the fact that they are private and not open for general public access. The approved name of a road or street must be used for signage associated with the feature.

Abbreviations of road and street type generics may be used in signs, but must conform to those standard types listed in 7.18.

Note: The existence of a named sign for a road or street is not a matter that alone provides justification for the assignment and approval of an official name.

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7.18. Road and street types (Generic)

The following table is an extract from *AS/NZS 4819:2011 – Rural and urban addressing*. Road and street types must be selected from this list as appropriate for open ended, cul-de-sac or pedestrian only features.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
ALLEY	ALLY	Usually narrow roadway in cities or towns, often through city blocks or squares	✓	✓	
APPROACH	APP	Roadway leading to an area of community interest (eg public open space, commercial area, beach etc)	✓		
ARCADE	ARC	Passage having an arched roof, or any covered passageway, especially one with shops along the sides			✓
AVENUE	AV	Broad roadway, usually planted on each side with trees	✓		
BOARDWALK	BWLK	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront			✓
BOULEVARD	BVD	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak	✓		
BYPASS	BYPA	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement	✓		
CHASE	CH	Roadway leading down to a valley	✓	✓	
CIRCUIT	CCT	Roadway enclosing an area	✓		
CLOSE	CL	Short, enclosed roadway		✓	
CONCOURSE	CON	Roadway that runs around a central area (eg public open space or commercial area)	✓		
COURT	CT	Short, enclosed roadway		✓	
CRESCENT	CR	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare	✓		
CREST	CRST	Roadway running along the top or summit of a hill	✓		
DRIVE	DR	Wide thoroughfare allowing a steady flow of traffic without many cross streets	✓		
ENTRANCE	ENT	Roadway connecting other roads	✓		
ESPLANADE	ESP	Level roadway, often along the seaside, lake or river	✓		

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Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
FIRETRAIL	FTRL	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak	✓		
FREEWAY	FWY	Express, multi-lane highway, with limited or controlled access	✓		
GLADE	GLDE	Roadway, usually in a valley of trees	✓	✓	
GRANGE	GRA	Roadway leading to a country estate, or focal point, public open space, shopping area etc	✓		
GROVE	GR	Roadway that features a group of trees standing together	✓	✓	
HIGHWAY	HWY	Main road or thoroughfare, a main route	✓		
LANE	LANE	Narrow way between walls, buildings or a narrow country or city roadway	✓	✓	
LOOP	LOOP	Roadway that diverges from and re-joins the main thoroughfare	✓		
MALL	MALL	Sheltered walk, promenade or shopping precinct			✓
MEWS	MEWS	Roadway in a group of houses		✓	
PARADE	PDE	Public promenade or roadway that has good pedestrian facilities along the side	✓		
PARKWAY	PWY	Roadway through parklands or an open grassland area	✓		
PASSAGE	PSGE	Narrow street for pedestrians			✓
PATH	PATH	Roadway used only for pedestrian traffic			✓
PLACE	PL	Short, sometimes narrow, enclosed roadway		✓	
PLAZA	PLZA	Roadway enclosing the four sides of an area forming a market place or open space		✓	
PROMENADE	PROM	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking	✓		
QUAYS	QYS	Roadway leading to a landing place alongside or projecting into water	✓		
RAMP	RAMP	Access road to and from highways and freeways	✓		
RETREAT	RTT	Roadway forming a place of seclusion		✓	
RIDGE	RDGE	Roadway along the top of a hill	✓		
RISE	RISE	Roadway going to a higher place or position	✓	✓	
ROAD	RD	Open way or public passage primarily for vehicles	✓		

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Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
SQUARE	SQ	Roadway bounding the four sides of an area to be used as an open space or a group of buildings	✓	✓	
STEPS	STPS	Route consisting mainly of steps			✓
STREET	ST	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides	✓		
SUBWAY	SBWY	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
TERRACE	TCE	Roadway usually with houses on either side raised above the road level	✓	✓	
TRACK	TRK	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (eg Tasmania) these are often associated with walking rather than vehicular movement	✓		✓
TRAIL	TRL	See 'Track'	✓		✓
VIEW	VIEW	Roadway commanding a wide panoramic view across surrounding areas	✓	✓	
VISTA	VSTA	Roadway with a view or outlook	✓	✓	
WALK	WALK	Thoroughfare with restricted access used only by pedestrians			✓
WAY	WAY	Roadway affording passage from one place to another. Usually not as straight as an avenue or street	✓		
WHARF	WHRF	A roadway on a wharf or pier	✓	✓	✓

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8. Naming Reserves

8.1. Applying principles

Reserved land, under the provisions of the *Nature Conservation Act 2002*, is named by the responsible Minister upon proclamation of that reserve. Under that Act, it states that the Nomenclature Board is required to be consulted on the selection of a reserve name.

It is preferred that for these reserves, the name includes the specific part of the name derived from the significant geographical feature within the reserve.

Names for other reserves and parks are to be selected and proposed by the managing authority in accordance with the principles in these guidelines.

8.2. Use of reserved land classifications

Crown land proclaimed as a reserve under the *Nature Conservation Act 2002* must include the correct reserved land classification in the name (eg National Park, State Reserve, Nature Reserve, Game Reserve, Conservation Area, Nature Recreation Area, Regional Reserve, Historic Site, Private Sanctuary, and Private Nature Reserve).

Where land is not reserved under the *Nature Conservation Act 2002* it is an offence under that Act to use, alone or in combination with other words, the name of any reserved land classification, unless authorised by the responsible Minister. Selection of names like *Margate Historic Site* or *State Reserve* would not be permitted.

The use of the word 'Reserve' as a generic should ideally be restricted to areas of land reserved under the *Nature Conservation Act 2002*. Consideration should be made to using the generic 'Park' for other types of recreation areas, including those managed by local government.

8.3. Changes in extent of reserved land

An existing name may be applied to an extension of a reserve under the *Nature Conservation Act 2002* if the additional area is contiguous to the originally named area. Where the additional area is not contiguous, a different name must be assigned.

The existing name should be altered if a reduction in the extent of land reserved under the *Nature Conservation Act 2002* results in the exclusion of the feature that was the source for the name (eg if the reduction of an area named *Luncheon Hill Regional Reserve* resulted in the exclusion of *Luncheon Hill*, it should be renamed).

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8.4. Use of marine resources protected area classes

Marine Resources Protected Areas are named by the responsible Minister under the *Living Marine Resources Management Act 1995*. This Act also prohibits the use, without the specific consent of the Minister, alone or in combination with other words, the name of any of the following listed classes of marine resources protected areas in reference to any place:

- Marine Nature Resources Protected Area
- Marine Park
- Marine Protected Area
- Marine Sanctuary
- Marine Resources Protected Area

Selection of names like *Marine Park Road*, *Marine Area Road*, *Marine Nature Road*, and *Marine Reserve* etc would not be permitted.

8.5. Naming process for other reserves and parks

The naming of other reserves and parks is to comply with the general principles and structure principles of these guidelines. Features to be named as reserves or parks must be open to the public. The naming process for any other reserves and parks that are not named under the *Nature Conservation Act 2002* is the same as for naming cultural features. The generic 'Park' is preferred for these features over the generic 'Reserve' (see 8.1).

For ease of identification, consideration should be given to naming small council parks or playgrounds after the name of the street in which they are located, providing that the name is not duplicated, such as *Hawthorn Road Park*.

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9. Naming Cultural Features

9.1. What are cultural features?

Cultural features are artificial (man-made) features that have relevance to the community. Examples include but are not limited to public features such as walking and bicycle tracks, parks, reserves, recreation and sports grounds, and significant public infrastructure such as bridges and dams.

Cultural features may appear and be named on topographic mapping products as well as spatial data products where these may be classified as 'Features of Interest'.

9.2. Pre-existing unofficial names

There have been many place names applied by relevant authorities to features such as council maintained walking tracks, parks and other similar features. While the use of these place names over time has demonstrated acceptance by the community through general usage, signage and depiction on mapping products, many have not been formally assigned through any legislative process. Some of these names are 'recorded' as unapproved in the *Placenames Tasmania* nomenclature register. In the interests of the public and to ensure consistent use and application, the approval of these names should be formalised through the Nomenclature Board.

9.3. Naming process for cultural features

While names for cultural features are generally allocated by the administering authority, it is preferred that the assignment of these names is done through the legislative process to ensure that there is one official name allocated, and that the name conforms to the rules and guidelines for place naming. By making these names official it will also ensure that these names are made publically available through *Placenames Tasmania* and through the *LJST*. This ensures that subsequent duplications of these names are avoided, which could lead to confusion for identification and location of features.

Proposed names must conform to the general principles and structure principles of these guidelines. Proposals must be lodged or supported by the authority responsible for administering or maintaining the feature, together with supporting evidence, if appropriate, that the community has been consulted and is supportive of the proposal. Any proposals received from individuals or groups will be referred to the relevant authority for it to make a formal proposal, or support the proponent proposal. Proposals can be submitted through the *Placenames Tasmania* proposal facility, or in writing using the contact details listed at 2.10.

The naming process for cultural features will be as detailed in the Place Naming Process, Section 2 of these guidelines.

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9.4. Features not required to have approved names

The *Survey Co-ordination Act 1944* does not include buildings or similar structures in the definition of a place. These features can be named by the relevant authority and it is suggested that these guidelines are referred to in these cases. Names of these features may be recorded as unapproved but suitable for publication in the Place Names Register, and may be depicted on mapping products if it is felt this is in the public interest. Examples can include names of educational facilities, nursing homes, hospitals etc.

Names of commercial businesses, property names, private structures etc are not named under the Act and should not be recorded in the Place Names Register.

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10. Other naming authorities

10.1. Naming cities

The Governor, on the recommendation of the relevant Minister, has the authority to assign, amend or substitute the name of a city under section 16A of the *Local Government Act 1993*.

10.2. Naming towns

The responsible Minister is to consult with the Nomenclature Board before assigning a name to a town under section 186 of the *Local Government Act 1993*.

The Governor may by proclamation constitute, abolish, define, or redefine areas of town lands including, on the recommendation of the Nomenclature Board, assigning names in the proclamations constituting them under section 5 of the *Crown Lands Act 1976*.

10.3. Naming land districts and parishes

The Governor may by proclamation constitute, abolish, define, redefine, or name land districts and parishes under Section 4 of the *Crown Lands Act 1976*.

10.4. Naming reserved land

The Governor, on the recommendation of the responsible Minister and after consultation with the Nomenclature Board, may assign a name to reserved land under sections 11, 12, 13, 17 and 19 of the *Nature Conservation Act 2002*.

10.5. Naming marine resources protected area

The Minister may assign a name to a marine resources protected area when establishing that area under section 112 of the *Living Marine Resources Management Act 1995*.

10.6. Naming a jetty

The Minister may assign a name to a jetty or marine facility by proclamation under the *Roads and Jetties Act 1995*.

Tasmanian Place Naming Guidelines

11. Placenames Tasmania

11.1. Description

Placenames Tasmania is the authoritative single register of all approved or official Tasmanian place names assigned under provisions of the *Survey Co-ordination Act 1944*. It is publically available at www.placenames.tas.gov.au. Users can search and view details for a place name, including the status, whether official or otherwise. Background and feature notes can also be searched and viewed, where available, and a location map provides the extent of the feature. Advanced searching options enable a complex search to be made within the database on a number of fields.

An extract of **Placenames Tasmania** is freely available under the State's open data provisions and can be accessed from the LIST Nomenclature tab at the following link:

<http://listdata.thelist.tas.gov.au/opendata/>

Placenames Tasmania includes:

- All place names that have been approved under legislative provisions.
- The status of a place name, including permissible for publication status.
- References to the relevant approval processes and approval dates.
- Historical information about place names if known.
- Unofficial or recorded place names that are in common use.
- Historical, rescinded or superseded place names.
- Spatial locations and extents of place names.
- A system for tracking the progress of place naming proposals.
- The ability to store images and/or documents relevant to the naming of a feature.
- The ability to propose place names.
- The ability to propose changes to, and provide information about existing place names.

11.2. Use of approved place name

Names classified in the register as 'official' or 'approved' have been formally assigned under the provisions of the *Survey Co-ordination Act 1944* or have been assigned under other legislation that outranks the above legislation. Such names must be used for all official maps, publications and spatial data products within Tasmania.

Tasmanian Place Naming Guidelines

11.3. Recorded place names

There are many features that have been named by private persons or organisations, including government authorities. These can include schools, shopping centres, aged care facilities, tourist attractions and other public facilities. While often not required to be named under legislation, these names are well known and accepted by the community and are important as references to a place that may be used by the public and required to be located by emergency service organisations.

Placenames Tasmania may record these names and associated locations if it is felt they should be recorded in the public interest. Generally only those features that may be required to be depicted on mapping products or held within the jurisdictional spatial dataset will be recorded. Names of commercial businesses, including restaurants or individual shops, will not be recorded.

There will also be names of some geographical (natural) features that have not been formally approved, but where there is evidence of past or current use. These names and locations may be recorded within *Placenames Tasmania*, but will be classified as unapproved and restricted for publication on mapping products unless a process is undertaken to formalise the naming as per these guidelines.

11.4. Recording of sensitive place names

The details, location or co-ordinates of a place name may be restricted from access by the public where:

- an application is made for the protection of Aboriginal heritage identified under the *Aboriginal Lands Act 1975*;
- there are state or national security implications; or
- the responsible Minister has identified other reasons.

These names, while official or approved, will have the classification 'Not for Publication (Confidential)' and will not have a spatial component publically available. Sensitive place names must not be depicted on any public mapping products or included in LIST spatial datasets, although their location may be made available to emergency services organisations.

11.5. Discontinuing or omitting a place name

An approved or official place name may be discontinued or omitted from official maps, publications and spatial data products within Tasmania. A place name will generally be discontinued where the feature relating to the place name no longer exists, where the feature has been renamed or where the place name has been deemed to be offensive to sectors of the community.

The names of natural geographic features will generally not be discontinued unless there is a strong reason for doing so, such as the name being deemed offensive to the community. Any proposals to discontinue a geographic name must include adequate community consultation, together with endorsement from the relevant authorities.

Tasmanian Place Naming Guidelines

The process for discontinuing the name of a man-made (cultural) feature must be undertaken with the endorsement of the relevant authority for managing the feature, such as the road authority for roads, council for public parks etc. The Nomenclature Office can discontinue the name for a man-made feature if it no longer exists.

Placenames Tasmania will continue to hold these records, and details will continue to be publically available through the website. The status will be altered to a 'Not for Publication' category and the name will no longer be classed as an approved or official name. These names must not appear on future maps and publications within Tasmania, but may still exist in spatial data products and LISTmap to provide location.

11.6. Status of place names

Placenames Tasmania provides the capacity to note whether a place name has been approved for use through provisions in legislation, together with the legislative provisions applied in approving that name. Although a place name can either be approved (official) or not, the status field provides the additional capacity to indicate those place names that are permitted for publication. This is to cater for both approved names that have been restricted for publication, such as confidential names, and recorded names that while not formally approved can be published on mapping products in the interests of public good.

Only those names with a status of 'Normal' are permitted for depiction on official maps and publications within Tasmania. LISTmap allows some unofficial names to be searchable, including features classified as superseded, rescinded and historical.

Status	Description
Normal	Publication allowed. All geographic features, localities and road names must be approved names. Some names of other cultural features may not be formally approved but their use is well accepted.
Not For Publication (Confidential)	An approved geographic feature name where the location is restricted from access from the public due to sensitive reasons and will not appear on mapping products.
Not For Publication (Historical)	A name that was approved but has since been rescinded as the feature it related to no longer exists. These names are no longer approved.
Not For Publication (Omitted)	An approved name that has been removed (omitted) from publication on mapping products.
Not For Publication (Recorded)	A name that was noted by the Nomenclature Board for recording only and was not intended to be assigned through any formal approval process. These names are not approved.
Not For Publication (Rescinded)	A name that previously was approved (official) but has since been rescinded. These names are no longer approved.
Not For Publication (Reserved)	A reserve or road name where the name has been approved in principle for use once the feature has been established. Proposals for new road names are to be reviewed for conflicts with these names.
Not For Publication (Superseded)	A name that has been superseded by another name that was not previously approved (official). These names are not approved.

Tasmanian Place Naming Guidelines

Not For Publication (Unofficial)	A name that has been noted by the Nomenclature Office but has not undergone any formal approval process. These mainly relate to geographic names but may include other features. These names are not approved.
Not For Publication (Disallowed)	A name not approved at a Nomenclature Board Meeting, or intended to be assigned but objected to with Minister's decision to uphold objection and not approve the name. These names are not approved.



FINAL REPORT
2019/20 FEES AND CHARGES REVIEW
OF
COUNCIL OWNED
OR
COUNCIL MANAGED
COMMUNITY FACILITIES

30/03/20

FINAL REPORT – 2019/20 FEES AND CHARGES REVIEW

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FINAL REPORT – 2019/20 FEES AND CHARGES REVIEW

1. EXECUTIVE SUMMARY

Waratah-Wynyard Council (WWC) initiated a fees and charges review to examine current fees and charges and construct a preferred future. This was in part based on the OSSR report that recorded concerns in relation to fees, user agreements and operational and maintenance costs and the cost of utilities.

The Review sought a more equitable, consistent and sustainable arrangement and levels of cost recovery that are acceptable to the community. It did not seek to dramatically increase fees and charges but despite this fee increases will be necessary, and Council must guard against a net loss to its budget. A redistribution of the burden of fees - a sharing of the load by all uses and users - and the application of fees to a wider base will be of critical importance.

Facility provision and community access and use is a critical area. Council owns and manages facilities because the benefits cannot be delivered by the free market. There is no profit in this area and this provision needs to be considered as a public benefit or community good. On this basis the community will always need to subsidise facility use but Council must decide to what extent it should do so and what users should or can reasonably contribute.

WWC fees and charges and those of neighbouring councils such as Burnie City Council, Central Coast Council, Latrobe Council and the Circular Head Council were examined as were strategies for setting and managing these.

The Review indicated clear inconsistencies and inequities in the management of WWC fees and charges and put forward a series of recommendations and possible future fee models to make these more consistent and equitable and better manage their application.

Council's efforts to apply fees and charges remain reliant on legacy or appeasement deals. There is no clear policy and a lack of standard processes, procedures or systems in place. There are no clearly defined roles and responsibilities or training. The result is a lack of consistency, equity or transparency.

WWC facility fees and charges are low, as are community incomes and while increasing fees and charges might be necessary any attempt to increase Council's return on its investment in facilities will be challenged by a relatively low willingness to pay by users and so cost recovery goals need to be realistic. Council must value the social capital of volunteering and participation, be mindful of relatively high levels of disability in the community and an ageing demographic and determine the level to which the community is prepared to subsidise facility use.

If some of the recommendations and an alternative model is adopted to help set and manage fees some users will pay more and others less. Importantly more users will contribute towards the provision of community facilities and the benefits of such provision will potentially be increased.

Of primary importance is the adoption of a Pricing Policy which essentially recommends Council sets base GST inclusive fees annually and applies these to regular and casual NFP users, but that Council increases the base fees for commercial uses and provides discounts (excluding charges and private works) to those that illustrate hardship or whole of community benefit.

Clear and defined roles and responsibilities of Council staff and the facility users are required as are standardised Council processes and user agreements. This will require improvements to Council documentation, data capturing and training and communication.

It is hoped that some of the recommendations, a Pricing Policy and a new fee model are adopted - all offer potential improvements to consistency and equity and transparency in WWC's management of facility provision and community use and all will assist Council achieve some of its strategic objectives in relation to the health and well-being of its community.

FINAL REPORT – 2019/20 FEES AND CHARGES REVIEW

2. BACKGROUND

The current application of Waratah-Wynyard Council (WWC) fees and charges for the hire of WWC facilities is inequitable and the rates of recovery are low.

This is illustrated by the following:

- 27 regular users of assets owned or managed by Council pay fees or charges
- 18 regular users of assets owned or managed by Council do not pay fees or charges
- No users of Council open space are paying any fees or charges for their use
- 1 user pays \$1206 and receives up to \$5000 to assist in turf wicket prep
- 3 local cricket clubs pay \$1206 and a \$400 per annum synthetic wicket levy – 1 does not
- 1 user pays nil to Council, but Council pays its rental to a 3rd party.
- Some have negotiated variations to the fee schedule and pay less than co-tenants
- 1 user pays nil and sublets the facility based on a fee schedule that undercuts Council
- 2 users pay sessional fees but are recompensed by Council as facility cleaners and managers
- If Council applied the fees and charges that it applies to its two indoor stadiums to the WFC's current use of the WRG the WFC fees would be a minimum of \$7575 compared to their last invoice for \$1206. If it applied the stadium lighting fee it would be \$12 105.

See: Appendix 1: Summary of application of WWC fees and charges.

Based on WWC budget papers WWC budgeted on achieving income from the following assets it owns and manages but the levels of recovery are inconsistent.

% recovery rates for sport and recreation assets.				
Venue	16/17	17/18	18/19	19/20
Frederick Street Reserve	10.6%	8.6%	7.5%	8.4%
Langley Park	14.2%	15.3%	16.7%	14.0%
Somerset Indoor Recreation Centre	40.5%	36.4%	34.5%	51.24%
Cardigan St Rec Ground	6.16%	7.2%	5.2%	9.2%
Wynyard Recreation Ground	7.2%	3.9%	4.5%	5.17%
Wynyard Showground	17.5%	6.7%	9.6%	9.9%
Wynyard Sports Centre	39.5%	38.7%	35.0%	39.8%
Wynyard Squash Centre	20.08%	19.7%	20.2%	20.9%
Yolla Recreation Ground	20.12%	5.01%	21.4%	13.8%
Wynyard and Somerset Tennis courts	TBC	17.84%	28.3%	27.6%
SSLSC	TBC	13.01%	12.1%	5.5%
Waratah Sports Centre	TBC	21.1%	14%	NA
Sundry public halls including but not limited to: Wynyard Community Centre, Oak Centre, Moorleah Hall, Railway Institute Hall, Band Rooms and Senior Citizens Club.	TBC	14.8%	16.5%	9.1%

Notes:

- This data relates to recovery against operational costs and does not include internal costs such as staff and depreciation.
- In the case of SSLSC the recovery is reimbursements only – no fees apply.

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Based on WWC's 18/19 budget WWC budgeted on achieving no income for the following assets it owns and manages.

- Adult Day Care Centre
- Artscape
- Myalla Recreation Ground
- Somerset Surf Life Saving Club
- Waratah Museum
- Athaneum Hall
- Wynyard Community Garden
- Wynyard Municipal Band rooms
- Wynyard Senior Citizens Club
- All open space e.g. Gutteridge Gardens and Anzac Park

NB: It is appreciated that Council occupancy agreements with some users are influenced by the wording of the lease involved but this paper will recommend that where leases constrain Council's ability to provide the same occupancy agreements for all and recover reasonable fees or charges from users of Council managed assets the leases involved should be renegotiated where possible. This might not be possible in some cases e.g. where a lease from one government agency sets the conditions of sub-letting to another government agency.

3. REVIEW'S PURPOSE and GUIDING PRINCIPLES

The Review's purpose was to review the current application of WWC fees and charges and look to apply fees and charges in a more consistent and equitable way and to achieve levels of cost recovery that are acceptable to the community and more sustainable.

To do so required the consideration of a range of issues such as but not limited to:

- Consistency with the review's guiding principles.
- Utility and Council charges.
- Data that relates to all facilities and users.
- Facility and use hierarchies.
- User agreements and conditions of use with reference to asset maintenance, upgrades and replacement.

In searching for greater equity in the application of fees and charges the review was acutely aware that a more even playing field might be possible but complete equity will be difficult to achieve.

Equally the review was aware that in seeking a higher and more sustainable level of recovery there was a need to ensure that this did not act as an impediment to community use of WWC facilities.

The committee involved determined to base some of its findings and recommendations on the following 'Guiding Principles':

- Access and equity - to provide access to all.
- Community benefit - to enhance community health and wellbeing.
- Multi and shared use - to promote multi and shared use of facilities.
- Diversity and sustainability - to facilitate a range of sustainable opportunities that meet community needs.
- Organisational and financial capacity - to promote continual improvement in Council's and the user group's organisational and financial capacity.
- Partnerships and shared responsibility - to encourage shared responsibility for facility management.

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- Quality and safety – to ensure community use is in line with contemporary governance, health, risk management and public safety standards and practices.

4. REVIEW'S SCOPE

The review's scope covered the following built facilities and parks and reserves or open space owned or managed by Council:

- | | |
|-------------------------------------|---|
| • Anzac Park | • Waratah Post Office Building |
| • Apex Park | • Waratah Public Hall (Athenaeum Hall) |
| • Artscape | • Waratah Sports Centre (Elma Fagan Hall) |
| • Cam River Reserve | • Wynyard and Somerset Tennis Courts |
| • Cardigan Street Recreation Ground | • Wynyard Community Centre |
| • Civic Park | • Wynyard Community Garden |
| • East Wynyard Foreshore | • Wynyard Municipal Bandrooms |
| • Frederick Street Reserve | • Wynyard Railway Institute Hall |
| • Gutteridge Gardens | • Wynyard Recreation Ground |
| • Langley Park | • Wynyard Senior Citizens Club |
| • Moorleah Hall | • Wynyard Showground - playing surface |
| • Railway Institute Hall | • Wynyard Sports Centre |
| • Sisters Beach Foreshore | • Wynyard Squash Centre |
| • Somerset Community Centre | • Wynyard Yacht Club (<i>NB: Yet to be built</i>) |
| • Somerset Foreshore Reserve | • Yolla Recreation Ground |
| • Somerset Indoor Recreation Centre | |
| • Somerset Surf Life Saving Club | |
| • Waratah Camping Ground | |
| • Waratah Day/ Child Care Centre | |

NB: Audits of Council facilities are being progressively developed.

Facilities not owned or managed by Council but considered by the Review include:

- | | |
|--------------------------------------|--------------------------------------|
| • Boat Harbour Surf Life Saving Club | • Wynyard Bowls & Community Club |
| • Calder Hall | • Wynyard Football Club Clubrooms |
| • Elliott Community Hall | • Wynyard Golf Club |
| • Kaloma Scout Camp | • Wynyard RSL |
| • Mountain Vista Golf Club | • Wynyard Scout Hall |
| • Seabrook Golf Club | • Wynyard Showground Buildings |
| • Somerset RAOB - Buffalo Lodge | • Wynyard Yacht Club - current asset |
| • Somerset Scout Hall | • Yolla Football Clubrooms |
| • Waratah Rifle Range | • Yolla Memorial Hall |

These community facilities were considered because some are rated by Council, others the subject of Crown Land leases and one is located on Council land.

Exclusions from the review

Facilities or open space owned or managed by Council not considered by the review include:

- | | |
|--------------------------------------|---------------------------|
| • Adult Day Care Centre - Oak Centre | • French's Nature Reserve |
| • Fossil Bluff | • Kenworthy Stamping Mill |

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- | | |
|-----------------------------------|----------------------------|
| ▪ Kevin Saunders Memorial Reserve | ▪ Waratah Museum |
| ▪ Lowe Street | ▪ Wynyard Library |
| ▪ Myalla Recreation Ground | ▪ Wynyard Police Station |
| ▪ Preolenna Hall | ▪ Wynyard SES Headquarters |
| ▪ Sister Beach Community Centre | ▪ Wynyard Skate Park |
| ▪ Table Cape Lighthouse | ▪ Wynyard Wharf |

Users of the facilities and open space considered by the Review include but are not limited to:

- | | |
|---|----------------------------------|
| ▪ Auskick | ▪ Somerset Badminton |
| ▪ Burnie Cricket League - Myalla, Yolla and Somerset Strikers Cricket Clubs | ▪ Somerset Indoor Bias Bowls |
| ▪ Darwin Football Association - Yolla and Somerset Football Clubs | ▪ Somerset Soccer Club |
| ▪ Inglis Pony Club | ▪ Somerset Tai Chi |
| ▪ Multicap Tas | ▪ Wynyard Basketball Association |
| ▪ North West Residential Support Services | ▪ Wynyard BMX Park |
| ▪ Northern Tasmanian Driving Society | ▪ Wynyard Cricket Club |
| ▪ Paraquad | ▪ Wynyard Football Club |
| ▪ Somerset Amateur Basketball Association | ▪ Wynyard Junior Soccer |
| | ▪ Wynyard Somerset Tennis Club |

5. TERMS and ABBREVIATIONS USED IN THE REVIEW REPORT

The following terms have been used:

- Casual or sessional fee – fee applied to single or limited number of uses
- Casual user – this should be negotiated but will typically be a user that makes a one off or limited use of a Council facility and does not need use of facility elements such as storage and social spaces.
- Charges – price of a service rendered (e.g. line marking) or goods supplied (e.g. power or water)
- Charitable organisation - a charity not-for-profit with only charitable purposes that are for the public benefit, no disqualifying purpose and not an individual, a political party or a government entity. *NB: reference - Australia's Charities Act (1 January 2014).*
- Facility – a facility can be a built facility such as an indoor stadium such as Somerset Indoor Recreation Centre, a recreation ground such as the Wynyard Recreation Ground, a reserve such as Frederick Street Reserve, a park such as Anzac Park or open space such as the Eastern Foreshore.
- Fees - payment in return for services e.g. for access to or rental of a WWC facility or lights
- Gated event - an event where an entry fee applies.
- Going or market rates – fees charged by neighbouring or like councils
- Levy – a fee applied for a specific purpose e.g. as a contribution to the replacement of a synthetic surface
- Not for Profit (NFP) - an organisation that does not operate for the profit, personal gain or the benefit of individuals. i.e. the assets and income of the organisation are applied solely to further its objects and no portion shall be distributed directly or indirectly to the members of the organisation except as genuine compensation for services rendered or expenses incurred on behalf of the organisation.

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- Regular user - this should be negotiated but will typically be a user that makes 'regular', 'annual' or 'seasonal' use of a Council facility and requires use of facility elements such as storage and social spaces.
- Reimbursements - funds requested of users of WWC facilities to contribute to accounts paid by Council.
- Seasonal or annual fee - fee applied to a regular or seasonal user or use
- Sponsorship – the use of Council funds e.g. 'community support funds' to support a use of a Council facility.
- Structured activity - an organised event normally open to the public.
- Subsidies – the payment of an agreed amount of Council funds to a user to assist with their use of a Council facility.
- User Agreement - Agreement between WWC and a user of a WWC facility e.g. a licence, lease, permit or MOU.
- Whole of community good – widespread community benefit that extends beyond those involved e.g. the intended outcome of a charitable event such as Relay for Life

The following abbreviations have been used:

AFG - Assets and Facilities Group	SABA - Somerset Amateur Basketball Association
AFL - Australian Rules Football	SIRC - Somerset Indoor Recreation Centre
BCC - Burnie City Council	SSLSC - Somerset Surf Lifesaving Club
BHSLSC - Boat Harbour Surf Life Saving Club	WAPS - Wynyard Agricultural and Pastoral Society
CCC - Central Coast Council	WBA - Wynyard Basketball Association
CHC - Circular Head Council	WCC - Wynyard Cricket Club
ISP - Internet Service Provider	WFC - Wynyard Football Club
LC - Latrobe Council	WRG - Wynyard Recreation Ground
LP - Langley Park	WSC - Wynyard Sports Centre
MCC - Myalla Cricket Club	WSG - Wynyard Showground
MMA - Mixed martial arts	WSTC - Wynyard Somerset Tennis club
NWBU - North West Basketball Association	WWC - Waratah-Wynyard Council
NWFL - North West Football League	WYC - Wynyard Yacht Club
NWRSS - North West Residential Support Services	YFC - Yolla Football Club
OSSR - Open Space and Sport and Recreation Plan	YRG - Yolla Recreation Ground

6. REVIEW METHODOLOGY

The review was conducted by a committee made up of:

- Daniel Summers - Director Infrastructure & Development
- Greg Irwin - Recreation Liaison Officer - Waratah Wynyard Council
- Lyndal Whiteley - Project Support Officer
- Sally Blanc - Executive Officer - General Managers Office
- Shane Crawford - General Manager - Waratah-Wynyard Council
- Stephen Imms - Manager Financial Services

The committee commenced its activities on 29/07/19 and met a total of 4 times.

The review applied the following timeline and completed the following key tasks.

August, September and October 2019	November, December 2019	Jan and Feb 2020	March and April 2020	May and June 2020	01/07/20

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Complete research and draft future models	Share research and draft models with staff and Councillors. Seek input.	Workshop options with Council.	Negotiate 'agreed' approach with users.	Seek Council adoption	Install new arrangements
---	---	--------------------------------	---	-----------------------	--------------------------

Broadly the review completed the following tasks:

- Considered the current situation and a range of possible future options such as:
 - Retaining current arrangements.
 - Developing a hierarchical model based on 'going or market rate' fees and applying it to all facilities and open space and making reimbursements more equitable. *NB: This would apply them more widely, improve recovery rates but retain some current inequities.*
 - Seeking to recover an agreed % of operational or total costs from each asset (as recommended by OSSR). *NB: This will require Council to determine the level to which Council is prepared to subsidise recreational facilities and what costs or % of costs WWC wishes to recover from users and will result in 'single users' paying higher fees compared to those sharing.*
- Listed Council facilities and user groups that might be impacted upon.
- Considered all relevant recommendations in WWC recreation planning documents including OSSSR and the 2000 Reserves Working Party Report.
- Considered a range of other documents including:
 - Burnie City Council 2019/20 Fees and Charges.
 - CCC 2019/20 Fees and Charges
 - CHC Fees and Charges
 - Hobart city Council 2017-18 Fees and Charges.
 - Latrobe Council Fees and Charges
 - Marriot and Jeavons - Setting Prices for the Use of Facilities Programs and Services 2005
 - West North West Tasmania Recreation Planning Framework - Pricing Guidelines - Phillip Gray & Associates – 2001
- Commenced facility audits of WWC facilities.
- Listed:
 - WWC 19/20 budget allocations
 - WWC's 19/20 application of fees and charges
 - % recovery rates of WWC facilities.
- 'Ground truthed' information and data by:
 - Cross referencing with WWC staff and BCC, CCC, Latrobe Council and CHC staff

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- Having 'independent eyes' proof read all information and developing models
- Consulted with a range of stakeholders including:
 - Adrian Swinoga – WWC Accountant
 - Andrea Dallas – Burnie City Council
 - Ashley McDougall – WWC Technical Officer – Building & Facilities
 - Bronwyn Folden – WWC Manager Community Activation
 - Chantelle French – WWC Community & Events Officer
 - Clinton O'Keefe - Latrobe Council
 - Dana Hicks – WWC Project Manager
 - Deb Mainwaring - Circular Head Council
 - Leanne King – WWC Administration Officer
 - Lisa Bramich – WWC Asset Services Support Officer
 - Murray Jamieson – WWC Manager Digital Innovation
 - Nicole Bryan – Rates Officer
 - Phil Brunt – WWC IT Coordinator
 - Richard Muir Wilson – WWC Community Development Officer
 - Robert Bourke - Central Coast Council
 - Rodney Green – Burnie City Council
 - Tracey Bradley – WWC Director of Community & Engagement
 - Wayne Flint – WWC Parks & Reserves Coordinator
- Considered a range of key areas and developed recommendations in relation to these.
- Identified a preferred future and strategies to achieve it including developing:
 - A Pricing Policy and Guidelines.
 - Fee models and comparing these to current fees and charges to look at recovery rates and to see if the rates of recovery are reasonable and as equitable as possible.
- Workshopped the key areas and possible future models with Council.
- Met with the user groups re: draft versions of fees and charges models and individual contracts.

7. DESIRED OUTPUTS AND OUTCOMES

Desired outputs

- A Council pricing policy.
- An agreed fee model.
- Schedule of fees and charges to apply to all WWC facilities including open space.
- Booking system that supports administration of fees and charges.
- User agreements for all users that feature negotiated fee and charges and management arrangements.
- Facility audits that illustrate the nature of the assets and tenure arrangements.
- No net loss to Council.
- An implementation plan.
- Identification of future projects.

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Desired outcomes

- Greater equity in the application of fees and charges. *NB: Complete equity will be difficult to achieve but a more even playing field should be sought.*
- Better management of the application of fees and charges.
- Sustainable provision of facilities and community access and use.

8. WHAT MIGHT BE NEEDED TO SUPPORT ADOPTED RECOMMENDATIONS

Achieving these outputs and outcomes will require:

- Strategic and operational planning based on succinct, up to date and relevant data.
- Resourcing of required actions.
- A booking system that helps manage fees and charges.
- Clear processes and communication between users and Council
- User agreements for all supported by a dispute resolution process that involves a nominated person with delegated authority to determine all matters and issue formal directions.

9. HOW MIGHT WE KNOW IF WE ARE THERE

KPIs or indicators of success might be:

- Accurate and relevant data for informed decision making.
- Clear Pricing Policy and processes in place.
- Clear roles and responsibilities for Council and user groups.
- Enhanced health and wellbeing of the community.
- Improved communication amongst stakeholders.
- Improved consideration of associated risks and consequences.
- Improved consistency.
- Improvement in Council's and the user group's organisational and financial capacity.
- Access and equity for all.
- Quality and safe use of Council facilities.
- Shared management of Council facilities.
- Staff and users that understand and are satisfied with the process.
- Sustainable opportunities, including multi and shared use, that meet community needs.

10. PROJECT LIMITATIONS

The project has explored links to OSSR but has not explored links to other Council documentation such as:

- WWC's Community Survey.
- WWC's Strategic Asset Management Plan.
- WWC's Long Term Financial Plan.
- Sustainable Murchison Plan.

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11. KEY AREAS AND RECOMMENDATIONS

11.1 PRICING POLICY

WWC does not have a pricing policy and associated guidelines and OSSR suggests a pricing policy is required to offer direction to Council and its community – a framework for decision making.

A pricing policy has been drafted by Council's Assets and Facilities Group. It is yet to be adopted by Council.

It essentially advocates base GST inclusive fees apply to all regular NFP users and casual use by 'gated' events and private functions but recommends that Council:

- increases the base fees for uses by commercial enterprises such as a circus, field days, commercial fitness providers etc
- discounts the base fee (excluding charges and private works) to users who apply for such and illustrate hardship through full financial disclosure
- on some occasions applies nominal or no fees for 'ungated' charitable uses with whole of community benefit e.g. Relay for Life
- increase base fees by an annual % (either CPI or a % determined by Council).

This will require Council to apply 'no' fees as an exception.

Where there is 'whole of community benefit' Council could vary the fees, but it should reserve doing so for 'one off scenarios' so that it does not destroy the chosen strategy, and this is not the doorway to future inequities. *NB: If this occurs Council is effectively sponsoring the activity and could request recognition of such.*

Where users have high needs or face hardship they could apply to Council for a discount, but Council should develop and employ a request form and 'discount or waiver guidelines' and require the provision of audited financial statements to verify the 'hardship'.

Council could use 'going' or 'market' rate fees for an unusual use – one we have not planned for or do not fit an agreed Council fee schedule.

Council should also ensure all users and uses are subject to charges such as utility costs, private works charges and equipment hire fees if such services are involved and not discount or waive these.

It is recommended that two types of users be applied.

1. Regular user
2. Casual user

Such a possible future scenario is illustrated by the following table:

Uses with whole of community Benefit	Fees for NFP users facing hardship	Casual and regular NFP's or individuals use of playing surfaces, built facilities or open space.	Commercial use
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← POSSIBLE DISCOUNTED FEES		BASE FEES and CHARGES	→ INCREASED FEES
No or Nominal Fees could apply to non-gated charitable uses with whole of community benefit e.g. Relay for Life	Fees for NFPs facing hardship could be discounted if an application for such was agreed to by Council.	Base fees and charges apply to NFP's or individuals use of playing surfaces, built facilities or open space.	Fees per use for could be 50% more than the base fees and charges or higher.
Facility bonds apply to casual users only @ discretion of Council.			
Key bond(s) apply to all users.			
Agreed \$value per KWH for power usage for commercial and some casual users or an agreed % of power use for regular users.			

See Appendix 2: Draft Pricing Policy

Recommendation.

1. Adopt a Pricing Policy that considers 'casual', 'regular' and 'commercial users.

11.2 APPLICATION OF WWC FEES

WWC currently sets a schedule of fees as part of the annual budget process based on advice from Council staff and this:

- provides a description of what fees apply and their value
- defines hourly, daily, seasonal and annual fees
- services casual, seasonal and annual users
- is on WWC web site.

Fees are necessary, but they need to be:

- reasonable and not a disincentive to use
- based on a 'rationale' or policy
- be the subject of small increases
- have a relationship with the quality of the facility or the nature of the use

In Latrobe fees are negotiated by Council staff and the users of the assets involved.

In Circular Head Area Committees set the fees but there is a desire on the part of CHC staff to have CHC set and manage the fees and charges.

The BCC and CCC Council sets the fees.

User fees should relate to and recover some of the recurrent costs of use.

When calculating costs Council should only consider costs specific to users' use - (e.g. mowing, cleaning and waste management etc).

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Fees should reflect a portion of the costs of use and should not recover costs associated with:

- providing the opportunity for the community to play sport or use a park
- capital works including the cost of providing the facilities in the first place
- the general mowing of reserves and the maintenance of trees or garden beds
- internal costs such as staffing of council and depreciation costs

All the above, which provide benefits for the whole community, should be met by the rate base.

The full cost of delivering the service is not always known or understood by user groups but transparency is required. The costs should be fully known and apportioned.

Current WWC fees are well short of operational and maintenance costs and tend to be less than those of the Central Coast and Burnie City Councils.

Information about the level of fees that apply within Latrobe was not offered.

WWC fees have a similarity to those in CH in that they both have low recovery rates.

Most but not all users pay fees (and charges) and there is a need to ensure that all pay fees even though some do not believe they should pay for the use community facilities.

Some users of WWC assets pay nil for the use of the facilities and no fees are secured from the users of the following Council facilities.

- | | |
|----------------------------------|--|
| • Adult Day Care Centre | • Wynyard Community Garden |
| • Artscape | • Wynyard Municipal Bandrooms |
| • Myalla Recreation Ground | • Wynyard Senior Citizens Club |
| • Somerset Surf Life Saving Club | • All open space e.g. Gutteridge Gardens and |
| • Waratah Museum | Anzac Park |
| • Athaneum Hall | |

Fees should be the same for the same type and quality of facility, regardless of the location but NFP users of facilities should pay less (or be subsidised more) than commercial users.

Fees should always be charged. All should be required to pay something.

Ratepayers can reasonably subsidise the passion of others but not pay for it in its entirety. Council does not have the resources to support all facilities without users contributing via fees and charges.

A 'no fee' scenario should not be considered. It could lead to overuse and abuse. Users tend to value what they pay for more highly than what is free but equally fees should be reasonable and not discourage use - high fees could reduce use and participation.

An additional reason to apply fees is it helps capture data about all our users. We need to know using Council facilities, when and why.

Users have varying levels of willingness and capacity to pay. Most have a willingness and a capacity.

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Some users have gated facilities and licences that raise income. Others have minimal incomes and a heavy reliance on Council to provide and maintain facilities.

Attempting to assess a user's ability to raise revenue is subjective but BCC considers 'capacity to pay' and those with a 'gate' are charged more.

Some believe that licenced users should pay more but OSSR suggested that clubs supported by licensed premises are not necessarily more financially viable than others and reported that a recent Clubs Australia census shows more than 50% of licensed clubs are in financial trouble.

Another option is to charge less to 'truly amateur sports' and more to clubs that pay players and coaches. This is difficult given player payments exist in many levels of AFL football and basketball and there are reports of players in low tier cricket clubs being paid.

These strategies could be used but might simply be reference points to employ when negotiating fee increases with users if negotiation becomes part of an agreed strategy.

Given the 'social capital' benefits of NFP volunteer organisations they should be charged less in fees than commercial providers such as a circus.

This is considered within the Pricing Policy that sees NFPs pay the base fee and commercial providers paying more and some NFPs possibly eligible for a discount.

There is an increasing number of providers that are not traditional volunteer NFPs and include 'pay and play' social sports such as mixed netball and volleyball, "touch", "Oztag", AFL Nines, futsal and ParkRun. There is also an increase in personal trainers who cater for people who want to participate but can't afford the time to train or contribute to the running of a club.

'Pay and play' and 'commercial operations' need to be offered access to facilities because many offer the flexibility, lack of routine commitment and scheduling that meets the needs of some within the community.

Council's Pricing Policy and user agreements should recognise the value and extent of these social and non-volunteer sports but could charge them more than volunteer based NFPs.

OSSR recommends that schools and those providing for females, juniors, all-ability teams and masters should pay less but this report do not recommend doing so.

Users should instead apply to Council for a 'discount' through a formal and documented process that should require applicants to provide full financial disclosure as part of the process. The application should be assessed by Council and approved or otherwise based on the circumstances, need or hardship of the user group making the application.

Another issue that deserves consideration is the fact that Council assets are used by regional bodies for finals e.g. NWFL, NWBU, CNW or BCL and no fees or charges currently apply to such uses.

CHC fees and charges apply to the CH District Football Association for finals and umpire associations for use of CHC assets.

The need to apply WWC fees and charges to such uses deserves future investigation.

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WWC sport and recreation facility and public halls fees are different and there is no fee for a regular user of a public hall and it is recommended they be as similar as possible. The following table illustrates the differences.

SPORTING GROUNDS & FACILITIES		
Bond		\$730.00
Key Bond		\$50.00
Bond		\$730.00
Key Bond		\$50.00
Line-marking - Estimates provided	per marking per ground	at cost
Sporting ground hire fee - club	per club per season	\$1,206.00
Sporting ground hire fee - casual user	per day	\$199.00
Sporting ground hire fee - casual user	per hour per ground	\$37.00
Indoor sports centre - Adults (not including lights)	per hour per court	\$25.00
Indoor sports centre - West Wing - Adults (not including lights)	per hour per court	\$12.00
Indoor sports centre - Junior (not including lights)	per hour per court	\$12.00
Indoor sports centre - full day rate adult or junior (not including lights)	per day per court	\$199.00
Indoor sports centre - Lights	per hour per court	\$11.00
Squash Centre	Token (20 mins)	\$6.00
Squash Centre	per day all courts	\$111.00
Squash Centre	per hour all courts	\$28.00

PUBLIC HALLS		
Hall/room - Private Function (Meetings, forum, party, wedding)	per day	\$130.00
Hall/room - Private Function (Meetings, forum, party, wedding)	per hour	\$30.00
Hall/room Hire - Private Function - Damage Bond	\$730.00	\$765.00
Hall/room Hire - Key Bond (applies to all hirers)	\$60.00	\$65.00
Hall/room hire - Not for Profit Groups - Per Day	per day	\$50.00
Hall/room hire - Not for Profit Groups - Per Hour	per hour	\$15.00

Recommendations:

1. Set fees based on an agreed policy and model and display these on the WWC website.
2. Apply WWC fees to all users of Council owned or managed assets as consistently as possible.
3. Allow users to apply to Council for a 'discount' through a formal process but require all applicants to provide full financial disclosure as part of this process.
4. Ensure sport and recreation facility and public halls fees as similar as possible.
5. Investigate the application of fees to uses of facilities by regional bodies.

11.3 APPLICATION OF FEES AND CHARGES TO OPEN SPACE

No 'scheduled' fees or charges apply to 'structured', 'gated' or 'public' uses of open spaces but uses of recreation grounds or built facilities are charged daily, hourly or seasonal rates.

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Fees are applied to commercial uses of open space such as a circus on a case by case basis. The clear majority of 16/17 open space income came via a circus @ Anzac Park Somerset.

NFPs or individuals that use open space are not charged fees but if they use a recreation ground or built facility they are charged the current daily or hourly rate. Some 'exploit' this inconsistency.

Significant community activity occurs in open space including 'structured activities' and 'private' uses such as weddings.

74 of a sample 94 applications to use WWC facilities during 2019 involved use of open space and a no fee scenario.

There is need to introduce scheduled fees and charges for 'structured' or 'gated' uses of open space such as Gutteridge Gardens and Anzac Park.

There is no suggestion that fees be applied to 'private' 'incidental' uses of open space by the community (e.g. for a wedding) or spaces such as the Wynyard's skate park.

The application of scheduled fees and charges would:

- reduce the cost to Council that free use by 'structured' or 'gated' uses represents
- protect Council's overall fee structure - i.e. stop users seeking free spaces

Sample of 16/17 income associated with 9 open spaces to which fees are not normally applied.

VENUE	CURRENT FEES	16/17 OPERATIONAL BUDGET	16/17 INCOME	% RETURN
Anzac Park – Somerset	Nil	15872	7234	45.5%
Boat Harbour Beach	Nil	30739	0	0
Cam River Picnic Ground	Nil	18276	0	0
Civic Park - Wynyard	Nil	14403	0	0
Fossil Bluff - Wynyard	Nil	11995	0	0
Gutteridge Gardens	Nil	79557	0	0
Sisters Beach Foreshore	Nil	44870	150	0.33%
Somerset Beach Foreshore	Nil	16770	0	0
Wynyard Foreshore	Nil	58544	0	0
TOTALS	NA	291026	7384	2.53%

Recommendation.

1. Apply scheduled fees and charges to 'structured', 'gated' or 'public' uses of open space by NFP or commercial users but not to incidental or 'private' uses of open space and require all users to complete the required facility booking process when using open space.

11.4 INDOOR AND OUTDOOR AND SUMMER AND WINTER FEES.

Uses of indoor facilities pay higher fees than users of outdoor playing fields because sessional fees apply to the use of indoor facilities and seasonal or annual fees apply to outdoor facilities.

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This is common to other councils, but the current situation is possibly not equitable and appears to be historical - no one has offered a logical explanation - given the costs associated with outdoor playing fields appear to be high.

Outdoor Facility	19/20 Operational Costs	Facility Type
WRG	124 355	Outdoor
FSR	68 214	Outdoor
Langley Park	59 625	Outdoor
SIRC	59 285	Indoor
Cardigan Street	49 022	Outdoor
WSG	46 173	Outdoor
YRG	49 102	Outdoor
WSC	37 203	Indoor
SSLSC	31 329	Indoor
Wynyard Squash Centre	19 125	Indoor
Wynyard Tennis Courts	4 295	Outdoor
Somerset Tennis Courts	4 200	Outdoor

CCC and BCC staff that contributed to the review suggested they saw it as inequitable but were yet to correct the matter.

OSSR suggests the demand for and damage to outdoor surfaces is greater in winter, that typically, winter users create greater wear than summer users, because of more intensive use and wet weather and reinstatement costs are high.

OSSR suggests that there is a case for differentiating between summer and winter costs or fees.

This is countered when the costs associated with irrigation (water, staffing and the capital costs of inground infrastructure) is factored in.

This is possibly best resolved by not differentiating between indoor and outdoor and summer and winter uses.

OSSR says users should be allocated fees based on sessions, not seasons, to encourage other users and suggests:

- *'users should pay by the hour or small chunks of time – i.e. training x times per week, x competition slots per week' and 'users should pay for all hours booked to enable other users to use the space for just a short period'*
- *'If use isn't broken down into small periods of time e.g. per hour or per session, there may be an assumption that one club has access to all time slots within a week, then no-one else can use it and if the user group doesn't use it all the time, they may not pay for all and Council loses income.'*

CCC and BCC users pay sessional fees for uses such as training sessions, but this is potentially an administrative nightmare. WWC has a limited capacity to manage this and this report suggests Council should employ sessional fees for casual users and seasonal or annual fees for regular users.

Some users e.g. WFC, MCC and WCC use more than facility to complete their programs but are only charged one annual. It is not suggested that they be required to pay a seasonal or annual fee for each facility used.

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Recommendations.

1. Do not differentiate between indoor or outdoor or summer and winter uses of facilities.
2. Employ sessional fees for casual users only and seasonal or annual fees for regular users.
3. Charge one annual fee only to users that need to use more than one WWC asset to complete their programs.

11.5 CHARGES OR LEVIES

WWC employs charges or levies that relate to:

- o Bonds
- o Rates
- o Power consumption
- o Phone and ISP charges
- o Temporary Food Permits
- o Kitchen licencing
- o Planning applications
- o Private works
- o Synthetic cricket wicket levies
- o Hire of Council equipment

These seek part or full cost recovery.

Council does not currently apply charges or levies to:

- o Water
- o Gas
- o Music licences

Recommendation.

1. Set, document, advertise and apply charges or levies to all relevant users and not make them the subject of discounts.

Bonds

The current facility bond is \$730 but there are few examples, if any, of its application to annual or seasonal users. It is essentially 'discretionary' and is applied to commercial uses of Anzac Park by the circus and Collins Amusements.

Current key bonds (\$50 for sport and recreation facilities and \$65 for public halls) are consistently applied, recorded on WWC key register and fully refundable. They are of different values and deserve to be the same.

The application of key bonds on the key register needs to be carefully recorded especially if they are different or increased at any stage.

Increases to the key bonds should only be considered if the cost of key production rises and is more than \$10 more than the bond.

CHC apply refundable bonds to casual users of their facilities but do not apply them to regular users.

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CHC applies a \$500 bond for uses involving alcohol consumption and \$300 for alcohol free uses but does not apply key bonds. *NB: CHC bonds are set aside so they can be refunded all being well.*

Clarity around the application of bonds to users and uses is needed.

WWC could follow CHC lead and apply bonds to causal or 'incidental' users of Council facilities or where a risk is perceived as being involved in the use with similar \$ values involved.

Notes:

- *Casual use of the Wynyard Sports Centre by Multicap would not require a bond.*
- *The incidental use of the Railway Institute Hall by MMA might require a bond based on the perceived risk that their equipment might damage the hall floor.*
- *\$500 contributes to 'repair of damage' or covers the cost of the Public Liability excess if a claim was to eventuate and there is perhaps a case to applying the bond to casual users covered by Council's insurance.*

Electronic access systems to reduce the costs associated with keys deserve consideration but would need a cost benefit analysis. This would best be done as a future project.

Recommendations.

1. Apply and record all refundable facility bonds to casual users at the discretion of Council based on an assessment of the risk involved and consider employing CHC's approach to facility bonds.
2. Apply key bonds routinely and record such on Council's key register.
3. Complete a cost benefit analysis in relation to electronic access systems as a future project.

Rates

The current application of rates to sport and recreation or community use assets is varied.

See: Appendix 4 - Rating of community facilities

Rates - sport and recreation or community use assets not rated:

- | | |
|--|--|
| • Wynyard Sports Centre / Tennis and Squash Courts / Bandrooms | • Waratah Recreation Centre |
| • Somerset Football Ground | • Somerset Recreation Centre |
| • Myalla Football Ground | • Somerset Surf Club |
| • Artscape Building | • Yolla Recreation Ground |
| • Railway Institute Hall | • Somerset Soccer Grounds |
| • Frederick St Reserve | • Wynyard Community Centre / Skate Park / Adult Day Centre |
| • Somerset Tennis Courts | • Calder Community Hall |
| • Wynyard Yacht Club | • Moorleah Hall |

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- Wynyard Senior Citizens Club
- Elliott Community Hall

Sport and recreation or community use assets on 'private land' paying a general rate

- Waratah Golf Club Clubrooms
- Savage River Sports Oval
- Wynyard Golf Club
- Waratah Golf Course
- Seabrook Golf Club
- Buffalo Lodge
- Masonic Lodge
- Waratah Rifle Range
- Wynyard Aero Club Clubrooms

Sport and recreation or community use assets on 'private land' exempt from general rates but paying service rates.

- Somerset Scout Hall
- Wynyard Scout Hall
- Kaloma Scout Camp
- RSL Club

NB: The RSL contains a commercial business.

Rated sport and recreation or community use assets on 'crown land'

- Boat Harbour Surf Club
- Wynyard Football Clubrooms
- Wynyard Bowls Club

NOTES:

- BHSLSLSC v Somerset SSLSC rated differently but apparently BHSLSLSC rating is their choice
- Wynyard Bowls Club (WBC) rated differently to Wynyard Yacht Club (WYC) or Wynyard - Somerset Tennis Club (WSTC) which are both on Crown Land. *NB: The WBC Crown land lease rests with the WBC and the WYC and WSTC Crown land leases rest with WWC.*
- WBC currently enjoying rates relief. *NB: It is hiring its asset to users at rates lower than WCC applies to its assets.*

Sport and recreation or community use assets on 'crown land' exempt from general rates but paying service rates

- Wynyard Show grounds

There is a need to develop a policy on how (if) rates will be applied to community asset owners on Council, Crown and private land and effectively determine which community assets rates apply to.

This might see Council:

- Not apply rates to Council owned and managed assets on Council or Crown land.
- Apply service rates only to assets owned and managed by NFPs on Council or Crown land where the Crown Land lease rests with Council but apply full rates to this situation where there is clear evidence that sub-letting to a commercial enterprise is occurring.
- Apply full rates to assets owned and managed by NFPs on Crown land where the Crown Land lease rests with the NFP organisation.

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- Apply full rates to independently owned and managed community assets on private land.

Application of rates or otherwise	Examples of assets that this strategy might apply to include but might not be limited to:
<i>Not apply rates to Council owned and managed facilities on Council or Crown land.</i>	<ul style="list-style-type: none"> ▪ Artscape ▪ Frederick Street Reserve ▪ Langley Park ▪ Moorleah Hall ▪ Railway Institute Hall ▪ Somerset Indoor Recreation Centre ▪ Somerset Surf Life Saving Club ▪ Waratah Public Hall (Athenaeum Hall) ▪ Waratah Sports Centre - Elma Fagan Hall ▪ Wynyard and Somerset Tennis Courts ▪ Wynyard Community Centre ▪ Wynyard Community Garden ▪ Wynyard Municipal Bandrooms ▪ Wynyard Recreation Ground ▪ Wynyard Senior Citizens Club ▪ Wynyard Sports Centre ▪ Wynyard Squash Centre ▪ Wynyard Yacht Club (NB: Yet to be built) ▪ Yolla Recreation Ground
<i>Apply service rates only to assets owned and managed by NFPs on Council or Crown Land where the Crown Land lease rests with Council.</i>	<ul style="list-style-type: none"> ▪ Somerset Soccer Club ▪ Yolla Football Clubrooms
<i>Apply full rates to assets owned and managed by NFPs where the NFP holds the Crown Land lease.</i>	<ul style="list-style-type: none"> ▪ Boat Harbour Surf Life Saving Club ▪ Somerset RAOB - Buffalo Lodge ▪ Somerset Scout Hall ▪ Waratah Rifle Range ▪ Wynyard Bowls & Community Club ▪ Wynyard Football Club Clubrooms ▪ Wynyard Showground ▪ Wynyard Yacht Club - current asset
<i>Apply full rates to independently owned and managed community assets on private land.</i>	<ul style="list-style-type: none"> ▪ Calder Hall ▪ Elliott Community Hall ▪ Kaloma Scout Camp ▪ Masonic Lodge ▪ Mountain Vista Golf Club ▪ Seabrook Golf Club ▪ Wynyard Aero Clubrooms ▪ Wynyard Golf Club ▪ Wynyard RSL ▪ Wynyard Scout Hall ▪ Yolla Memorial Hall

NB: All require verification

Council could Consider applications for 'discounted rates' based on set criteria and full disclosure of the financial position of the applicant and only offer agreed discounts for a fixed term.

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Where Council determined an organisation should be offered rates relief it should determine if the same organisation is eligible to apply for Community Activation Grants or otherwise and if so require organisations being offered rates relief to disclose this if applying.

Recommendation.

1. Develop a 'policy' of how (if) rates will be applied to community assets on Council, Crown and private land.

Power

Power is currently charged out inconsistently and it is understood the current reimbursements were set in 2014/15 and have applied since.

There should be a more consistent and equitable % charge or reimbursement.

Council should only pay a % of any power usage associated with Council owned or managed assets used by regular users and the % or reimbursement paid by the users should be calculated by considering the power usage only - not the associated supply charges.

The current arrangement is as follows:

CURRENT % SHARE OF POWER COSTS AT EACH FACILITY		
Facility	% of power paid by WWC	Notes
Frederick Street Reserve	100%	6 users paying annual fees but no specific contribution to power
Wynyard Recreation Ground	44%	Regional/District club paying near lowest %
Wynyard Sports Centre	100%	Recovered via sessional fees
Wynyard Squash Centre	100%	Recovered via sessional fees
Wynyard Tennis Courts	100%	
Somerset Tennis Courts	0%	2000 report describes this as an administrative oversight - yet to be corrected
Cardigan Street Recreation Ground	44%	Can't explain this
Langley Park	25%	Local clubs paying highest %
SSLSC	67%	Pay no 'facility rent'
Somerset Indoor Sports Centre	100%	Recovered via sessional fees
Yolla Recreation Ground	25%	Local clubs paying highest %

NB:

- Lower tiered football clubs are paying more than a higher tier club - DFA clubs pay 75% of power and WFC Pays 66%
- SSLSC pays 33%
- WSTC pays 100% @ Somerset Tennis courts but 0% @ Wynyard Tennis courts

A flattened-out model where users pay 75% of the power used and where Council pays 25% (+ supply charges) to cover the hire of the facility to casual users deserves consideration.

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Possible future model relating to power recovered from each facility or user			
Facility	% of power paid by user(s)	% of power paid by WWC	Notes
Frederick Street Reserve	15% NTDS 15% IPC 15% MCC 15% Auskick 15% Junior Soccer	25%	Based on 15% per regular user except BMX
Wynyard Recreation Ground	75%	25%	Excludes any power costs associated with WFC clubrooms
Wynyard Sports Centre	75% WBA	25%	
Wynyard Squash Centre	75%	25%	
Wynyard Tennis Courts	75%	25%	Combine two if possible
Somerset Tennis Courts			
Cardigan Street Recreation Ground	75%	25%	
Langley Park	75%	25%	
SSLSC	75%	25%	
Somerset Indoor Sports Centre	50% WBA SIBBA 25%	25% Council	
Yolla Recreation Ground	75%	25%	

NOTES:

- The division of power costs will not be easy.
- Where there are two users only e.g. Council and a user the 25% - 75% is easy but where there are more the two users the 25% should be accepted by Council and the division of the other 75% will need to be negotiated. To contribute the users must use the site as its regular or principle site not as a secondary or temporary site – a situation covered by Council 25%. E.g. WFC would not be required to contribute to the FSR power costs and the MCC would not be required to contribute to the WRG power costs.
- There is a case for charging 100% of the utility use to users that have exclusive use unless this exclusive use is beyond their control.

Some clubs (e.g. @ YRG and LP) are collectors of power charges for others – they do not like it.

There might be value in completing a cost benefits analysis of solar panels, light sensors to reduce the likelihood of lights being left on and smart meters that measure each tenant's use and allow for accurate cost allocation strategies.

CHC has a capacity to read power usage and recover 100% from users and BCC uses smart meters to measure each tenant's use @ Wivenhoe Showgrounds.

Water

Few users of WWC owned or managed assets are charged for water usage and where this happens WWC pays the infrastructure or service fees.

Artscape is charged for water usage as is the Wynyard Agricultural and Pastoral Society (WAPS) which pays for 70% of the water usage only. NB: WWC is paying the water infrastructure costs @ the WSG.

Water usage costs are high. The following samples of some quarterly water accounts illustrate this.

ACCOUNT DATE	FACILITY	TOTAL COST	WATER USAGE ONLY
05/11/19	Yolla Football Club	671.52	TBC

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30/11/19	SIRC	3124.31
30/10/19	Cardigan Street Recreation Ground	2340.95
16/10/19	FSR	2943.57
11/10/19	WRG	1629.98
11/10/19	Railway Institute Hall	283.72
18/07/19	FSR	2948.88
25/07/19	Langley Park	2886.21
11/07/19	Wynyard Showgrounds	1314.89
18/04/19	Langley Park	7026.95

Of interest in the above table are some payments by Council for water supplied to assets owned by others. E.g. WSG and YFC

Latrobe Council charges all water consumption. Use is metered, and the individual users charged accordingly and WWC will possibly need to look at this in the future if water costs impact on Council's budget and determine if it is to collect an agreed percentage of the water usage costs.

It is not suggested Council should recover service or infrastructure fees from users.

If it is determined to charge for water a model like that used to recover a % of power charges could be applied.

Gas

Gas does not currently heat water or spaces @ any WWC facilities but if it does in the future its use will need to be metered and charged accordingly and to recover some of the costs involved a model like that applied to the recovery of power charges could be applied.

Recommendations.

1. Charge for utilities based on usage only and on a more equitable model that sees all users contributing an agreed % of the usage costs.
2. Seek to ensure users are not required to be the collectors of power charges for others.
3. Develop a future project that audits and develops strategies to reduce, measure and apportion utility costs.

Phone and ISP charges

Council has phones in some facilities - these have been reduced in recent times - but phone and internet services are currently charged out inconsistently.

Phone and ISP locations the allocation of costs.

Facility	Landline	Calls	ISP charges	Approximate monthly cost to WWC
SSLSC	WWC	WWC	WWC	\$119.99 NB: This arrangement deserves attention.
Wynyard Squash Centre	WWC	WWC	NA	\$55 NB: There is no active line in place.

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Waratah Museum	WWC	WWC	NA	\$60.14 NB: This connection should be via Council at no cost for their internet.
SIRC	WWC	WWC	SABA	\$9.90
WSC	WWC	NA	WBA	TBC

NB: It is intended to decommission the landline in Wynyard Squash Centre.

Phones remain in:

- SIRC because it is an emergency evacuation centre.
- SSLSC for emergency service provision by the SSLSC

Council provides some public WiFi at Wynyard, Somerset and Waratah.

There is a need to:

1. Audit costs for phone lines, call and ISPs charges and determine who meets these costs.
2. Divest Council of some of the costs associated with phones.
3. Only pay the landline charges of phones associated with its assets.
4. Charge all call and ISP charges to the user groups.
5. Consider if phones are required at all given high use of mobile phones.

Recommendations.

1. Meet the line rental of essential phones (i.e. in an evacuation centre) but require users to meet all line rentals, call charges and ISP fees associated with non-essential phones.
2. Complete a full audit of phone lines and the allocation of the costs involved.

Temporary Food Permits (TFP)

TFPs are free to NFPs and \$30 for private or commercial operators.

Recommendation.

No change to this situation is recommended.

Kitchen licencing

NFP owners of kitchens are required to register them and pay the annual fee of \$165.

Private or commercial operators are required to pay \$190.

Recommendation.

No change to this situation is recommended.

Planning applications

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All individuals and commercial or NFP organisations completing 'projects' that involve planning fees are required to pay these in full.

These should not be the subject of any discounts.

Recommendation.

No change to this situation is recommended.

Private works

Users including NFPs that seek private works - works above and beyond normal service levels such as ground marking - are required to pay these costs based on a cost recovery basis.

Recommendation.

No change to this situation is recommended.

Synthetic surface levies

Synthetic cricket wickets are located at Frederick Street Reserve, Langley Park, Yolla Recreation Ground and the Wynyard Recreation Ground.

\$400 per annum is currently applied to the 3 Burnie Cricket League (BCL) clubs using WWC wickets.

The Wynyard Cricket Club (WCC) that uses WWC synthetic wickets does not pay this levy.

It is recommended that the BCL clubs continue to do so and that WCC be required to do so.

If council was to become involve with other synthetic surfaces such as tennis courts and outdoor bowls surfaces the levy associated with these would need to be proportionate to the cricket wicket levies. If the cricket wicket levy represents the accumulation of 40% of the replacement costs over the life of the asset a similar proportion would need to be applied to all other synthetic surfaces.

Recommendation.

1. Apply the synthetic wicket levy to all users of WWC synthetic cricket wickets.

Hire of Council equipment

Up until mid-2018 Council equipment such as bins, chairs, tables, lights etc. was lent to NFPs free of charge. This was a drain on Council resources.

Provision of such equipment for the 1st Gone Nuts event cost WWC \$900 and other examples of 'significant but uncalculated costs' include:

- Chrome fest on Eastern Foreshore in Wynyard
- Dogfest @ Wynyard Showground

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- Wynyard Show
- Somerset Rotary's Australia Day event.

During 2018 Council's Assets and Facilities Group (AFG) introduced equipment hire fees based on a fee schedule to recover the cost of equipment hire from both regular and casual users.

In doing so AFG looked at fees of other hirers within the community to ensure compliance with competitive neutrality.

An equipment hire application form is on WWC website and meshed in with user agreement process and the following equipment hire fees currently apply.

Key bond	\$50 per key (refundable deposit)
Marquees 4.5m x 3m	\$125 per day
Chairs	\$2 each
Trestle Tables	Free
Bubble Machines	\$10 each
Picnic Tables x 4	\$120 per day
Plastic tables	\$12 each
Garbage Bins	\$5 each
Power Boxes	100 each
Power Cords	\$100 each

Recommendation.

No change to this situation is recommended.

Music licences

Council has traditionally paid for music licences for SIRC and WSC to enable SABA and WBA to play music @ NWBU games to create atmosphere and other users to do likewise.

CHC pays these licences on the premise it licences the facility not the user and allows a range of users both regular and casual to play music if required.

Council has recently paid \$990 to One Music and received a reimbursement the current licences that were set to expire on 01/04/20. The most recent payment is based on the number of persons living in the municipality not the level of use or number of users and covers all public music played in the municipality whether it be at the Tulip Festival, in a sports centre or at a Christmas parade.

Going forward Council could pay One Music a licence fee based on its fee schedule and conditions of use but could on charge a portion of the fee involved to identified users.

Recommendation:

1. Pay 'One Music' a licence fee that covers all public music played in the municipality.

11.6 MANAGEMENT OF FEES AND CHARGES

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OSSR noted that WWC facilities are managed by Council and most users did not have a problem with their current user agreement but it noted that some were confused about Council processes and management of facilities and wanted greater transparency and support.

OSSR reported *"Some clubs said they do not know who to approach in Council about use arrangements - others go to one person and if they do not get what they want they approach another member of staff. "A perception of inequity pervades"*.

There is little doubt that to some the application of fees and charges is confusing and inconsistent because of legacy arrangements.

There is an inconsistent understanding or application of fees and charges among WWC staff - different staff see and manage things differently - and some community awareness of this.

This requires correction.

Council needs clear and agreed processes to administer fees and charges and for all to know what they are, for data to be captured and for the consideration of risk to be part of the decision making.

There is a need to prevent inequity in service delivery and an increase in risk exposure.

Responsibility for such rests with each department that manages the allocation of Council assets to users, the subsequent user agreements and the application of fees and charges.

All staff need to be fully aware of the fees and charges and their application. All should be consistent and transparent and work together to protect the integrity of the fees and charges schedule and Pricing Policy to prevent the creation of 'legacy arrangements' or decisions based on appeasement.

A 'champion' or a designated officer or a specific team is needed to:

- own the overall process and ensure compliance with the process
- identify the roles and responsibilities of other staff and offer training to them
- communicate with all staff and users
- ensure at least one other person is trained in the 'role' for relief purposes.

Recommendation.

1. Develop a process map or flow chart, identify the roles and responsibilities of those involved and provide training to all involved.

Booking system

The current booking system is 'clunky'.

Council needs an integrated booking system that is managed by an authorised person but can be viewed by all users.

Improvements are planned via the Council website upgrade - this project is progressing.

Recommendation.

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1. Employ an improved booking system to manage fees, payments and debt.

Invoicing of fees and charges

The invoicing of fees and charges requires attention.

Casual and sessional uses of WWC facilities (e.g. SIRC and WSC) are invoiced monthly. This puts pressure on Council staff that administer invoices and credit notes and the cost of collection often exceeds the value of the fees being collected.

Seasonal or annual users are invoiced annually.

There is a need to:

- Reduce the number of invoices and credit notes in the process by invoicing:
 - Casual users or one-off users at the time of use or monthly.
 - Regular users annually.
 - Utility charges on a quarterly basis.
- Only refund if there is clear evidence that non-use was advised within 48 hours.

Recommendation.

1. Reduce the number of invoices and credit notes by restricting 'refunds' to casual bookings where evidence of non-use is provided within 48 hours.

12 POSSIBLE FEES FOR CASUAL USERS

The following fees might apply to casual users over the next three financial years.

Casual fees for NFPs using local facilities including open space or completing local uses.

Facility type or use	Facility Element or use	Per hour			Per day		
		20/21	21/22	22/23	20/21	21/22	22/23
Local	Financial years						
	Internal or external playing surface, public hall or open space for recreation activity, party, wedding etc	30	32.5	35	150	165	175
	Internal or external playing surface and sports lighting	40	42.5	45	200	215	225
	Meeting or forum only	20	22.5	25	100	115	125

Casual fees for private or commercial uses of local facilities including open space

Facility type or use	Facility Element or use	Per hour			Per day		
		20/21	21/22	22/23	20/21	21/22	22/23
Local	Financial years						

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	Internal or external playing surface, public hall or open space for recreation activity, party, wedding etc	40	42.5	45	200	215	225
	Internal or external playing surface and sports lighting	50	52.5	55	250	265	275
	Meeting or forum only	30	32.5	35	150	165	175

Casual fees for NFPs users of regional or district facilities

Facility type or use	Facility Elements or use	Per hour			Per day.		
		20/21	21/22	22/23	20/21	21/22	22/23
Regional/district	Financial years						
	Internal or external playing surface or public hall or open space for recreation activity, party, wedding etc	50	52.50	55	250	265	275
	Internal or external playing surface and sports lighting	60	62.50	65	300	315	325
	Meeting or forum only	40	42.50	45	200	215	225

Casual fees for private or commercial users of regional or district facilities

Facility type or use	Facility Elements or use	Per hour			Per day		
		20/21	21/22	22/23	20/21	21/22	22/23
Regional/district	Financial years						
	Internal or external playing surface, public hall or open space for recreation activity, party, wedding etc	60	62.50	65	300	315	325
	Internal or external playing surface and sports lighting.	70	72.50	75	350	365	375
	Meeting or forum only	50	52.50	55	250	265	275

Users would nominate facility type or use, number of 'booked' uses and required facility elements and the relevant fees applied.

Any discounts would be based on Pricing Policy.

These fees would need to be adjusted based on an agreed % on an annual basis after the completion of this suggested sequence.

The application of casual fees might result in the following scenario.

User or use	Facility type or use	Playing surface or public hall @ \$30 per hour	Playing surface and sports lighting @ \$40 per hour	Meeting or forum only @ \$20 per hour	Shared storage @ \$100 per annum	Other charges such as bonds	Number of bookings	Total
Badminton	Local	30	NA	NA	100	NA	12	\$360
Wynyard Junior Soccer	Local	45	NA		100	NA	25	\$1225

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Auskick	Local	45	NA	NA	NA	NA	14	\$630
Camera Club	Local	NA	NA	\$30	NA	NA	27	\$810
TAI CHI	Local	30	NA	NA	NA	NA	15	\$450
NWRSS	Local	30	NA	NA	NA	NA	12	\$360
Multicap	Local	30	NA	NA	NA	NA	15	\$450
U3A	Local	30	NA	NA	NA	NA	6	\$180
Ju Jitsu	Local	60	NA	NA	NA	NA	50	\$3000
Guides	Local	60	NA	NA	\$100	NA	20	\$1200

NB: Applying these casual fees could identify users as 'casual' or 'regular' by comparing the casual fees of some users with the fees for regular users for a similar level facility or use.

13 FEE MODELS THAT MIGHT APPLY TO REGULAR USERS OR USES

An agreed fee model is required to apply fees to regular users or uses and should:

- be agreed upon by Council and consistent with a Pricing Policy
- apply to all users, uses, facilities and open space
- feature manageable increases in fees and result in no net loss to Council
- continue to increase fees by an agreed % on an annual basis
- be in addition to other charges such as bonds and rates and an agreed % of utility costs

We could do nothing and retain current fees and charges and management arrangements but to do so would retain the inequities that currently exist. Doing nothing is one of the biggest risks we face.

2 models were considered by the Review – a hierarchical and market or going rates model and % recovery model as recommended by OSSR.

HIERARCHICAL AND MARKET OR GOING RATES MODEL FOR REGULAR USERS OR USES

This model focuses on the type of facilities and elements used and should apply to all uses and users, facilities and open space. It would possibly lead to individual contracts.

The model is based on the premise that users should pay more for the use of regional or district facilities and less for the use of local facilities.

Fees used would be comparable to those applied by neighbouring councils (going rate fees).

The intent and quality of the facility and level of investment should influence the setting of the fees.

Simply put – the better the facility and the more elements used the more the users should pay.

A range of facility levels can be argued for but in the case of WWC two levels are suggested.

- Local
- District or regional

Local facilities or local uses cater for 'locals' – for the immediate community and would include all gated or structured uses of open space.

They are focused on providing local activity and while on occasions district, regional or state level activities might occur at these facilities their classification is based on their intended use.

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Examples of local facilities include but are not limited to:

- *Artscape*
- *Frederick Street Reserve*
- *Langley Park*
- *Somerset Surf Life Saving Club*
- *Wynyard and Somerset Tennis Courts*
- *Wynyard Municipal Bandrooms*
- *Wynyard Railway Institute Hall*
- *Wynyard Senior Citizens Club*
- *Wynyard Squash Centre*
- *Yolla Recreation Ground*

All open space should be classified as local and would include:

- *Anzac Park*
- *Apex Park*
- *Cam River Reserve*
- *Civic Park*
- *East Wynyard Foreshore*
- *Gutteridge Gardens*
- *Sisters Beach Foreshore*
- *Somerset Foreshore Reserve*

District or regional facilities cater for district or regional activity such as the NWBU or the NWFL rosters. They attract people from outside the municipality and users have higher expectations.

Examples of regional facilities include but are not limited to:

- *Cardigan Street Recreation Ground*
- *Somerset Indoor Recreation Centre*
- *Wynyard Recreation Ground*
- *Wynyard Showground playing surface*
- *Wynyard Sports Centre*
- *Wynyard Yacht Club*

The following draft fees for regular users of local and district/regional facilities are based on a random selection of \$ values not agreed to by any party.

Fees for regular users of local facilities during the next three years might be:

General facility hire fee	Playing surface fee	Changeroom fee	Exclusive use of social or meeting space	Shared use of social or meeting space	Exclusive kitchen use	Shared kitchen use	Exclusive storage	Shared storage	Other charges such as bonds, rates por levies	% of utilities
\$750	\$750	\$100 per set	\$200	\$100	\$200	\$100	\$200	\$100	TBC	TBC

Fees for regular users of regional or district facilities during the next three years might be:

General facility hire fee	Playing surface fee	Changeroom fee	Exclusive use of social or meeting space	Shared use of social or meeting space	Exclusive kitchen use	Shared kitchen use	Exclusive storage	Shared storage	Other charges such as bonds, rates por levies	% of utilities
\$1250	\$1250	\$250 per set	\$250	\$150	\$250	\$150	\$250	\$150	TBC	TBC

Appendix 5: (Sample Fee Calculations for Hierarchical Model) offers an insight into the possible application of these fees and the totals they might generate when combined with charges.

If these were used users would nominate required facility type, or use, and required facility elements and fees would be applied along with charges where applicable: e.g. an agreed % of utility costs, rates, synthetic wicket levy or facility or key bonds. *NB: Any discounts should be based on Pricing Policy.*

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This would require immediate adjustments to those that will have current fees reduced and a phased in approach to those to be charged additional fees.

Adjustments at the end of a suggested three-year transition period would be based on an agreed % and such an approach would apply on an annual basis thereafter.

% RECOVERY MODEL FOR REGULAR USERS OR USES

OSSR suggests Council could employ a % recovery model and *“Seek a 15-20% return and monitor the impact of this over several seasons, before introducing an ongoing target”*.

It is rare that Australian Councils receive more than approx. 20% return from users of facilities – a higher % is unrealistic.

The Reserve Working Party 2000 recommended the following recovery %'s

Facility	% recommended in 2000
Frederick Street Reserve	33%
Wynyard Recreation Ground	33%
Wynyard Showground	NA
Wynyard Sports Centre	61.78%
Wynyard Squash Centre	75%
Wynyard and Somerset Tennis Courts	50%
Cardigan Street Recreation Ground	33%
Langley Park	33%
SSLSC	75%
Somerset Indoor Sports Centre	50%
Yolla Recreation Ground	33%

These were not used by Council and it is likely there is not an appetite for such a high level of recovery.

OSSR suggests that to determine the costs and percentage recovery of costs of each facility is good practice and that there should be a relationship between the costs and the fees to encourage users and Council to reduce or keep costs low which then keeps fees low.

This approach will require Council to determine what % of costs should be recovered from users and in effect the level to which the community should subsidise use of Council facilities.

This approach could result in 'single users' paying higher fees compared to those sharing but often single users are not to 'blame' for their 'single use' and while some will argue this reduces inequities others will argue it creates new ones. Advice from a Latrobe Council staffer was this has been an abject failure elsewhere.

Council could implement the OSSR recommendations and move towards recovering a % of operational costs and if it does so it is recommended that:

- all facilities include 'casuals' as a user managed by the WWC.
- Council employs a transition strategy to move from low % recovery to higher levels of recovery without destroying user groups.

If this model is explored the following might result:

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Facility	19/20 Operational costs	19/20 predicted income	Number of users	Cost per user based on % recovery of operational costs only					
				7.5%	10%	12.5%	15%	17.5%	20%
Frederick Street Reserve	68 214	5759	7 IPC, BMX, MCC, Jnr Soccer, Auskick, CDA, and casuals	5116	6821	8526	10232	11937	13642
				730 per user	974 per user	1218 per user	1461 per user	1705 per user	1948 per user
Langley Park - Somerset	57625	2315	3 SFC, SSCC, and casuals	4321	5762	7203	8643	10 084	11525
				1440 per user	1920 per user	2401 per user	2881 per user	3361 per user	3841 per user
Somerset Indoor Recreation Centre	59 285	24 574	4 SABA, SIBBA, Badminton and casuals	4446	5928	7410	8892	10374	11857
				1111 per user	1482 per user	1852 per user	2223 per user	2593 per user	2964 per user
Wynyard Recreation Ground	124 355	2991	2 WFC and casuals	9326	12435	15544	18653	21762	24871
				4681 per user	6217 per user	7772 per user	9326 per user	10881 per user	12435 per user
Wynyard Sports Centre	37 203	14 831	2 WBA and casuals	2790	3720	4650	5580	6510	7440
				1395 per user	1860 per user	2325 per user	2790 per user	3255 per user	3720 per user
Yolla Recreation Ground	49 102	2137	3 YFC, YCC and casuals	3682	4910	6137	7365	8592	9820
				1227 per user	1636 per user	2045 per user	2455 per user	2864 per user	3273 per user

NB: All results in this table include WWC as a user.

Where exclusive use is occurring, the following might result.

Facility	19/20 Operational costs	19/20 predicted income	Number of users	Cost per user based on % recovery of operational costs only					
				7.5%	10%	12.5%	15%	17.5%	20%
Wynyard Municipal Band Rooms	6355	0	WMB	476	635	794	953	1112	1271
SSLSC	31329	0	SSLSC	2349	3132	3916	4699	5482	6265
Artscape	4850	0	Artscape	363	485	606	727	848	970
Cardigan Street Recreation Ground	44022	1045	SSC	3301	4402	5502	6603	7703	8804
Senior Citizens Club	9300	0	WSSC	697	930	1162	1395	1627	1860
Somerset Tennis Courts	4200	1045	WSTC	315	420	525	630	735	840

**All results in this table are per user*

Notes:

- These indicative figures are based on 19/20 operational costs and do not consider internal costs which would add costs to the user.
- The utility charges would need to be separated given the % recovery of them is recommended to be 75% and the overall cost of other operational costs is significantly less.

In summary Council should adopt a fee model that:

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- is consistent with a Pricing Policy
- applies to all users, uses and facilities including open space
- continues to increase fees by an agreed % on an annual basis.
- allows the application of all relevant charges including an agreed % of utility costs

Recommendation.

1. Adopt a fee model and a transition strategy to manage change.

14 POSSIBLE FUTURE PROJECTS

In reviewing fees and charges a range of related issues emerged that are deserving of attention and if explored as future projects they would ultimately improve Council's management of its facilities and Council's relationship with the users of these facilities.

Possible future projects identified by the review include:

1. Review of tenancy arrangements
2. Review of Crown Land leases
3. Data collection
4. Funding issues
5. Review of phone and ISP charges
6. Risk management
7. Investigation into utility savings and management
8. Investigation into electronic access systems

14.1 REVIEW OF TENANCY ARRANGEMENTS

There is a need to review and clarify user agreements, the associated terms and conditions, the time frames involved e.g. 1, 3 or 5 years and the terms employed such as:

- Annual, seasonal and casual user
- Licence, lease, casual permit or MOU
- NFP, charitable, commercial

There is a need to draft up, review with user groups and endorse 'user agreements' with clear:

- Guidelines and terms and conditions including statements about 'ownership' 'exclusivity' and 'sub leasing' and a hierarchical approach i.e. if two users want the same space at the same time fixtures outbid training, state-wide or regional events outbid local events etc.
- Time frames.
- Responsibilities of users for risk attached to own equipment and activities.
- Responsibilities of users for operational or maintenance matters.
- Definition of terms used.

In addition, there is a need for a responsible officer and process for user agreement instalment, monitoring and renewal and the payment of required fees

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Clarity around tenancy arrangements

2019/20 documentation of tenancy arrangements between Council and users of its facilities is largely limited to Facility Booking Forms relating to a defined period - from a single day to calendar year.

Only BMX has a current lease.

There are several situations where users occupy a facility without any documented agreement and others where 'ownership' of the facility is unclear.

While the registered proprietor of a Certificate of Title is likely to be the owner of any improvements on that land there are several instances on Council land where user groups have either provided substantial capital input including voluntary labour to construct assets or serviced the repayment of loans raised by Council for such works. This has resulted in a perception by these users that they have 'ownership' of the facility involved.

Instances where this is the case include the Somerset Surf Life Saving Club and assets at Langley Park.

These matters need to be resolved and to do so Council might need working parties that seek:

- a legal opinion on the ownership of some assets on council owned or managed land
- to employ legal advice to negotiate user agreements
- to improve the understanding and cooperation between Council and users
- to improve Council's administrative procedures

Sub letting

Some users of WWC facilities sub lease to other users and WWC meets operational costs and assumes risk. E.g. The SSLSC pays \$0 for use of SSLSC but charges up to \$50 per hour to other community users.

No subletting of Council assets should occur without the permission of Council and without reference to Council's fee schedule.

OSSR suggests Council could help groups, such as golf and bowls clubs rent spaces they own and manage to community groups.

If Council was to encourage this it would need to discuss rental arrangements from a risk management perspective, ensure the use is consistent with the function of the facility and in the community's interest and promote fees for use that do not undermine Council's fees and charges regime.

User agreements

Currently most 'casual' or 'regular' users of Council facilities sign a Facility Booking Form which becomes their user agreement and provides conditions of hire in writing. This covers the responsibilities of both parties including but not limited to booking procedure, licenses, behavioural rules, council regulations, risk management and insurance.

Few users are signatories to MOUs, leases or licences.

There are still users outside this system but from a risk management perspective no WWC facility should be used without a formal agreement and without clear documentation.

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Three categories of agreement deserve consideration.

1. Leases:

Leases might apply to long term occupancy by users that own and maintain their own assets on Council land. E.g. BMX or YFC

A minimum of 3 years and up to a maximum of 5 years with an option for renewal could be offered.

Clubs that lease an asset should pay annual fees and charges in accordance with Council's schedule of fees and charges and be responsible for the other costs of use.

2. Licences:

Licences could be issued where:

- Clubs require agreements of between 1 year and 3 years for regular use
- Council owns, manages and maintains the facility
- More than one user group regularly uses a facility

Licence holders should pay annual fees and charges in accordance with Council's schedule of fees and charges and/or be responsible for the other costs of use.

Licences should provide that where Council approves the use of a facility the user must allow others reasonable access on such terms and at no greater cost than the Council approves.

3. Casual Permits

Casual Permits could be issued where:

- users require short term use
- pay a fee which is higher than the fees applied to leases and licences.

Some suggest leases and licences might reduce paper work, but they will still require the collection of:

- Up to date contact details
- Dates and times of use
- Temporary Food Permit - if applicable
- A permit to sell alcohol or Council permission to consume alcohol - if applicable
- A Temporary Occupancy Permit or engineering certificate - if applicable
- A risk management plan and an insurance Certificate of Currency for \$20 million coverage:
- A completed WWC Equipment Hire Application Form – if applicable

All will require invoicing.

Individualised user agreements or contracts based on an agreed fee model

Council could enter into individualised user agreements or contracts with users of facilities based on an agreed fee model.

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An agreed fee model and pricing policy will be needed prior to the signing of such and would see Council set the fees and charges but grant permission to staff to negotiate the terms and conditions associated with the 'individual contracts.'

These could be for a period of 3 – 5 years in duration. They could all be aligned e.g. all expire on 30 June or could be staggered to have individualised anniversary dates.

Despite the signing of a 'contract' all facilities would still offer access to casual users and these would be managed by Council and the subject of casual fees.

It is recommended that during negotiation all operational costs, reimbursements and fees and charges are declared and documented.

In addition, user agreements could be employed as a means of communication – as a way of seeking and reviewing usage information and discussing issues – and Council should consider bringing user groups together once a year to discuss matters including but not limited to:

- Council's service levels, maintenance regimes and asset replacement strategies
- Programming and 'ownership' of facilities
- Recent legislation changes and compliance matters
- User agreements and the principles underpinning them

Sharing, multi-use, programming and access of others

OSSR recommends that where possible Council should co-locate facilities with schools and other facilities to provide a management presence, enable cost sharing, maximise occupancy and programming and increase use and income.

To some extent this has been achieved at FSR but is yet to be achieved at the WRG and nor has a sports precinct (as recommended by OSSR) been realised in Somerset.

To achieve such requires significant capital investment but there remains a need to investigate the potential to invest in shared or multi use facilities that result in shared costs and increased use.

OSSR suggests "For facilities that can be shared such as clubhouses and grass playing surfaces excluding natural bowls greens, which should only be used for bowls the fee for using such a facility on an 'exclusive use' basis should be greater than the shared use fee."

This logic is understood but 'exclusive' use is not always the fault of the users and there are no cases where 'intended' exclusive use of a WWC asset should result in increased fees.

WWC commonly give preference to sports playing in their traditional season or is dependent on a type of facility or does not have alternative facility to use.

Typically, each out-of-season code needs to negotiate preseason access to grounds where in-season clubs may require them, especially for finals, if separate facilities are not available.

Fixtures are given preference over training and 'state-wide' or 'regional' events preference over local uses.

Council needs to ensure 'user agreements' do not promote 'exclusivity' or 'sub-letting' and provide for the access of other users on the basis that this access does not interfere with a regular user.

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Documented protocols for such would be of value and may result in a Facility Allocation Policy.

Defined rights and responsibilities of users and Council

A list of responsibilities or a maintenance schedule should be drawn up to clearly identify the rights and responsibilities or both the user and Council for each facility to ensure there is a clear understanding of responsibility or otherwise for matters including:

- Waste management and cleaning
- Facility maintenance or modification
- Security of building, facilities and equipment and damage to premises
- Storage of user's equipment

In summary there is a need to ensure all users have a user agreement in place that is based on the WWC Pricing Policy, fee model and schedule and do not promote 'exclusivity' and not allow subletting without WWC permission and in addition:

1. Council could encourage rental of spaces in assets independently owned to the community but seek to ensure risk is managed and Council's fees regime is not undermined.
2. Create, where possible, shared or multi use facilities.
3. Bring user groups together periodically to discuss a range of facility related matters.
4. Develop a facility allocation policy.
5. Draw up list of rights and responsibilities of facilities users and Council.

Appendix 6: Sample maintenance schedule.

Recommendations.

1. Ensure all users have a user agreement in place.
2. Develop a facility allocation policy.
3. Create, where possible, shared or multi use facilities and encourage rental of independently owned spaces to the community but seek to ensure risk is managed and Council's fee regime is not undermined.
4. Draw up list of rights and responsibilities of facilities users and Council and bring user groups together periodically to discuss a range of facility related matters.

14.2 REVIEW OF CROWN LAND LEASES

OSSR suggests some facilities are leased by Council and or leased directly by a user group from the Crown and this creates inconsistencies in the conditions or costs of use and that Council should seek an arrangement with the Crown that results in the same occupancy agreements for all.

This creates a need to investigate Crown Land leases and understand what is leased, by who, who pays and how much and how Council manages tenants of spaces it leases from the Crown.

Such an investigation might produce data such as the sample below:

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CURRENT CROWN LAND LICENSE FEES				
License #	License Holder	Annual Rental	Type	Lease and costs rest with
002248	Boat Harbour Surf Life Saving Club	\$1650.00	Commercial	BHSLSC
002024		550.00	Hardship	Wynyard Bowls Club
	Wynyard Yacht Club	\$429		Council
014366	Waratah Wynyard Council (Wynyard Football Club)	\$1.10	LG - community	Council
	Wynyard Showgrounds			

Some leases appear to constrain Council's ability to recover fees from tenants and this might require Council to renegotiate 'old style' leases that restrict Council's ability to provide the same occupancy agreements for all and recover fees or charges from users of Council managed assets on Crown Land.

Recommendation.

1. Investigate relevant Crown Land leases and seek an arrangement with the Crown that allows Council to provide the same occupancy agreements for all local clubs using or leasing Crown land.

14.3 DATA COLLECTION

Data collection is required to inform future decision making.

As a minimum facility audits and a data base of all users are required.

The development of these has commenced but the data to be collected and the format into which it is to be organised needs agreement and refinement.

In addition, strategies for the ongoing management use and updating of the data will be required.

Recommendation.

1. Collect relevant data to inform future decision making.

14.4 FUNDING ISSUES

Provision of Council funds as subsidies or grants

Provision of Council funds as subsidies or grants deserves attention and consideration of whether Council should:

- Employ 'subsidies' or 'sponsorship' either directly or via Community Activation Grants.

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- Move to reimbursement of costs *e.g. WCC turf wicket preparation which involves up to \$5000 in reimbursements per annum to prevent WWC needing to assume responsibilities.*
- Employ 'partnership agreements' based on the principles of mutual exchange. *i.e. Where Council is part funding the user that user could be required to provide clearly defined and agreed upon opportunities to the community or recognise Council as a sponsor.*
- Allow subsidised organisations access to Community Activation grants. *NB: and double dipping.*
- Base all subsidies on a sliding and reducing scale. *NB: Again, there is a need to promote financial resilience and prevent dependence.*

Contributions to the development or maintenance of facilities

OSSR recommends that WWC encourage clubs or peak bodies to make capital contributions to the development of facilities to:

- Progress facilities to a higher quality.
- Enable facilities to be developed more quickly than otherwise possible.
- Provide more specialised facilities than a community can otherwise afford.

Many users are not able to invest capital in facilities but if the standard of facility sought is above that reasonably provided by Council users could seek Council approval to seek grants.

If a development is in the community's best interest, Council's strategic intent and established service levels Council could contribute but Council needs to fully understand additional operational, maintenance and depreciation costs.

Council should 'require' user groups to contribute to elevating the standard of facility to above that what Council could otherwise afford or provide. *NB: This was recently done at Wynyard BMX Park.*

Ideally clubs (or their peak bodies) should contribute to requests for facility upgrades (e.g. improved sports lighting, upgraded changerooms or additional spectator amenities) they initiate. *NB: This was recently done when AFL Tasmania contributed to the cost of constructing female friendly changerooms at the WRG.*

If Council was to develop a Funding Policy, it could determine a % contribution the proponent would be required to have secured before Council was obligated to consider a request.

Equally if Council owns the asset it must accept that facility upgrades that are mandatory or the product of regulatory changes (e.g. Taswater requirements to install grease traps) are Council costs.

Such a policy might see Council acknowledge in-kind or financial contributions by users by agreeing that a club's contribution be repaid as a rental rebate over a set period or installing an acknowledgement plaque.

OSSR recommends that a standard 'capital contribution agreement' with a sunset clause be struck with all user groups that contribute to a capital project but once the user's contribution has been amortised over an agreed period the facility's ownership should rest with Council.

Such an agreement might:

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- acknowledge the capital or in-kind contribution involved
- declare who asset ownership rests with and that no equity in the facility by a contributor other than Council is implied
- negotiate some conditions of tenure based on a capital contribution e.g. reduced fees for an agreed period commensurate to the amount contributed but declare that Council will amortise the contribution over a finite term and then return to a standard user agreement.
- declare the Council fees that apply to use
- ensure the user/contributor understands that contributions do not provide 'exclusive' use and that sharing with others is required unless all costs associated with the operation and replacement of the infrastructure is the user group's responsibility
- document responsibility for operational and maintenance costs

If the 'needs' of users generate costs above and beyond 'fit for purpose provision' and they do not contribute to the capital or maintenance costs other than via fees Council could employ 'levies'.

CHC apply a maintenance fee to the Smithton tennis courts and WWC's synthetic wicket levy is a form of a 'sinking fund' to assist with the replacement of the playing surface involved. *NB: This should be applied to the WCC use of FSR and the WRG wickets.*

In summary Council should:

- provide a framework for the provision of Council subsidies or grants
- require users to contribute to facility upgrades they initiate and sets out a % contribution users would be required to secure before Council was obligated to consider requests to contribute towards the funding of facility developments
- accept that where Council is the asset owner, upgrades to Council assets that are mandatory, or the product of regulatory changes are Council costs
- reduce fees to users that have invested in the developmental costs of an asset, or where they meet most maintenance or replacement costs and have a documented maintenance contract with WWC. E.g. BMX
- reserve the right to apply higher fees via levies where users generate costs above and beyond 'fit for purpose' provision
- resolve prior to the construction of proposed assets the application of WWC fees and charges

Recommendation.

1. Develop a Funding or Capital Contributions Policy and guidelines.

14.5 REVIEW OF PHONE AND ISP CHARGES

Council has phones in some facilities but should complete a full audit of the phone lines, call and ISPs charges and determine the need for such and who meets these costs.

This might result in Council:

- Divesting itself of the costs associated with phones.

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- Only paying the landline charges of phones associated with its assets.
- Charging all call and ISP charges to the user groups.
- Considering if land lines are required at all given high use of mobile phones.
- Identifying which phone lines and costs are associated with security systems.

Recommendation.

1. Complete an audit of phone lines and the allocation of the costs involved.

14.6 RISK MANAGEMENT

Council's insurer requires a proactive risk management approach in the allocation and use of Council facilities and as a minimum Council should:

- Develop clear statement re WWC and users risk management responsibilities
- Process and file all facility use applications.
- Record all allocated training, meeting and social activity dates
- Maintain a register of C of C's.
- Maintain related financial records - fees and charges, invoices, payments and debts
- Record all submitted risk management plans.
- Assess the suitability of all facilities for intended uses on an ongoing basis.

As a minimum Council should require users to:

- have their own public liability cover
- ensure club insurance cover includes training, meetings and social or fundraising activities
- Submit a RM plan
- provide proof of special permits or licences

Assessment of facilities

Prior to the use of any facility or the signing of any agreements each facility should be assessed to ensure its suitability for the proposed use.

This should be done on an annual basis, or upon seasonal changeover, to review any change of circumstances that may have occurred since the previous assessment.

As a minimum assessments of facility suitability need to consider:

- Whether the facility specifications meet those recommended by the user's governing body.
- Suitability of the facility for the activity with particular reference to recent works.
- Potential interference with other users if several or differing activities are involved.
- The inherent danger of the activity and its isolation from persons or property e.g. the likelihood of interference from ball sports to roads, private property and spectators.
- The possibility of equipment causing injury to persons either while in use or storage.
- Inherent dangers at or adjacent to the facility e.g. large surface drops or bodies of water.
- Security issues including the possibility of uninvited members of the public entering the facilities because of uncontrolled access.
- Building Code compliance including awareness of the presence and stability of asbestos

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In respect to new activities and facilities all should be considered in the design stage and any issues resolved prior to use or occupation.

Where modifications are required to ensure the safety of the area, it should be determined whether Council or another body is responsible for implementing them and users must not use the facility before the necessary action has been taken.

Incorporation

Some organisations that seek to do business with Council are not incorporated and Council should require all organisations that sign seasonal or annual user agreements to be incorporated given an unincorporated group is not a legal entity.

Individuals or commercial businesses that seek one off uses of Council should be exempt.

Insurance

Council should:

- Pay the asset insurance of all facilities it owns or manages.
- Not pay the public liability or contents insurance for regular users but have a discretionary capacity to carry the public liability insurance of some casual users based on a \$500 excess.
- Require all organisations that sign user agreements to carry Public liability insurance to a minimum of \$20M (*NB: Contradicts current Council by Law which sets figure @ \$10M*)
- Require owners of assets on Council land that are party to a third-party asset insurance agreement via Council's insurer to contribute an agreed % of the premiums involved. E.g. YFC

Regular users of Council facilities should not be granted use prior to providing satisfactory evidence of insurance cover and Council should maintain an insurance register detailing each club, its insurer, dates of insurance, level of cover and policy number.

Cover of casual users should be provided via Council's insurance where Council determines to offer insurance coverage based on an assessment of the risk involved and the acceptance of the users of a \$500 excess. *NB: Higher casual fees in part cover the cost of this insurance cover and this is in keeping with OSSR's suggestion that if a user does not have insurance they should be able to pay more to Council to achieve Council insurance coverage.*

Induction of volunteers

Few volunteers carry out 'work' on Council facilities, but some do at facilities such as the Wynyard Community Garden, SIRC and WSC.

CHC has volunteers involved with its Area Committees and high levels of input from inducted volunteers occurs at the Stanley Recreation Ground.

The induction of volunteers that carry out work on Council facilities is necessary and WWC should continue to require the induction of all volunteers undertaking works on WWC facilities. *NB: Work on Council facilities does not include volunteer work to organise a user's program.*

In summary Council should:

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- *Asses the suitability of, for current or intended uses, all Council facilities on an annual basis or upon seasonal changeover.*
- *Require all regular users of Council assets to be an incorporated body but have the discretion to allow individuals or commercial businesses that seek one off uses of Council assets be exempt from this requirement.*
- *Pay the asset insurance of all facilities Council owns or manages but not pay the public liability or contents insurance for annual or seasonal users.*
- *Require all regular users to carry a minimum of \$20M Public liability insurance.*
- *Carry the public liability insurance of some casual users based on Council's assessment of the risk involved on the application of a \$500 excess*
- *Require owners of assets on Council land that are party to a third-party insurance arrangement via Council's insurer to contribute an agreed % of the premiums involved.*
- *Continue with the induction of volunteers that carry out work on Council facilities.*

Recommendation.

1. Apply a risk management approach and develop a risk management culture based on a clear statement about Council and user's risk management responsibilities.

14.7 INVESTIGATION INTO UTILITY SAVINGS AND MANAGEMENT

There is a need to complete an audit of utility costs and develop strategies that allow Council to reduce, measure and apportion utility costs.

This might involve a cost benefits analysis of the solar panels, power saving devices and accurate reading and allocation strategies.

Recommendation.

1. Complete an audit of utility costs and develop strategies that allow Council to reduce, measure and apportion utility costs.

11.8 INVESTIGATION INTO ELECTRONIC ACCESS SYSTEMS.

Electronic access systems to 'reduce' costs associated with keys deserve investigation but would need a cost benefit analysis.

Recommendation.

1. Complete a cost benefit analysis in relation to electronic access systems.

15.IMPLEMENTATION PLAN

If any recommendations are adopted the change involved will need to be managed and phased in.

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Council should develop an implementation plan and attach responsibility for this to a designated 'person' or 'group'.

Implementation of any agreed policy, fee model or recommendations will require:

- Strategic and operational planning based on succinct, up to date and relevant data.
- Resourcing of required actions.
- Clear processes and communication between users and Council.
- Documentation of all agreements.
- A dispute resolution process.

A 'grandfather' period of up to 3 or 5 years might also be needed given existing user agreements might need to be allowed to run their course but once expired any re-negotiation of such should align with the Pricing Policy and with the recommendations of this review.

The following sequence is suggested and is based on the Review's recommendations which are listed either verbatim or in combination.

IMMEDIATE OPERATIONAL OBJECTIVES

20/21 and 21/22 FINANCIAL YEARS

1. Adopt a Pricing Policy that considers 'casual', 'regular' and 'commercial users.
2. Set fees based on an agreed policy and model and display them on the WWC website.
3. Apply WWC fees to all users of Council owned or managed assets as consistently as possible and ensure sport and recreation facility and public halls fees are as similar as possible.
4. Investigate the application of fees to uses of facilities by regional bodies.
5. Allow users to apply to Council for a 'discount' through a formal process but require all applicants to provide full financial disclosure as part of this process.
6. Apply scheduled fees and charges to 'structured', 'gated' or 'public' uses of open space by NFP or commercial users but not to incidental or 'private' uses of open space and require all users to complete the required facility booking process when using open space.
7. Do not differentiate between indoor or outdoor or summer and winter uses of facilities.
8. Employ sessional fees for casual users only and seasonal or annual fees for regular users.
9. Charge one annual fee to users that need to use more than one WWC asset to complete their programs.
10. Set, document, advertise and apply charges or levies to all relevant users and not make them the subject of discounts.
11. Apply and record all refundable facility bonds to casual users at the discretion of Council based on an assessment of the risk involved and consider employing CHC's approach to facility bonds.
12. Apply key bonds routinely and record all refundable key bonds on Council's key register.
13. Develop a 'policy' of how (if) rates will be applied to community assets on Council, Crown and private land.
14. Consider applications for 'discounted rates' based on set criteria and full disclosure of the financial position of the applicant and only offer agreed discounts for a fixed term and require organisations being offered rates relief to disclose this if applying for Community Activation Grants.
15. Charge for utilities based on usage only and on a more equitable model that sees all users contributing an agreed % of the usage costs and seek to ensure users are not required to be the collectors of power charges for others.

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16. Meet the line rental of essential phones (i.e. in an evacuation centre) but require users to meet all line rentals, call charges and ISP fees associated with non-essential phones.
17. Apply the synthetic wicket levy to all users of WWC synthetic cricket wickets.
18. Pay 'One Music' a licence fee that covers all public music played in the municipality
19. Develop a process map or flow chart, identify the roles and responsibilities of those involved and provide training to all involved.
20. Employ an improved booking system to manage fees, payments and debt.
21. Reduce the number of invoices and credit notes by restricting 'refunds' to casual bookings where evidence of non-use is provided within 48 hours.
22. Adopt a fee model and a transition strategy to manage change.
23. Ensure all users have a user agreement in place.

MEDIUM TO LONG TERM OPERATIONAL OBJECTIVES or FUTURE PROJECTS

21/22 and 22/23 FINANCIAL YEARS AND BEYOND

24. Develop a facility allocation policy.
25. Draw up list of rights and responsibilities of facilities users and Council and bring user groups together periodically to discuss a range of facility related matters.
26. Create, where possible, shared or multi use facilities and encourage rental of independently owned spaces to the community but seek to ensure risk is managed and Council's fee regime is not undermined.
27. Investigate relevant Crown Land leases and seek an arrangement with the Crown that allows Council to provide the same occupancy agreements for all local clubs using or leasing Crown land.
28. Collect relevant data to inform future decision making.
29. Audit and develop strategies to reduce, measure and apportion utility costs.
30. Complete an audit of phone lines and the allocation of the costs involved.
31. Complete a cost benefit analysis in relation to electronic access systems.
32. Develop a Funding or Capital Contributions Policy and Guidelines.
33. Apply a risk management approach and develop a risk management culture.

16 APPENDICES

APPENDIX 1: Summary of application of WWC fees and charges

APPENDIX 2: Draft Pricing Policy

APPENDIX 3: [REDACTED]

APPENDIX 4: Rating of community facilities

APPENDIX 5: Sample fee calculations for hierarchical model

APPENDIX 6: Sample maintenance schedule.

WWC FEES AND CHARGES APPLIED TO SPORT AND RECREATION AND COMMUNITY ORGANISATIONS USING ASSETS ON WWC OR CROWN LAND THAT ARE OWNED OR MANAGED BY WWC

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset Insurance	Rates	Water rates	Phone and internet	Asset and land ownership
7UP - WWC/Rural Health Tas Program	Wynyard Community Centre	Nil	WWC	NA	WWC	WWC	NA	WWC	Phone and internet	Leased by WWC from Education
Adult Day Care Services (DHHS/WWC)	Adult Day Care Centre	Nil	WWC	NA	\$180 DHHS	WWC	NA	WWC	NA	Leased by WWC from Education
After School and Vacation Care (WWC Service)	Wynyard Community Centre	Nil	WWC	NA	WWC	WWC	NA	WWC	Phone and internet	Leased by WWC from Education
Artscape and individual artists	Artscape – 45 Jackson Street	Nil	WWC	NA	Status unknown but should be applied to user.	WWC	NA	WWC	NA	WWC asset on WWC land
Auskick	Frederick Street Reserve	\$1148	WWC	NA	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Badminton	Somerset Indoor Sports Centre	Sessional fees of approx. \$1600* per annum.	WWC (recovered by sessional fees)	WWC (recovered by sessional fees)	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Big Hart	Wynyard Community Centre	Nil	WWC	NA	WWC	WWC	NA	WWC	Phone and internet	Leased by WWC from Education
Coyote Line Dancing	Railway Institute Hall	Based on WWC Fees and Charges Schedule	WWC	NA	WWC	WWC	NA	WWC	NA	WWC asset on WWC land

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
Inglis Pony Club	Frederick Street Reserve	\$1148	WWC	NA	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Moorleah Hall Committee and various community uses.	Moorleah Hall	Nil	WWC	NA	Status unknown but should be applied to user.	WWC	NA	NA	NA	Unknown but suggest WWC asset on WWC land
Myalla Community Centre	Myalla Recreation Ground	Nil	User group(s)	\$180	\$180	?	NA	NA	NA	WWC asset and land leased out to community group.
Myalla Cricket Club	Frederick Street Reserve	\$1148 + \$400 cricket wicket levy	WWC	NA	NA	WWC	NA	WWC	NA	WWC asset on WWC land
No current users	Preolenna Public Hall	Nil	NA	NA	NA	WWC		NA	NA	WWC asset on WWC land
Northern Driving Society (Carriage Drivers)	Frederick Street Reserve	\$1148	100% Council	NA	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Paraquad	Somerset Indoor Sports Centre	Sessional fees of approx. \$630* per annum.	WWC (recovered by sessional fees)	NA	WWC	WWC	NA	WWC	NA	WWC asset on WWC land
Rae Tae Kwon Do	Railway Institute Hall	Based on WWC Fees and Charges Schedule	WWC	NA	WWC	WWC	NA	WWC	NA	WWC asset on WWC land

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
Revolution Dance	Somerset Indoor Sports Centre	Sessional fees of approx. \$1000* per annum.	WWC (recovered by sessional fees)	NA	WWC	WWC	NA	WWC	NA	WWC asset on WWC land
Senior Citizens and various community groups such as Probus	Wynyard Senior Citizens Club	Nil	WWC	NA	Status unknown but should be applied to user.	WWC	NA	WWC	Senior Citizens	WWC asset on WWC land
Sisters Beach Community Association and various community uses.	Sisters Beach Community Centre –	Nil	WWC	NA	Status unknown but should be applied to user.	WWC		WWC	NA	DOES THIS EXIST?
Smith Family	Wynyard Community Centre	\$1100	WWC	NA	WWC	WWC	NA	WWC	Phone and internet	Leased by WWC from Education
Somerset Amateur Basketball Association	Somerset Indoor Sports Centre	Sessional fees of approx. \$15456 per annum.	WWC (recovered by sessional fees)	NA	\$180 (Last registered 10-9-2018)	WWC	NA	WWC	Landline costs = WWC Calls and internet fees = SABA	WWC asset on WWC land
NB: WWC pays \$69.41 per annum for SABA Phonographic Performance Licence - due 31/03/19										
Somerset Football Club	Langley Park	\$1148	75% User Groups 25% WWC	75% User Groups 25% WWC	\$180	WWC	NA	WWC	NA	WWC asset on WWC land
Somerset Indoor Bias Bowls	Somerset Indoor Sports Centre	Sessional fees of approx.	WWC (recovered	WWC (recovered	NA	WWC	NA	WWC	NA	WWC asset on WWC land

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
		\$2500 per annum.	by sessional fees)	by sessional fees)						
Somerset Soccer Club	Cardigan Street Recreation Ground – Somerset	\$1148	34% SSC 66% WWC	34% SSC 66% WWC	\$180	SSC clubrooms = SSC Council assets = WWC	NA	WWC	NA	WWC asset on WWC land
Somerset Strikers Cricket Club	Langley Park	\$1148 + \$400 wicket levy	75% User Groups 25% WWC	75% User Groups 25% WWC	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Somerset Surf Lifesaving Club	Somerset Surf Lifesaving Club	NA	33% SSLSC 67% WWC	NA	\$180	?	NA	NA	WWC Since May 2016 or WWC = provider costs SSLSC = call costs	WCC assets on leased Crown Land
Tai Chi	Somerset Indoor Sports Centre	Sessional fees of approx. \$480* per annum.	WWC (recovered by sessional fees)	WWC (recovered by sessional fees)	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Tarkine Interpretation Centre and various community uses.	Athaneum Hall Waratah	Nil	WWC	NA	Employs TFPs	WWC	NA	WWC	No phone Wireless internet	WWC asset on Crown Land based on lease
Waratah Men's Shed	Waratah Sports Centre	?	WWC	NA	\$180	WWC	NA	NA	NA	WCC assets on leased Crown Land

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
	/Alma Fagan Hall									
Waratah Museum INC	Waratah Museum	Nil	WWC	NA	Unknown	WWC		WWC	Phone Wireless internet	WCC assets on leased Crown Land
Wynyard Basketball Association	Wynyard Sports Centre	Sessional fees of approx. \$13 380* per annum.	WWC (recovered by sessional fees)	WWC (recovered by sessional fees)	\$180	WWC	NA	WWC	NA	WWC asset on WWC land
<i>NB: WWC pays \$69.41 per annum for WBA Phonographic Performance Licence – due 31/03/19</i>										
Wynyard BMX Park	Frederick Street Reserve	\$1148	BMX	NA	\$180	BMX	NA	NA	NA	BMX asset on WWC land based on lease.
Wynyard Camera Club	Railway Institute Hall	Reduced fee determined by officers	WWC	NA	WWC	WWC	NA	WWC	NA	WWC asset on WWC land
Wynyard Community Garden	Wynyard Community Garden	Nil	NA	NA	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Wynyard Football Club	Wynyard Recreation Ground	\$1148	34% WWC 66% WFC	34% WWC 66% WFC	\$180	WFC = WFC WRG = WWC	WFC	WWC	WFC	WFC assets on Crown Land based on lease
Wynyard Guides	Adult Day Care Centre	Nil	WWC	NA	WWC	WWC	?	WWC	Phone Internet?	Leased by WWC from Education
Wynyard Historical Society	Wynyard Community Centre	Nil	WWC	NA	WWC	WWC		WWC	Phone Internet	Leased by WWC from Education

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
Wynyard Junior Soccer	Frederick Street Reserve	\$1148	WWC	NA	WWC	WWC	NA	NA	NA	WWC asset on WWC land
Wynyard Municipal Band	Wynyard Municipal Bandrooms	<i>Nil</i> <i>WWC provides annual subsidy of \$3000 to support Band activities.</i>	WMB	NA	Status unknown but should be applied to user.	WWC	NA	WWC	Phone and internet	WWC asset on WWC land
Wynyard Somerset Tennis Club	Wynyard Tennis Courts	\$1148 NB covers use of two sites	WWC @ Wynyard	WWC @ Wynyard	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Wynyard Somerset Tennis Club	Somerset Tennis Club	\$1148 for use of two sites	WSTC @ Somerset	WSTC @ Somerset	Status unknown but should be applied to user.	WWC		WWC	NA	WWC asset on Crown land based on lease
Wynyard Squash Club	Wynyard Squash Centre	\$3732.97 NB: Increased annually based on CPI.	WWC (part recovered via token system and fees)	WWC (part recovered via token system and fees)	NA	WWC	NA	WWC	NA	WWC asset on WWC land
Wynyard Yacht Club	Wynyard Yacht Club	Nil	WYC	NA	Status unknown but should be applied to user.	WYC		WWC = connection fee WYC = Water usage	NA	WCC assets on leased Crown Land
Yolla Cricket Club	Yolla Recreation Ground	\$1148 + \$400 wicket levy	Unknown % paid to YFC	Unknown % paid to YFC	NA	WWC	WWC NA	WWC	NA	WWC asset on WWC land

User group	Facility used	WWC Hire fee	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
Yolla Football Club	Yolla Recreation Ground	\$1148	YFC = 75% WWC = 25%	YFC = 75% WWC = 25%	\$180	WWC.	?	Cost of irrigation by pumped bore water shared. YFC = 75% WWC = 25%	NA	WWC asset on WWC land

NB:

- Table applies to 2018/19 Financial Year.
- All figures quoted are GST inclusive
- * indicates an estimation
- Some (but not all) WWC budget allocations for facilities serve multiple users.

WWC FEES AND CHARGES APPLIED TO SPORT AND RECREATION AND COMMUNITY ORGANISATIONS USING ASSETS ON WCC, CROWN OR PRIVATE LAND THAT ARE NOT OWNED OR DIRECTLY MANAGED BY WCC

• NB: Table applies to 2018/19 Financial Year, all figures quoted are GST inclusive and * indicates the figure supplied is an estimation.

	User group	Facility used	WWC Hire fees	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
1.	Boat Harbour Beach Surf Life Saving Club	Boat Harbour Beach Surf Life Saving Club	Nil	BHBSLSC	NA	Kitchen registration held by business in building	BHBSLSC	Yes	BHBSLSC	BHBSLSC	Community Asset on leased Crown land.
2.	Calder Hall Committee	Calder Hall	Nil	CHC	NA	Status unknown but should be applied to user.	Calder Hall Committee	Not rated	NA	NA	?
3.	NW Bird Club	Wynyard Showgrounds	Nil	WAPS	NA	Status unknown but should be applied to user.	WAPS and WWC	NA (tenant)	WAPS and WWC	?	Community Asset on leased Crown land.
4.	NW Poultry Club	Wynyard Showgrounds	Nil	WAPS	NA	Status unknown but should be applied to user.	NWPC	NA (tenant)	WAPS and WWC	?	Community Asset on leased Crown land.
5.	Seabrook Golf Club	Seabrook Golf Club	Nil	SGC	NA	\$180	SGC	Yes	SGC	SGC	Private asset on private land
6.	Somerset Scouts	Somerset Scout Hall	Nil	User Group	NA	Status unknown but should be applied to user.	Scouts	Paying Service Rates only		?	

	User group	Facility used	WWC Hire fees	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
7.	Wynyard Axeman's Association	Wynyard Showgrounds	Nil	User Group	NA	Status unknown but should be applied to user.	WAA	NA (tenant)	WAPS and WWC	?	Community Asset on leased Crown land.
8.	Wynyard Bowls Club	Wynyard Bowls Club	Nil	WBC	NA	\$180	\$180	WBC but requested rates holiday.	WBC	WBC	WBC assets on Crown Land based on lease
9.	Wynyard Cricket Club	Wynyard Showgrounds Wynyard Recreation Ground Frederick Street Reserve	\$1148	WCC NB: WWC pays power associated with toilets under grandstand.	NA	\$180	WCC	NA	Council pays fixed water and sewer costs of \$5,000 per year and users pay 70% of water usage.	NA	WCC assets on Crown Land based on lease
NOTES: <ul style="list-style-type: none"> ▪ Council rents the Showgrounds playing surface for \$1430 for the purposes of cricket. ▪ Council pays 30% of the Wynyard Ag/Pastoral Society water bill @ the WSG. ▪ Council allocated a max of \$5000 to support turf wicket prep and maintenance @ the showground during the 18/19 season. ▪ Council owns, registers, insures and maintains the wicket roller. 											
10.	Wynyard Golf Club	Wynyard Golf Club	Nil	WGC	NA	\$180	WGC		WGC	WGC	Private asset on mix of private and crown and land.
11.	Wynyard Gymnastics Club	Wynyard Showgrounds	Nil	User group	NA	NA	User group	Paying Service Rates only	NA	NA	Pastoral Society asset on leased Crown land.
<ul style="list-style-type: none"> ▪ NOTES: Council rents the industrial hall for \$1100 per annum for the purposes of gymnastics. 											

	User group	Facility used	WWC Hire fees	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
12.	Wynyard Pastoral Society	Wynyard Showgrounds	Nil	WAPS	NA	Status unknown but should be applied to user.	WAPS	Paying Service Rates only	WAPS and WWC	?	Community Asset on leased Crown land.
1.	Yolla Football Club	Yolla Football Club	Nil	YFC	NA	\$180	WWC but new 3 rd party agreement will require YFC to contribute.	?	WWC	YFC	YFC asset on WWC land
13.	Wynyard Scouts	Wynyard Scout Hall	Nil	Scouts	NA	Status unknown but should be applied to user.	Scouts	Paying Service Rates only	Scouts	?	Private asset on private land
14.	Wynyard Scouts	Kaloma Camp Ground	Nil	Scouts	NA	Status unknown but should be applied to user.	Scouts	Paying Service Rates only	Scouts	?	Private asset on private land
15.	Ex service personnel	Wynyard RSL Club	Nil		NA	Kitchen registered by business in building		Paying Service Rates only		P	
16.	Elliot Community Hall Committee	Elliot Community Hall				Status unknown but should be applied to user.		NA			

	User group	Facility used	WWC Hire fees	Power	Sports lighting	Kitchen registration	Asset insurance	Rates	Water rates	Phone and internet	Asset and land ownership
17.	Yolla Community Hall Committee	Yolla Community Hall				Status unknown but should be applied to user.					

2018/19 BUDGET ALLOCATIONS V INCOME FOR SPORT AND RECREATION AND COMMUNITY ASSETS ON WCC OR CROWN LAND THAT ARE OWNED OR DIRECTLY MANAGED BY WCC

Facility	WWC 18/19 budget allocation	WWC subsidies	Predicted income
Adult Day Care Centre	\$7 252		Nil
Artscape – 45 Jackson Street	?		Nil
Cardigan Street Recreation Ground	\$98 725		\$1 000
Frederick Street Reserve	\$115 409		\$6 000 + \$400 synthetic wicket levy
Langley Park	\$76 895		\$2 200 + \$400 synthetic wicket levy
Moorleah Hall	\$7280		\$500
Myalla Recreation Ground	\$2301		Nil
Preolenna Public Hall	\$5 343		\$100
Railway Institute Hall	\$19 618		\$7 250
Sisters Beach Community Centre	\$3 878		Nil
Somerset Indoor Sports Centre	\$118 818	During 18/19 SABA to be paid \$10 000 to manage the bookings and 50% of SIRC cleaning.	\$19 000
Somerset Surf Lifesaving Club	\$33 902		Nil
Wynyard Senior Citizens Club	\$14 088		Nil
Waratah Sports Centre /Alma Fagan Hall	\$20 895		\$700
Sundry Waratah halls (e.g. Waratah museum and Athaneum Hall Waratah)	\$3 252 + \$5092		Nil
Wynyard Sports Centre	\$84 424	During 17/18 WBA fees were capped at \$7296 but this offer has expired. During 18/19 WBA to be paid \$10 000 to manage the bookings and 50% of WSC cleaning.	\$14 000
Wynyard Community Garden	Nil		Nil
Wynyard Showgrounds	\$51 495	WWC rents the Showground arena from the Show Society for \$1430 (GST Inc) per annum for the purposes of cricket and charges the WCC \$1148 for such. WWC rents the Industrial Hall from the Show Society for \$1100 (GST Inc) per annum for the purposes of gymnastics but charges nothing to WGC for such.	\$1 000
Wynyard Recreation Ground	\$161 096		\$1 600
Wynyard Community Centre	\$38 074		\$1 100

Facility	WWC 18/19 budget allocation	WWC subsidies	Predicted income
Wynyard Municipal Bandrooms	\$8 163	\$3000 provided by WWC to support band activities.	Nil
Wynyard Tennis Courts	\$5792		\$1 000
Somerset Tennis Club	\$4 851		
Wynyard Squash Centre	\$33 744		\$4 000
Wynyard Yacht Club	Nil		Nil
Yolla Recreation Ground	\$59 507		\$2 000 + \$400 synthetic wicket levy

NOTES:

- This summary excludes Wynyard Wharf fees and charges

WWC

- Pays WCC up to \$5000 per annum to subsidise turf wicket preparation
- Pays Wynyard Municipal Band \$3000 per annum to subsidise their activities
- Does not charge Senior Citizens to use its facility but it sub leases the asset to various users at rates lower than WCC applies to its assets
- WCC has offered WBC a rates holiday and it is hiring its asset to users at rates lower than WCC applies to its assets
- WWC pays Wynyard Gymnastics Rent but charges no fees or charges to Gymnastics

OBSERVATIONS

- 27 regular users of assets owned or managed by Council pay fees or charges
- 18 regular users of assets owned or managed by Council do not pay fees or charges
- No users of Council open space are paying any fees or charges for their use

Some variations

- 1 user pays nil and receives \$3000 per annum in assistance
- 1 user pays \$1148 and receives up to \$5000 to assist in turf wicket prep but 3 small cricket clubs pay \$1140 and an additional \$400 per annum towards the replacement of their synthetic wicket.
- 1 user pays nil to Council but Council pays its rental to a 3rd party

- Some have negotiated variations to the fee schedule and pay less than co-tenants
- 1 user pays nil and sublets the facility based on a fee schedule that undercuts Council
- 2 users pay sessional fees and are recompensed by Council as facility cleaners and managers.

Predicted income levels

Based on Council budget papers Council budgeted on achieving no income for the following assets owned or managed by Council.

- | | |
|---|---|
| ▪ Adult Day Care Centre | ▪ Wynyard Community Garden |
| ▪ Artscape | ▪ Wynyard Municipal Bandrooms |
| ▪ Myalla Recreation Ground | ▪ Wynyard Senior Citizens Club |
| ▪ Somerset Surf Life Saving Club | ▪ Wynyard Yacht club |
| ▪ Sundry Waratah halls – Waratah Museum and Atheneum Hall | ▪ All open space e.g. Gutteridge Gardens and Anzac Park |

Based on Council budget papers Council budgeted on achieving income between 1000 and 4999 for the following assets owned or managed by Council.

- | | |
|-------------------------------------|-----------------------------|
| ▪ Cardigan Street Recreation Ground | ▪ Wynyard Showgrounds |
| ▪ Langley Park | ▪ Wynyard Recreation Ground |
| ▪ Moorleah Hall | ▪ Wynyard Community Centre |
| ▪ Preolenna Hall | ▪ Wynyard Tennis Courts |
| ▪ Waratah Sports Centre | ▪ Wynyard Squash Centre |

Based on Council budget papers Council budgeted on achieving income between 5000 and 9999 for the following assets owned or managed by Council.

- | | |
|----------------------------|--------------------------|
| ▪ Frederick Street Reserve | ▪ Railway Institute Hall |
|----------------------------|--------------------------|

Based on Council budget papers Council budgeted on achieving income of 10000 or more for the following assets owned or managed by Council.

- | | |
|---------------------------------|-------------------------|
| ▪ Somerset Indoor Sports Centre | ▪ Wynyard Sports Centre |
|---------------------------------|-------------------------|

Lower tiered football clubs are paying more than higher tier or regional club

DFA pay 75% of power and WFC Pays 66%

SSLSC pays 33% WSTC pays 100% @ Somerset



1. SCOPE

- 1.1 This policy establishes principles and a decision-making framework to be used when setting fees and charges for the use of Waratah-Wynyard Council owned and managed facilities by community groups, individuals or businesses.
- 1.2 This policy needs to be read in conjunction with all other documents developed or employed by Council to support the setting and collection of fees and charges.

2. PURPOSE

- 1.3 This policy requires Council to set fees and charges, in order to recover a portion of the costs involved in providing and resourcing public facilities and reserves while still meeting its community good obligations.
- 2.2 This policy allows Council to reduce set fees or charges if a requested use is deemed by Council to have significant community good or benefit or increase fees or charges when significant costs to Council might result from a use or the use is commercial in nature.

3. POLICY STATEMENT

- 3.1 Fees and charges should be set by Council on an annual basis and seek to:
 - help Council manage its public facilities and reserves
 - achieve 'community good' and broad health and well-being objectives
 - offset the cost of providing, maintaining and improving facilities and services
 - declare Council ownership of its facilities and the management of such
 - promote access and equity and prevent 'inappropriate exclusivity' and asset overuse and abuse
 - encourage users to pay by being transparent, consistent and offering 'value for money'.
- 3.2 In setting fees and charges Council should be aware of:
 - user's ability to pay
 - 'market' conditions and competitive neutrality issues
- 3.3 Any fee or charge must be agreed to by Council before it can be applied by an officer of Council.
- 3.4 In applying fees or charges Council must identify the proposed fee or charge and the facility, situation, person, organisation or entity the fee or charge will apply to.

LEGISLATIVE REQUIREMENTS

Local Government Act

REFERENCES AND RELATED DOCUMENTS

Public Facilities Fees and Charges Guidelines
 Waratah-Wynyard Council Fees and Charges Schedule.

DOC NO:	VERSION NO:	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: -	REVIEW DATE:



1. PURPOSE

- 1.1. The purpose of these guidelines is to direct the setting of fees and charges applicable to users of Council owned and/or managed facilities.
- 1.2. These guidelines need to be read in conjunction with Council's Pricing Policy and any other documents developed or employed by Council that relate to the setting and application of fees and charges to Council facilities.

2. SETTING OF FEES AND CHARGES

- 2.1. Council fees will be:
 - 2.1.1. Reviewed and set on an annual basis;
 - 2.1.2. Subject to small regular increases rather than irregular and large fee increases;
 - 2.1.3. Based on an agreed strategy or model;
 - 2.1.4. A 'partial contribution' towards the cost of provision and the balance of costs will be met by Council's annual budget;
 - 2.1.5. Include bonds and key deposits to cover damage or loss;
 - 2.1.6. Inclusive of GST;
 - 2.1.7. Established at three different levels or categories:
 - **Base or standard fees** – Base or standard fees will apply to uses by not for profit organisations and to private uses by individuals.
 - **No or discounted fees** – No or discounted fees would apply, at the discretion of Council, to uses with a whole of community benefit.
 - **Higher fees** – Higher fees will be charged out at full cost recovery or a market or going rate to users that profit from the use, or where requested services are beyond the normal cost of provision and consume additional Council resources.
- 2.2. Council charges will not be discounted and would apply to all users equally.
- 2.3. The management of fees and charges shall rest with the Manager of Asset Services and Manager of Community Activation and all variations to the application of fees and charges require the approval of both the Manager of Asset Services and Manager of Community Activation and the endorsement of the General Manager.

3. LEGISLATIVE REQUIREMENTS

Local Government Act

4. RELEVANT DOCUMENTS

Public Facilities Fees and Charges Policy
 Waratah-Wynyard Council Fees and Charges Schedule

DOC NO:	VERSION NO:	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: -	REVIEW DATE:

SAMPLE FEE CALCULATIONS FOR REGULAR USERS OF REGIONAL AND DISTRICT FACILITIES

User	Facility hire fee	Playing surface	Changerooms	Exclusive social or meeting space	Shared social or meeting space	Exclusive kitchen or canteen	Shared kitchen or canteen	Exclusive storage	Shared storage	Additional charges (bonds, rates, kitchen registrations or levies etc)	Sub total	% of utilities and approximate value	Predicted Total
	\$1,250	\$1,250	\$250 per set	\$250	\$150	\$250	\$150	\$250	\$150	As applicable			
WFC	\$1,250	\$1,250	500	0	0	0	0	0	0	3000	6000	75% of \$5222 = 3915	9915
WBA	\$1,250	\$1,250	250	250	0	250	0	0	0	0	1250	75% of \$4096 = \$3072	6322
SABA	\$1,250	\$1,250	250	250	0	250	0	0	150	0	1400	50% of \$10676 = \$5338	8738
SSC	\$1,250	\$1,250	0	0	0	0	0	0	0	0	2500	100% = \$5997	8497
WCC	0	\$1,250	0	0	0	0	0	0	0	400	1650	0%	1650
BMX Park	\$1,250	\$0	250	0	150	0	0	0	0	0	1650	0%	1650
WYC	\$1,250	0	500	250	0	250	0	200	0	0	2450	50% of unknown	TBC

NOTES:

Indicative numbers that Council might apply by start of 23/24 financial year

Reductions will be immediate i.e. 20/21 financial year

Increases will be made based on 33.3% of differential each year

Once targets are reached all elements will be subject to CPI adjustments thereafter @ discretion of Council

Requires users to pay nominated fees and agreed percentage of power used

Water usage not included to date - possible future element

Additional charges might apply such as bonds, rates, kitchen registrations etc

% of utilities is the % of actual utility costs for the year of use

To qualify as a kitchen or canteen the space must require registration as a kitchen or canteen

NB: This will require a revisit of contracts with SABA and WBA.

SAMPLE EXTRACTED FROM BMX'S CURRENT LEASE WHERE IT IS DESCRIBED AS A MAINTENANCE SCHEDULE.

MAINTENANCE SCHEDULE		
ITEM	LICENSEE RESPONSIBILITY	LICENSOR RESPONSIBILITY
1. Public access roads, paths and open space in which cars are parked.	Manage these spaces with temporary signage during BMX uses but given this is a non-exclusive licence keep these features clear of obstructions and allow the use of public access roads, paths and car parking areas by other users as reasonably sought when there are no scheduled BMX activities.	Maintenance, repair and replacement as required within the facility and Frederick Street Reserve generally.
2. BMX track and related sport specific infrastructure (e.g. BMX track, starting hill, starting gate and shelter) <i>NB: This includes all infrastructure that exists within the premises at the signing of the licence or that might be added or modified during the period of the licence.</i>	Full responsibility including the supply of material suitable to resurface the track when required. <i>NB: The track surface and infrastructure (including starting gate) must be safe and fit for purpose and kept up to a 'standard' appropriate for state championship level competitions.</i>	No responsibility
3. Building or fixed asset alterations	No works to be undertaken without Council approvals or permits or reference to the Licensor's risk management obligations.	No responsibility
4. Culverts and drains	To keep clear of obstructions.	Full responsibility for maintenance, repairs and replacement as required.
5. Electrical wiring and fittings (including switchboard, power points, light switches)	Full responsibility for maintenance, repairs and replacement as required.	No responsibility
6. Internal and external walls of BMX structures	Full responsibility for maintenance, repairs and replacement as required	No responsibility
7. Fencing and gates	No responsibility	Full responsibility for maintenance, repairs and replacement as required.
8. Fire extinguishers	Full responsibility, including inspections and servicing.	No responsibility. <i>NB: Council responsibility limited to responsibility for inspections and servicing of fire extinguishers in adjacent FSR assets.</i>
9. Floor surfaces and coverings of BMX structures	Full responsibility	No responsibility
10. Food handling areas and equipment	Repairs, maintenance and replacement as required.	Management of relevant regulations.

MAINTENANCE SCHEDULE		
ITEM	LICENSEE RESPONSIBILITY	LICENSOR RESPONSIBILITY
	<i>NB: All food handling areas to be clean and hygienic and compliant with food premises licencing requirements.</i>	
11. Furniture and fittings of BMX structures	Full responsibility	No responsibility
12. Glass associated with BMX structures	Full responsibility	No responsibility
13. Heating of BMX structures	Full responsibility	No responsibility
14. Hygiene of BMX structures	To keep all structures in a clean and hygienic state.	No responsibility <i>NB: Council responsibility limited to responsibility for adjacent amenities in the Frederick Street reserve which are cleaned by Council staff.</i>
15. Doors (including external and internal doors and all cupboard doors and door furniture) associated with BMX structures.	Full responsibility	No responsibility
16. Keys and locks associated with BMX structures	Full responsibility	No responsibility
17. Keys and locks associated with Council assets	Responsible for keys issued and cost of replacement and to report damage to locks.	Responsible for key distribution and control and repair of gate locks.
18. Painting associated with BMX assets.	Full responsibility	No responsibility
19. Pest control	Full responsibility within BMX assets.	No responsibility within Frederick Street Reserve Council assets and open spaces.
20. Plumbing and fittings -including hot water cylinders taps, basins, toilets and waste pipes - associated with BMX assets.	Full responsibility for maintenance, repairs and replacement as required.	No responsibility
21. Roofs associated with BMX structures	Full responsibility for maintenance, repairs and replacement of all plumbing and fittings -including hot water cylinders taps, basins, toilets and waste pipes and cleaning of gutters - as required.	No responsibility
22. Seating adjacent to BMX track.	Negotiate with Council to ensure any seating is of a required standard and repair, maintain and replace any agreed upon seating as required.	No responsibility
23. Signage associated with BMX	Full responsibility for installation, maintenance, repairs and	Responsibility limited to considering applications to erect signage.

MAINTENANCE SCHEDULE		
ITEM	LICENSEE RESPONSIBILITY	LICENSOR RESPONSIBILITY
	replacement as required <i>NB: No fixed signage to be erected without Council approval.</i>	
24. Directional, destination or regulatory signage associated with Frederick Street Reserve.	No responsibility.	Full responsibility for installation, maintenance, repairs and replacement as required.
25. Tree and vegetation management	<p>No responsibility for tree management.</p> <p>Responsible for vegetation management to the West of the spoon drain and immediate to the track surrounds.</p>	<p>Full responsibility for dangerous trees.</p> <p>Responsible for the vegetation in the open space to the East of the spoon drain that separates the track area from the open space that is used for car parking.</p> <p><i>NB: Mowing of this area will be based on the following service level:</i></p> <ul style="list-style-type: none"> ▪ <i>During daylight savings - typically 6 weekly</i> ▪ <i>Outside daylight savings- based on a grass height of 75mm</i> <p>Full responsibility for fuel levels within vegetation that makes up the balance of the Frederick Street Reserve. <i>NB: See Map 2.</i></p>
26. Vandalism	Full responsibility for repairs or replacement of damaged BMX assets and responsibility to report damage to Council assets.	Full responsibility for repairs or replacement of damaged Council assets and responsibility to report damage to BMX assets.
27. Waste management	<p>Full responsibility to ensure the facility is free of waste and to deposit all 'routine' waste (i.e. waste generated by normal activities such as an event) in waste containers provided by Council and shared with other Frederick Street Reserve users.</p> <p>Full responsibility for the removal of waste generated by maintenance or development activities i.e. the repair or development of BMX assets at the facility.</p>	<p>Responsibility for the provision of suitable containers into which BMX (and others Frederick Street Reserve users) can deposit 'routine' waste in preparation for collection.</p>



Departmental Monthly Performance Report

March 2020

March 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report

Monthly Progress against Actions



Description	Indicator
55 Actions reported on	
35 Actions at least 90% of monthly target	■
6 Actions between 70 and 90% of monthly target	■
14 Actions less than 70% of monthly target	■
0 Ongoing Actions	
0 Deferred Actions	
0 Actions with no target set	
0 Incomplete Actions	

April 01, 2020

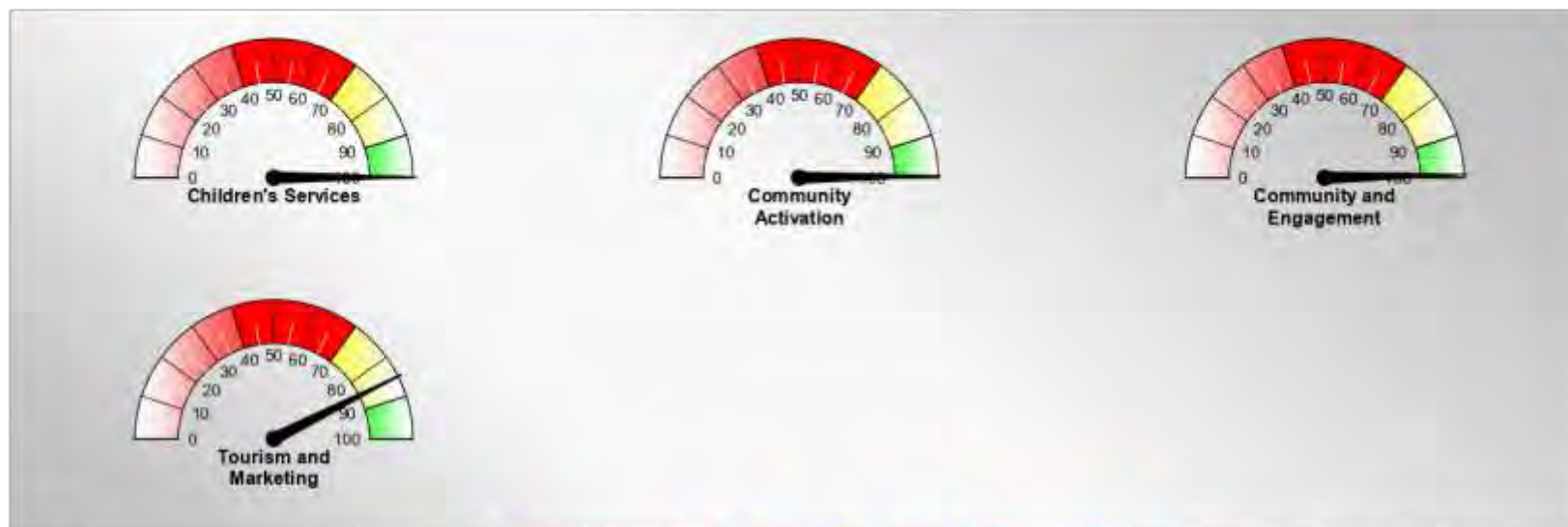


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Departmental Monthly Performance Report

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Children's Services	2	2	0	0	0	0	0	0
Community Activation	6	6	0	0	0	0	0	0
Community and Engagement	9	8	1	0	0	0	0	0
Tourism and Marketing	3	2	0	1	0	0	0	0

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Departmental Monthly Performance Report - Community and Engagement



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Children's Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 3 Connected Communities							
Strategy: 3.4.1 Promote and work with stakeholders to provide affordable quality services.							
3.4.1.1 Complete detailed design for infrastructure proposal for Warawyn Early Learning and seek funding for the project.	Consultation has occurred with staff and the architect has been briefed on scope of the project. The architect will develop a draft concept plan for further consultation.	Wendy Richards	30/06/2020	N/A	72	72	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							
4.1.1.1 Implement year two actions for Warawyn Early Years Reconciliation Action Plan.	Key deliverables being implemented in accordance with the plan	Wendy Richards	30/06/2020	N/A	72	70	

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March 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Community and Engagement

Community Activation

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.1.1 Commit to best practice in community engagement.							
1.1.1.1 Work with Waratah Community Board to develop a feasibility proposal for Waratah Falls walk to secure funding.	Jen Evans has met with the Board to discuss project options and the approach to the plan. A final feasibility proposal will be presented to the Board before the end of June.	Richard Muir Wilson	30/06/2020	N/A	72	69	
Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.							
1.4.1.1 Process map customer service function to inform proposal for enabling technology.	Customer Service process has been mapped and continues to be developed as more avenues for data input are identified. Processes are being refined to insure that the data captured in the current system is inclusive and a fair representation of information coming to Council. The recommendation is not to propose the purchase of enabling technology at this time, rather to ensure that the current technology is being used consistently and by all internal stakeholders.	Bronwyn Folden	30/06/2020	N/A	72	100	
Future Direction: 3 Connected Communities							
Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.							
3.3.1.1 Develop a program of community events including a Christmas themed event for the retail hubs.	We helped out Waratah, Yolla, Somerset, Sisters Beach, Boat Harbour and Wynyard with Christmas themed activities by supplying lollies, Santa suit and funds for the Wynyard Band and Wynyard Chorale to perform. The Wynyard Businesses held a Wynyard Community Christmas shopping night on the 13th December with Councils support.	Chantelle French	30/06/2020	N/A	72	100	




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Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.							
3.5.1.1 Develop implementation plan for Health and Wellbeing Plan and implement year-one deliverables.	Implementation plan has been developed and year one deliverables are underway. Update to be given to SMT in March and April regarding the progress of these plans and year one deliverables.	Bronwyn Folden	30/06/2020	N/A	72	67	
3.5.1.2 Develop implementation plan for Youth and Age Friendly Communities plans and implement year-one deliverables.	Implementation plan has been developed and year one deliverables are underway. Update to be given to SMT in March and April regarding the progress of these plans and year one deliverables.	Bronwyn Folden	30/06/2020	N/A	72	67	
Strategy: 3.5.2 Become a 24/7 accessible council through the use of technology.							
3.5.2.1 C/FWD 2018/2019 - Investigate Opportunities for online access to booking payments for facilities.	Use of Facilities Form has been added to the list of online forms that will be included in the new webpage. Software designers have been advised of the workflow that is generated by facilities bookings, and have stated that these will be included in the functionality of the online form. Software designers have stated that online access to payments for facilities will be available within the new webpage.	Bronwyn Folden	30/06/2020	N/A	72	67	

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Departmental Monthly Performance Report - Community and Engagement

Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.1.1 Commit to best practice in community engagement.							
1.1.1.1 In conjunction with the community, develop a plan for Sisters Beach informed by OSSR and other relevant plans.	Funding submission completed for submission with the Tas Community Fund Public camping discussion paper has been distributed through council website - Your Say, hard copies at the shop and phone interviews available.	Tracey Bradley	30/06/2020	N/A	72	77	
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.1 Implement Public Camping Strategy and practices.	Signage plan developed for Somerset and Wynyard Assisting with inquiries on alternate sites Public camping discussion paper has been distributed through council website - Your Say, hard copies at the shop and phone interviews available.	Tracey Bradley	30/06/2020	N/A	72	71	
Strategy: 1.6.1 Encourage increased participation by all stakeholders.							
1.6.1.1 Develop Partnership Agreements with key community organisations to formalise working relationship.	Review of the Seven Up agreement with Rural Health completed Partnership agreement with the Wynyard Girl Guides completed Building Somerset's Future Partnership agreement developed and implemented Partnership agreement with Wynyard adult Day Centre being developed	Tracey Bradley	30/06/2020	N/A	72	74	
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							



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Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.1.1.1 Review Waratah-Wynyard Council Emergency Management Plan.	The Waratah-Wynyard Council Emergency Management Plan was superseded by the Western Emergency Management Plan (Waratah-Wynyard, Burnie and Circular Head Councils). The initial plan was approved by the State Emergency Management Controller (Commission of Police) in June 2017. The 2 yearly review was submitted for approval in May 2019 - waiting official approval.	Julie Bernhagen	30/06/2020	N/A	72	93	
Strategy: 3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.							
3.3.1.1 Complete the Anzac Park All Ability Playground.	Communication plan developed Stakeholder presentation completed	Tracey Bradley	30/06/2020	N/A	72	52	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							



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Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.1.1.1 CFWD - 2018/2019 - OSSR - Work with Wynyard BMX Club to design, develop and implement upgrade to facilities in line with OSSR Plan.	<p>Completed:</p> <ul style="list-style-type: none"> Planning and compliance matters e.g. Development Approval, Building Permit, WHS regulations and contractor and volunteer inductions. Site preparation including surveying and tree removal Start hill earthworks and concreting Installation of underground plumbing and electricals Installation of new gate and new shelter Installation of new storage shed Track realignment Installation of safety fences Asphalting of berms Installation of Sic Surface <p>Use of the track has recommenced.</p> <p>Minor landscaping and tidying up of surrounding spaces needs to be completed.</p> <p>Signage that relates to conditions of use and risk needs to be installed.</p> <p>An official opening is being planned for 3 May 2020.</p>	Tracey Bradley	30/06/2020	N/A	91	92	
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							
4.3.1.1 Develop facility / sponsorship policy.	A Facility/Sponsorship Signage Policy was drafted, received input and direction from AFG, & was sent to SMT where further feedback was provided. The policy was presented to Council in February for consideration, feedback & ultimately adopted.	Bronwyn Folden	30/06/2020	N/A	72	100	



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Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.1 Review all Council infrastructure leases, agreements and fees and implement any required changes to ensure equity and consistency.	A comprehensive review of all Council infrastructure leases, agreements and fees and charges has commenced and significant work has been completed. A draft report has been prepared and is actively being edited and refined as scenarios are devised and role modeled to relevant internal stakeholders. The draft report will be presented to Council at an upcoming meeting.	Greg Irwin	30/06/2020	N/A	72	70	
Future Direction: 5 Economic Prosperity							
Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.							
5.1.3.1 Progress planning for a regional heritage centre in Waratah.	Business plan developed and consultation with key partners continuing	Tracey Bradley	30/06/2020	N/A	72	72	

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Departmental Monthly Performance Report - Community and Engagement

Tourism and Marketing

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 3 Connected Communities							
Strategy: 3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.							
3.2.1.1 Implement year-one priorities from the Communications and Engagement Strategy 2019-2021.	New Website progressing well - planning a soft launch by mid-end April. Existing website pageviews decreased 0.5% for Feb-March facebook - 1967 page views in last 28 days (up 19%), post reach 29117(up 107%) and post engagement 16656 (up 119%). Social media strategy in draft form.	Rachael Hogge	30/06/2020	N/A	72	70	
Future Direction: 5 Economic Prosperity							
Strategy: 5.1.1 Investigate and embrace new economic opportunities.							
5.1.1.1 Implementation of recommendations of the Destination Action Plan 2017 - progress and complete the 'Loo with a View' concept plan and feasibility plan.	Discussed DAP status with new Regional Tourism body and Tourism Tas - unsure if they will be moving forward with their focus on the DAP's - as the plan is coming to the end of its life would need new group to take on developing new 3 year targets... Loo with a view and ANZAC Park all abilities playground are projects still in progress that were identified in this plan.	Rachael Hogge	30/06/2020	N/A	72	87	
Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.							


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Departmental Monthly Performance Report - Community and Engagement

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.1.3.1 Review and update the Tourism Plan (2011-2020).	Not started. Tourism Tasmania is launching a new brand strategy and preparing a new strategic planning document (Tourism 2030 - to replace T21) with consultation starting in November. With the withdrawal of CCA from Tourism and the new WxNW Regional Tourism Organisation only just set up in July - there will be a number of new Destination Priority Plans at a regional level that will filter down from that planning process. It is advisable that Council waits to see the priority directions from these documents before developing our own strategic pathway for the next 5-10 years.	Rachael Hogge	30/06/2020	N/A	56	0	

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Departmental Monthly Performance Report - General Manager

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
General Manager	8	2	1	5	0	0	0	0

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Departmental Monthly Performance Report - General Manager



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.							
1.5.1.1 CFWD - 2018/2019 - Complete feasibility study for a HR system to record training and qualifications to identify skill gaps.	Not yet commenced. Progress expected in final quarter on financial year.	vacant Human Resources Coordinator	30/06/2020	N/A	72	0	
Future Direction: 2 Organisational Support							
Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.							
2.2.2.1 CFWD 2018/2019 - Refine arrangements for resource shared employees, including development of individual MOU's.	MOU development has stalled due to under resourced human resources area following departure of the HR Coordinator. Expected to progress in final quarter of financial year.	Shane Crawford	30/06/2020	N/A	85	25	
2.2.2.2 Progress actions and continue to explore shared service and resource sharing opportunities.	Five initial shared service projects progressing to schedule. Update provided to Council in December agenda. Attention now on next projects and development of long term direction - a workshop with three Councils held in February to develop strategy	Shane Crawford	30/06/2020	N/A	72	70	
Strategy: 2.6.1 Promote Best Practice and foster innovation.							
2.6.1.1 Undertake a review of the internal employee classification system.	Not yet commenced due to vacant Human Resources Coordinator position. Will be priority of final quarter of financial year.	vacant Human Resources Coordinator	30/06/2020	N/A	72	0	

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Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							
3.1.1.1 Develop a detailed and prioritised implementation plan for the Boat Harbour Beach Masterplan and complete year-one actions.	First meeting of project group to progress adopted plan held Monday 30 September 2019. Developed draft schedule and agreed first steps would be seeking Crown Lands permission for western bay seawall repair/replacement. Still waiting for reply from CLS. BHBSLC progressing plans for Surf Club building.	Shane Crawford	30/06/2020	N/A	72	56	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							
4.1.1.1 CFWD 2018/2019 - Work with Taswater and the Waratah community to facilitate a mutually agreed future for the Waratah Dam.	Taswater have advised "A potential new owner for the dam was identified from the Expressions of Interest (EOI) process that concluded in September 2019, with the primary interest being use for hydropower generation." Information on the proposal has been provided for Council consideration at a workshop in April	Shane Crawford	30/06/2020	N/A	82	95	
Strategy: 4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in							
4.3.1.1 Develop detailed design for the Somerset Recreation Precinct.	Meetings have been held with the Department of Education and the Somerset Primary School regarding their requirements and preliminary concept plans commenced. Spatial analysis still needs to be undertaken. Possibility this could be deferred until next financial year	Shane Crawford	30/06/2020	N/A	72	25	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							


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Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.4.2.1 Secure an operator for the cafe within the new multi-purpose (Yacht Club) facility.	This task will commence following completion of the development application and tender approval process for the Yacht Club building. The current economic climate may delay the process. Draft documentation is prepared.	Shane Crawford	30/06/2020	N/A	72	10	

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Departmental Monthly Performance Report - Infrastructure and Development Services

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Asset Services	5	4	0	1	0	0	0	0
Development and Regulatory Services	3	0	1	2	0	0	0	0
Engineering Services	4	1	2	1	0	0	0	0
Infrastructure and Development Services	6	5	0	1	0	0	0	0
Project Works and Services	2	1	0	1	0	0	0	0




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




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Departmental Monthly Performance Report - Infrastructure and Development Services

-  At least 90% of monthly Action target achieved
-  Between 70 and 90% of monthly Action target achieved
-  Less than 70% of monthly Action target achieved

Asset Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.1 CFWD 2018/2019 Conduct internal review of the management of public halls (Asset and Facilities Group).	Financial data has been collected alongside other asset information. Some research outstanding before analysis can be completed and report prepared.	Dana Hicks	30/06/2020	N/A	83	55	
1.2.1.2 Update the Stormwater Asset Management Plan.	Final draft 98% completed - to go to the March Council Meeting for adoption.	Jonathan Linden	30/06/2020	N/A	72	90	
1.2.1.3 Update a Stormwater Service Level document.	Final draft service level document completed, ready to present for adoption in conjunction with AMP at the March Council Meeting.	Jonathan Linden	31/03/2020	N/A	100	95	
Future Direction: 6 Transport and Access							
Strategy: 6.1.1 Develop service levels to inform the delivery of a transport network that affordably meets demand and transparently communicates accepted risk.							
6.1.1.1 Update the Roads Asset Management Plan.	Final draft 98% completed - to go to the March Council Meeting for adoption.	Jonathan Linden	31/03/2020	N/A	100	90	
6.1.1.2 Update the Roads Service Level documentation.	Final draft service level document completed, ready to present for adoption in conjunction with AMP at the March Council Meeting.	Jonathan Linden	31/03/2020	N/A	72	95	

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Departmental Monthly Performance Report - Infrastructure and Development Services

Development and Regulatory Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.1 Undertake a review of town planning services.	Inception meeting has been held, with project plan to be drafted. Project deferred until the second half of the year, with focus on completing the planning scheme work.	Ashley Thornton	30/06/2020	N/A	72	5	
Future Direction: 5 Economic Prosperity							
Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.							
5.4.2.1 Develop and deliver a Settlement Strategy to guide future growth and development within the municipality.	Background research has been undertaken and the project plan has been drafted. Mapping of constraints has begun. A Strategic Planner role has been advertised. This role will be responsible for the delivery of the strategy.	Ashley Thornton	30/06/2020	N/A	72	21	
Future Direction: 7 Environment							
Strategy: 7.2.1 Practice effective urban and landscape design and planning that promotes liveability and connectivity and recognises local heritage.							
7.2.1.1 Tasmanian Planning Scheme implementation.	Editing of draft LPS after direction from the TPC following the post lodgement conference. Mapping of Utilities Zone revised based on requests from TPC and Dept of State Growth. Revised documents to be submitted to TPC in April.	Ashley Thornton	30/06/2020	N/A	72	55	

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Engineering Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.1 Undertake reserve irrigation installation at Frederick Street Reserve and Somerset Recreation Ground.	Cardigan Street irrigation project complete, Frederick Street irrigation to commence in March 2020	Corey Gould	30/05/2020	N/A	80	70	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.1 Continue flood mitigation projects, including - Cotton Street, Stanwyn Court and Port Creek, Wynyard.	Detailed design work continues, capital works project submissions for 20/21 have been submitted	Corey Gould	30/06/2020	N/A	72	60	
Future Direction: 5 Economic Prosperity							
Strategy: 5.3.2 Assess potential capability for economic expansion.							
5.3.2.1 Develop detailed design and pricing for Inglis / Park / Church Street intersection and surrounding business area.	Detailed survey of the area has been completed, concept design and consultation to proceed.	Corey Gould	30/06/2020	N/A	70	42	
Future Direction: 7 Environment							
Strategy: 7.3.1 Provide education to facilitate awareness and appreciation of built and natural assets.							
7.3.1.1 Develop and adopt Environmental Plan.	Draft plan complete and under internal review before being presented to Council as a draft	Daniel Summers	30/06/2020	N/A	72	75	

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Departmental Monthly Performance Report - Infrastructure and Development Services

Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							
3.1.1.1 CFWD 2018/2019 Design, develop and implement the next stage of Coastal Pathway - Coode to Wynyard.	Project now reliant upon the State Governments process for providing access alternatives to the worst sections of rail corridor following coastal erosion events.	Daniel Summers	30/06/2020	N/A	78	26	
Future Direction: 4 Community Recreation and Wellbeing							
Strategy: 4.1.1 Collaborate with community organisations that provide recreation opportunities to our community.							
4.1.1.1 Undertake Wynyard Recreation Ground changeroom construction.	Final fit-out, some minor cladding works and hotmix patching on external of facility to complete.	Dana Hicks	31/05/2020	N/A	80	85	
Strategy: 4.2.1 Focus on the value of recreation in promoting the health and wellbeing of our community.							
4.2.1.1 Review and improve educational information relating to animal control.	Council has adopted changes to the Dog Management Policy. Signs reflecting the new beach restrictions have now been designed, and quotes have now been submitted for consideration.	Ashley Thornton	30/06/2020	N/A	72	79	
Strategy: 4.4.1 Employ land-use planning strategies to promote connectivity and equity in the allocation or use of open space for recreation purposes.							
4.4.1.1 Develop a masterplan for the Cam River area.	Actions in master plan are being refined and entered into a five-year plan. Draft to be developed and workshopped before community consultation and final adoption.	Dana Hicks	30/06/2020	N/A	72	70	
Strategy: 4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where							
4.4.2.1 Continue the Wynyard Waterfront Project including seawall, boardwalk and multi-purpose facility.	210119 sea wall complete, wharf entry works complete and board walk complete. Camp creek reclamation complete pending final sow of grass	Daniel Summers	30/06/2020	N/A	72	98	
Future Direction: 7 Environment							


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Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Strategy: 7.1.1 Foster opportunity through sustainable development and community engagement.							
7.1.1.1 Waste Strategy adoption and implement year-one actions.	Waste survey recently completed	Daniel Summers	30/06/2020	N/A	72	65	

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Departmental Monthly Performance Report - Infrastructure and Development Services

Project Works and Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 2 Organisational Support							
Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.							
2.2.2.1 Complete a review of after-hours and call out arrangements.	Progress: With the current situation this has been put on hold for the moment. In the event where working from home would be initiated, this would be one of the projects that could be continued.	Don Russell	30/04/2020	N/A	90	30	
Future Direction: 7 Environment							
Strategy: 7.5.1 Consider and encourage biodiversity through forward thinking and planning.							
7.5.1.1 Complete Camp Creek reclamation stages 2 to 4.	Base preparation and removal of rocks and other debris has commenced this week. We will then place a layer of sand and soil and sow out with grass seed.	Don Russell	31/10/2020	N/A	72	95	

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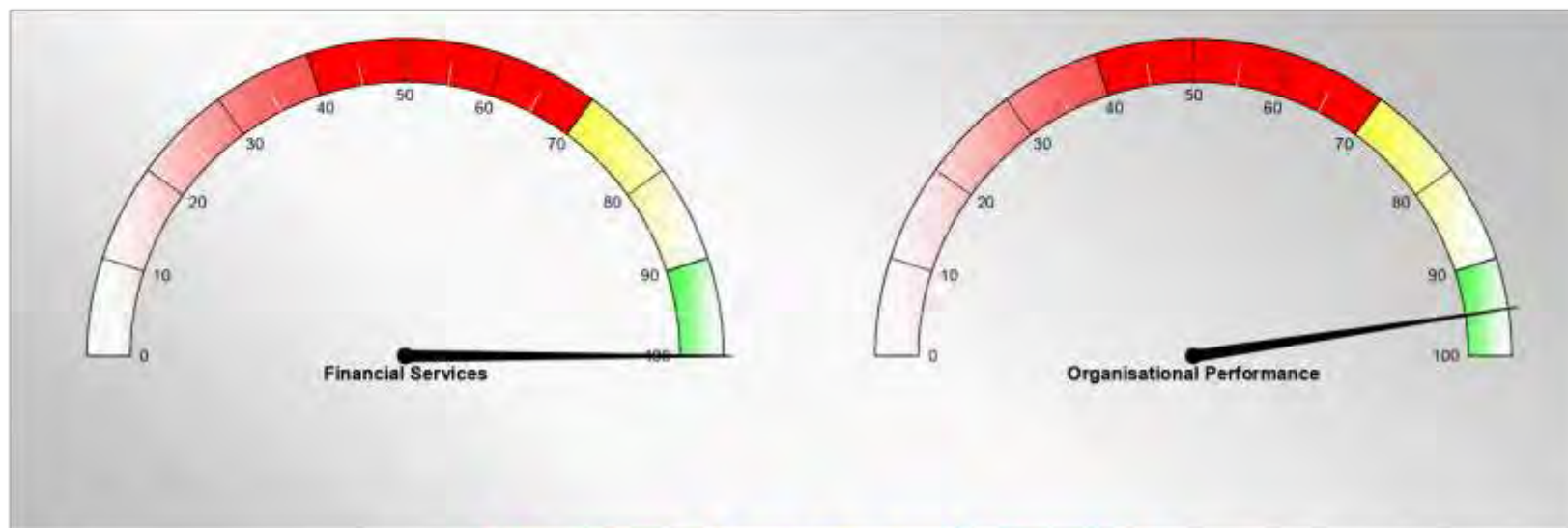


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Departmental Monthly Performance Report - Organisational Performance

Monthly Progress by Business Group



BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 90% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 90% OF TARGET	NO. OF ACTIONS LESS THAN 70% OF TARGET	NUMBER OF DEFERRED ACTIONS	NUMBER OF ONGOING ACTIONS	ACTIONS WITH NO TARGET	INCOMPLETE ACTIONS
Financial Services	2	2	0	0	0	0	0	0
Organisational Performance	5	2	1	2	0	0	0	0

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March 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance



At least 90% of monthly Action target achieved



Between 70 and 90% of monthly Action target achieved



Less than 70% of monthly Action target achieved

Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.2.1 Review and adjust service levels to provide value for money.							
1.2.1.1 CFWD 2018/2019 Improve the Long Term Financial Plan.	Long Term Financial Model was formally adopted by Council in March. The document will guide decision making in the short term and will be reviewed periodically.	Samantha Searle	30/06/2020	N/A	78	100	
Future Direction: 2 Organisational Support							
Strategy: 2.2.1 Facilitate effective knowledge management practices.							
2.2.1.1 CFWD 2018/2019 Update the financial module of the enterprise software solution (Authority).	Upgrade was successful with only a few minor issues	Stephen Imms	30/06/2020	N/A	87	100	

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March 2020 - Departmental Monthly Performance Report

Departmental Monthly Performance Report - Organisational Performance

Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI/TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 1 Leadership and Governance							
Strategy: 1.1.1 Commit to best practice in community engagement.							
1.1.1.1 Conduct the four-year review of the 10-year Strategic Plan.	The desktop review has commenced and was originally planned to be finalised by May. The review has temporarily been put on hold due to more urgent business arising and may now carry over the new financial year. The project will be picked up again as soon as practical.	Samantha Searle	30/06/2020	N/A	72	55	
Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.							
1.3.1.1 Implement year one actions identified through the Sustainable Murchison 2040 framework Memorandum of Understanding.	Progress report provided by the reference group is presented to Council in February 2020. Initiatives are ongoing and progressing.	Samantha Searle	30/06/2020	N/A	72	65	
Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.							
1.4.1.1 Review complaint handling procedures relating to services provided by Council to address legislative requirements.	Review underway by the Community Activation Team including review of Conquest Use.	Samantha Searle	30/06/2020	N/A	72	50	
Future Direction: 3 Connected Communities							
Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi							
3.1.1.1 Develop a Municipal Signage Strategy.	Strategy under development.	Samantha Searle	30/06/2020	N/A	72	44	


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Departmental Monthly Performance Report - Organisational Performance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.1.1.2 Complete and implement CCTV project in Somerset and Wynyard CBD's.	<p>Waratah-Wynyard Council in collaboration with Burnie City Council and Tas Communications have engaged INOVO Technologies for the procurement, installation and configuration of 18 individual CCTV cameras in strategic locations around Wynyard and Somerset.</p> <p>All cameras have been purchased for all 18 sites with currently 8 locations completely installed, live and recording to the recorder (NVR) installed in the Council server room, these locations include:</p> <ol style="list-style-type: none"> 1. Wynyard - Wonders of Wynyard (Information Centre) 2. Wynyard - Warawyn Early Learning Centre (Childcare) 3. Wynyard - Council Chambers Reception 4. Wynyard - Council Depot - Internal Traffic Area & Staff Carpark. 5. Wynyard - Council Depot - Waste Dump Point & Transfer station Gate 6. Somerset - Cam River Reserve 7. Somerset - Surf Club - Arzac Park 8. Somerset - Elizabeth Street Mall <p>Wynyard C.B.D sites are currently being prepared with poles and power supply installation. Camera installation commencing early April.</p> <p>The overall project is on track to be completed and live by the end of the financial year.</p>	Murray Jamieson	30/06/2020	N/A	72	70	

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FUEL BREAK GUIDELINES

Guidelines for the design
of fuel breaks in the
urban-rural interface

fire.tas.gov.au

Bushfire Planning & Policy GPO Box 1526 Hobart Tasmania 7001
Phone (03) 6230 8600 | Fax (03) 6231 6647 | planning@fire.tas.gov.au



Fuel Break Guidelines

Version 1.0, October 2016

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For further information

Tasmania Fire Service
Bushfire Planning & Policy
GPO Box 1526
HOBART TAS 7001
PH: (03) 6230 8600
Fax: (03) 6234 6647
Email: planning@fire.tas.gov.au
Web: www.fire.tas.gov.au

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1.0 Introduction

Bushfires are a regular occurrence within the Australian landscape that can result in significant loss of life, property, infrastructure, and environmental values. The urban-rural interface is where properties and people are most likely to be exposed to smoke, embers, radiant heat and direct flame. Consequently, risk to life and property is greatest in this zone, and losses most pronounced.

Absolute protection of life and property in the urban-rural interface can never be guaranteed; and it is ultimately the responsibility of the individual property owner for their own bushfire preparedness. However, sharing responsibility for bushfire risk management across individuals, communities, the private sector and governments can lead to much improved resilience outcomes. It is through a combination of household, community and landscape level risk management strategies, that bushfire risk can be most effectively managed.



Image 1: Bushfire approaching the urban-rural interface.

Where bushfire fuel management is incorporated into a risk reduction strategy, the scale, intensity and type of fuel management will be a function of community risk profile, management objectives and feasibility of implementation.

The construction of fuel breaks in the urban-rural interface is a common risk management strategy used by both land managers and emergency management authorities. When appropriately designed, fuel breaks can provide an effective means to access the bushfire hazard for response and preparedness activities, as well as providing a level of protection to life and property.

In the past, guidelines for the formation of fuel breaks have provided principles for construction and rule-of-thumb design specifications relating to control-line breaching and fire control. These Guidelines seek to introduce a consistent and science-based approach to the design, construction and maintenance of fuel breaks in the urban-rural interface zone, where there is a life and property protection imperative. Consequently, fuel breaks designed in accordance with these Guidelines will have consistent design specification and clearly defined objectives.

These guidelines are designed to be used in conjunction with the *Tasmania Fire Service Fuel Break Design Tool*; an interactive tool that provides fire managers with a means to design fuel breaks that are tailored and adaptive to site conditions.

While the standards identified within these guidelines are considered to be best practice for the design and construction of fuel breaks, additional standards or other requirements may also apply. In addition, the construction of breaks and control lines for emergency response operations are outside the scope of these guidelines.

The fuel break specifications calculated by the design tool will not guarantee life or property protection in all bushfire scenarios, and therefore cannot be relied on as the only means for managing bushfire risk.

2.0 The Urban-Rural Interface

The urban-rural interface is defined as: the line, area, or zone where structures and other human development adjoin or overlap with undeveloped bushland.

This is where the degree of risk to life and property is most pronounced, and historically where the greatest losses have occurred.

2.1 Urban-Rural Interface Type

Tasmania Fire Service classifies the urban-rural interface into two distinct classes based on the pattern of development within this zone:

- a) Classic Interface (Type 1); or
- b) Mixed Interface (Type 2).

By broadly classifying the urban-rural interface in this way, fire managers are better equipped to design and implement preparedness and response operations that are most effective for the physical characteristics of the interface.

A map produced by Tasmania Fire Service of *Bushfire Interface Areas* can be viewed at www.thelist.tas.gov.au.

2.1.1 Classic Interface (Type 1)

Areas where structures adjoin bushland fuels (incorporating Occluded Interface). There is a clear delineation between the built & natural environments, and there are multiple dwellings in close proximity to one another. E.g. a typical residential neighbourhood backing onto a bushland environment (see figure 1).



Figure 1: Classic interface (Type 1).



Image 2: Property loss in the urban-rural interface during the 2013 Tasmanian Bushfires.

2.1.2 Mixed Interface (Type 2)

Areas where structures are scattered within bushland fuels. The built & natural environments are blended, and dwellings are spaced further apart. E.g. a typical rural/rural-residential area with large lot sizes and long driveways (see figure 2).



Figure 2: Mixed interface (Type 2).

2.2 Urban-Rural Interface Protection

Life and property protection in the urban-rural interface is best achieved through a combination of risk management strategies, including:

- Strategic land use planning;
- Building and development control;
- Household planning and preparedness;
- Emergency response planning and preparedness; and
- Property, community and landscape level bushfire fuel management.

However; not all risk treatments will be available, appropriate or applied in every circumstance. Therefore community protection strategies must be designed to account for these potential limitations.

When appropriately planned and implemented, bushfire fuel management can be an effective means to support other risk reduction strategies. However, the type, scale and location of bushfire fuel management should be informed by:

- a) The relative bushfire risk profile of the interface (or community);
- b) Local values and site specific factors;
- c) Overall landscape management objectives; and
- d) The feasibility of implementation and ongoing maintenance.

In some situations bushfire fuel management may be undertaken close to communities, and the type of treatment may be intensive. Whereas in other cases bushfire fuel management may include broader-scale and more remote strategies. Additionally, bushfire fuel management may not be necessary, or some types of works may not be suitable or practical in some areas. Hence, thorough analysis and planning is essential.

The importance of the urban landscape and the fuels within it cannot be overlooked. It is the location, type, quantity and ongoing maintenance of vegetation and other flammable materials in close proximity to buildings, which is fundamental to bushfire survival.

Hence, the responsibility of the land owner for fuel management around their buildings, within the hazard management area, underpins the value of any additional community or landscape level bushfire fuel management.

Bushfire fuel management that contributes to the protection of the urban-rural interface can be summarised by a zoning approach (see figure 3):

Hazard Management Area

The area between a building and the bushfire-prone vegetation, which provides access to a fire front for firefighting, which is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire. Management of this area is ordinarily the responsibility of property owners.

Asset Protection Zone

Includes the Hazard Management Area, and involves intensive bushfire fuel treatment around specific assets and interface zones to provide a fuel reduced buffer. This zone may encompass multiple land tenures and include a range of fuel treatments and strategies, including fuel breaks.

Strategic Fuel Management Zone

Here the aim is to provide areas of reduced fuel in strategic locations, to reduce the speed and intensity of bushfires and reduce the potential for spot-fire development. Often this zone is located some distance from the urban-rural interface, and may include broad-scale fuel treatment.

Land Management Zone

Here the primary purpose is to meet the objectives of the relevant land manager such as; farming, recreation, conservation or forestry.

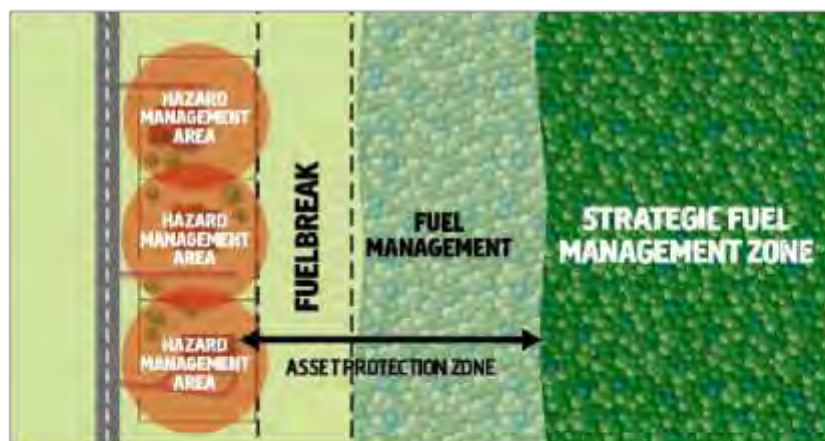


Figure 3: Combined fuel management strategy for the urban-rural interface.

3.0 Fuel Breaks

3.1 Definition

A fuel break is a natural or man-made change in fuel characteristics which affects fire behaviour so that fires burning into them can be more readily controlled.

In the urban-rural interface, a fuel break is an area or strip of land where bushfire fuel continuity has been substantially altered through the strategic removal or modification of vegetation.

Note:

- Fire trails and other access have their own design and construction criteria. Refer to *Tasmania Fire Service – Fire Trail Standards*.
- Firebreaks are a specific type of fuel break, and are characterised by having all vegetation removed down to bare mineral earth.
- Fuel breaks do not include areas subject to broad area planned burning for fuel reduction.



Image 3: Fuel break in the urban-rural interface.

3.2 Functions

Fuel breaks aim to provide the following:

a) Access

Provide access to the bushfire hazard to permit preparedness activities to be undertaken, such as:

- Bushfire hazard monitoring;
- Planned burning; and
- Other bushfire fuel treatments including mechanical removal and modification.

b) Protection

Provide a degree of separation between the built assets and bushfire hazard to improve building defendability, by reducing:

- Radiant heat load on the building; and
- Ember attack from short range spotting.

c) Advantage

Provide tactical advantage for emergency response operations, such as:

- Back-burning; and
- Direct attack.

3.3 Fuel Break Classes

Fuel breaks for the urban-rural interface are differentiated into *Management Fuel Breaks* (Class 1) and *Protective Fuel Breaks* (Class 2) based on the functional objective of the fuel break and the degree of reliance on the fuel break for property protection.

3.3.1 Management Fuel Break (Class 1)

A management fuel break is intended to compliment other relatively broader-scale fuel management treatments within proximity to the urban-rural interface (see figure 4). Therefore a management fuel break alone is unlikely to provide sufficient protection to life and property during bushfires.

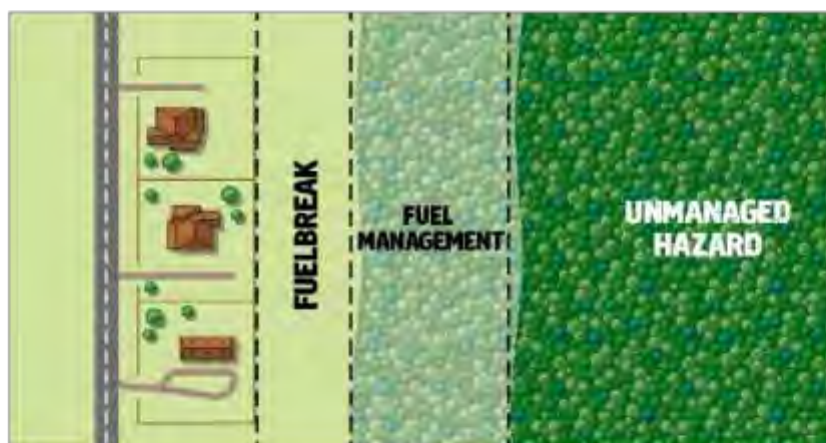


Figure 4: Management fuel break (Class 1).

Objectives:

The objectives of a management fuel break are to:

- Provide access to the bushfire hazard to permit the implementation of fuel management works such as planned burning or mechanical thinning;
- Provide separation from the bushfire hazard to improve firefighter safety when undertaking burning operations;
- Provide separation between buildings and the bushfire hazard to reduce the level of bushfire attack on buildings or other assets when undertaking burning operations; and
- Provide access to the bushfire hazard during emergency response to enable firefighting operations such as back-burning and fire suppression.

Performance Criteria:

The following are the performance criteria for a management fuel break:

- When fire weather conditions are conducive to undertaking safe planned burning or emergency back-burning operations; the radiant heat emitted from the main fire front and impacting on a building surface will be less than 12.5 kilowatts per square metre (kW/m²);
- Access is provided to the bushfire hazard, of a suitable standard to enable prescribed fuel management treatments to be effectively undertaken;
- Access is provided to the bushfire hazard, of a suitable standard to enable emergency response operations to be undertaken; and
- Suitable access is provided so that fuel break maintenance can be undertaken.

3.3.2 Protective Fuel Break (Class 2)

A protective fuel break provides protection to life and property on the urban-rural interface in situations where it is unfeasible or undesirable to implement broader-scale fuel management works within proximity to the interface (see figure 5).

Hence, the minimum dimensions of a protective fuel break will be much greater than those of a management fuel break.



Figure 5: Protective fuel break (Class 2).

Objectives:

The objectives of a protective fuel break are to:

- Provide separation between buildings and the bushfire hazard to reduce the level of bushfire attack on buildings or other assets;
- Provide separation from the bushfire hazard to improve firefighter safety when undertaking firefighting operations; and
- Provide access to the bushfire hazard during emergency response to enable firefighting operations such as back-burning and fire suppression.

Performance Criteria:

The following are the performance criteria for a protective fuel break:

- When a bushfire is burning in conditions up to a Fire Danger Index of 50 (Severe Fire Danger Rating), the radiant heat emitted from the main fire front and impacting on a building surface will be less than 12.5 kilowatts per square metre (kW/m^2);
- Access is provided to the bushfire hazard, of a suitable standard to enable emergency response operations to be undertaken; and
- Suitable access is provided so that fuel break maintenance can be undertaken.

4.0 Legal Framework Controlling Fuel Breaks

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 1983:

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).



Image 4: Fuel break in the urban-rural interface.

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.

5.0 Fuel Break Design

Fuel break design should comply with the following:

5.1 Siting and Prioritisation

The following factors should be considered when determining the location and priority for a fuel break.

a) Interface Type

Fuel breaks are most suited to classic interfaces (Type 1) and individual assets.

b) Fire Path

The most likely path(s) of extreme fire should be determined, and the establishment of fuel breaks prioritised for those directions most exposed to the fire scenario.

c) Fire Run

Once the most likely path(s) of extreme fire is identified, the maximum potential fire run must be determined; that is, the distance that a head-fire could potentially move, unimpeded, through the landscape, along a consistent bearing.

In a small remnant bushland reserve, for example, this could be the distance between two parallel urban-rural interfaces, and may only be several hundred metres (see figure 6). In other situations, the potential fire run may extend for many kilometres into the greater landscape.

Fuel breaks can be prioritised for those interfaces exposed to long potential fire run distances, given the potential scale of fire impact on these interfaces.

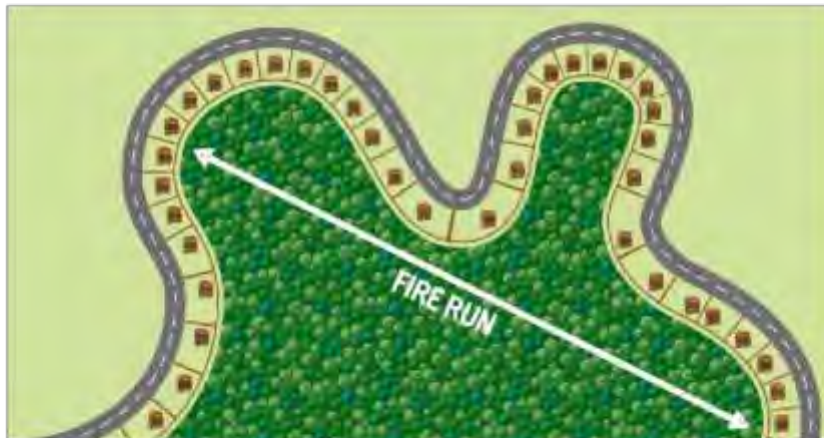


Figure 6: Potential fire run.

d) Location Relative to Interface

The efficacy of a fuel break is relative to its proximity to the urban-rural interface. Therefore:

- i. Fuel breaks should be located as close as possible to hazard management areas (or buildings);
- ii. In some cases, a fuel break may serve as a hazard management area; and
- iii. Bushfire fuel situated between a fuel break and a hazard management area (or building) should be subject to a fuel management regime of no lesser standard than that of the fuel break.

e) Bushfire Fuel Management

Urban-rural interfaces where bushfire fuel management is not planned, or is unfeasible, should be prioritised for protective (Class 2) fuel break construction. However, the value of a fuel break is limited if hazard management areas for buildings and assets are not in place. Therefore hazard management areas should be established prior to the implementation of a fuel break.

f) Existing Breaks

Where practical, fuel breaks should incorporate existing features that provide a break in fuel continuity. For example; roadways, trails, disturbed vegetation, sports fields, areas of rock and scree.

g) Gradient and Contour

The gradient of the land on which a fuel break is constructed will influence the cross-fall and gradient (slope angle) of any proposed trafficable surface within the fuel break. Therefore fuel break placement should consider both the requirement for connectivity, and the construction standard desired for trafficable surfaces.

h) Environment

Where practical, fuel breaks should be located where they will have the least amount of impact on the natural environment.

However, it must be recognised that the establishment of fuel breaks will often result in localised impact to environmental values.

An environmental impact assessment should be undertaken as part of the planning and approvals process, so that environmental impacts are recorded, quantified, evaluated, and if necessary offset.

Environmental considerations may include:

- i. Rare and threatened flora species;
- ii. Rare and threatened fauna species;
- iii. Conservation significant fauna habitat;
- iv. Conservation significant vegetation communities;
- v. Land stability, erosion and landslip risk;
- vi. Water catchment, waterway and aquatic environment sedimentation;
- vii. Weed and pathogen management; and
- viii. Geoconservation.

i) Cultural Heritage

Cultural heritage includes both:

- i. Aboriginal heritage; and
- ii. Historic heritage.

Fuel breaks should not be located where they will impact any features of cultural heritage significance.

The relevant cultural heritage authority should be consulted as part of the planning and approvals process.

j) Community Consideration & Engagement

Public opinion must be considered in any fuel break planning, and where practical, fuel break location and design be adapted to meet community expectations.

Social licence may be achieved through affording the community the opportunity to participate in the planning and decision making process regarding fuel breaks within their community.



Image 5: Community engagement for bushfire planning and preparedness.

There are likely to be both opponents and proponents, within and external to the affected community, for the development of fuel breaks. Issues that may arise, include:

- i. Aesthetic impacts (e.g. impact to local, landscape and scenic character);
- ii. Environmental impacts (e.g. ecosystem, habitat and species impact);
- iii. Misuse, security and privacy (e.g. trailbikes, 4WD vehicles, rubbish dumping, access to properties, and crime);
- iv. Community protection (e.g. individual, asset and community bushfire safety);
- v. Health concerns (e.g. smoke and noise);
- vi. Economic impact (e.g. loss of property value and damage to property);
- vii. Community and individual's role or responsibility for fuel break management; and
- viii. Community trust and support for government agencies and land managers.

Tasmania Fire Service recommends adoption of the *International Association for Public Participation (IAP2) Core Values for the Practice of Public Participation* when undertaking community engagement.

5.2 Geometry

Fuel break geometry is an important factor when evaluating the suitability and practicability of implementing a fuel break. The following factors should be considered in fuel break design:

a) Width

The appropriate width of a fuel break is determined through an evaluation of bushfire fuel type, effective slope under the bushfire fuel, and the maximum potential fire run distance.

The design specification for fuel break width can be determined using the *Tasmania Fire Service Fuel Break Design Tool* (see Section 5).

A management (Class 1) fuel break will be significantly narrower than a protective (Class 2) fuel break, given the association of a management fuel break with other complimentary fuel management works.

The width of a fuel break may be measured between the nearest face of a building and the bushfire hazard, and may include portions of hazard management area (see figure 7).

The minimum fuel break width on the bushfire hazard side of a property boundary should allow for connectivity, and should reflect the *Tasmania Fire Service Fire Trail Standard*, which is a 4 metre carriageway width with 2 metres clearance either side.

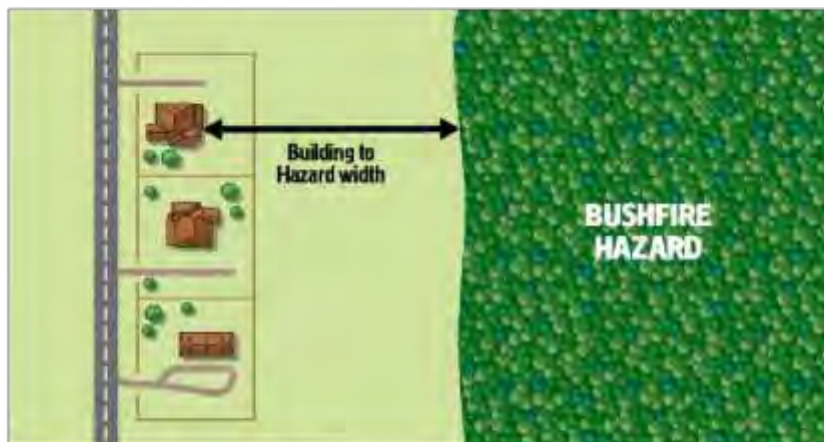


Figure 7: Fuel break width – measured between building and bushfire hazard.

b) Length

The length of a fuel break will largely be guided by the extent of interface to be protected, and the influence of the various fuel break siting and prioritisation considerations including connectivity.

c) Horizontal Alignment

Where terrain constraints permit, fuel breaks should be constructed as straight as possible so as to provide good sight lines and a consistent edge from which to work from.

5.3 Connectivity

Connectivity refers to the ability for firefighters and equipment to access and traverse a fuel break; and may be related to a construction standard to permit either foot or vehicular access. The following factors must be considered in fuel break design:

a) Access Points

A critical requirement for all fuel breaks is the provision of access to allow for construction, maintenance, bushfire hazard monitoring, bushfire fuel management, and emergency response operations. The following criteria apply to the provision of access points:

- i. A minimum of 1 access point must be provided per fuel break;
- ii. Fuel break access points must be constructed to a standard no less than that of the carriageway constructed within the fuel break;
- iii. Access points should be provided every 400 metres of continuous fuel break;
- iv. Access points should provide connection between the fuel break and the asset zone (or urban area);
- v. Access points should prevent any unauthorised access to the fuel break, using devices such as gates, bollards or permanent obstacles; and
- vi. Keys for gates and bollards must be provided to Tasmania Fire Service.

b) Vehicular Construction Standard

Wherever practical, fuel breaks should provide vehicular access. The following criteria apply:

- i. The carriageway in a protective (Class 2) fuel break should be located on the property side of the interface. That is; the trail should be sited as far away from the bushfire hazard as is practical (see figure 8). This affords firefighters the greatest degree of protection from radiant heat possible, if accessing the fuel break during response operations.

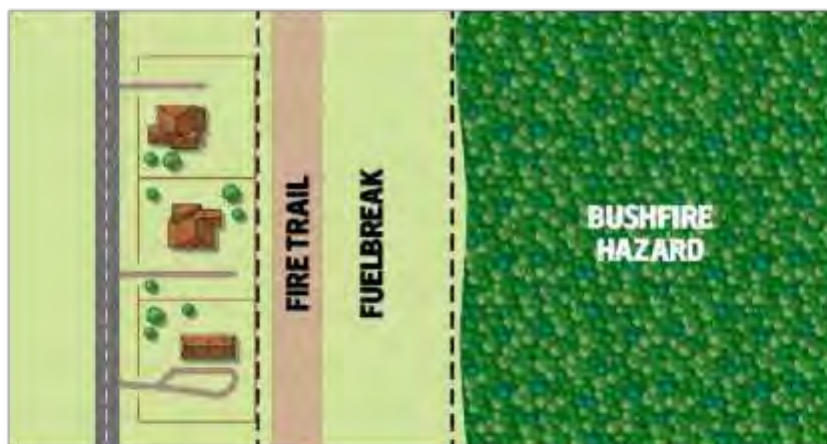


Figure 8: Fire trail placement within a protective (Class 2) fuel break.

In a management (Class 1) fuel break, the trafficable surface may be better located adjacent to the bushfire hazard to permit better access for fuel management works (see figure 9).

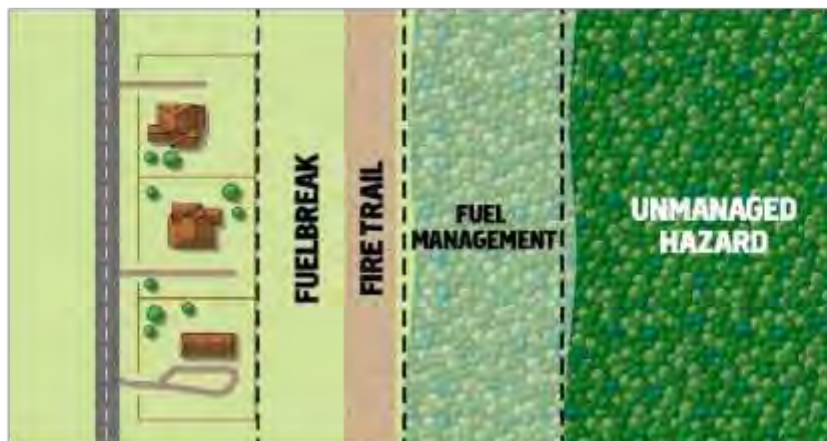


Figure 9: Fire trail placement within a management (Class 1) fuel break.

- ii. Trail construction must conform with the following *General Trail Construction Principles*:

Erosion Control:

- Minimise soil disturbance;
- Incorporate appropriate erosion control measures, such as catch drains or water bars, with consideration to soil erodibility class and gradient;
- Maintain formed natural drainage lines;
- Incorporate runoff tracks;
- Avoid stream flow interference; and
- Avoid potential landslip zones.

Trafficability:

- Constructed as straight as practicable;
- Minimise cross fall;
- Minimise gradient;
- Sufficiently clear of vegetation above and on either side;
- Ensure gentle curves;
- Provide passing bays;
- Avoid no-through roads; and
- Provide turnaround points.

- iii. Where feasible, vehicular trails should be constructed in accordance with the *Tasmania Fire Service Fire Trail Construction Standard*:

- All-weather, 4-wheel drive construction;
- Load capacity of at least 20 tonnes, including for bridges and culverts;
- Minimum carriageway width of 4 metres;
- Minimum vertical clearance of 4 metres;
- Minimum horizontal clearance of 2 metres from the edge of the carriageway;

- Cross falls of less than 3 degrees (1:20 or 5%);
- Dips less than 7 degrees (1:8 or 12.5%) entry and exit angle;
- Curves with a minimum inner radius of 10 metres;
- Maximum gradient of 15 degrees (1:3.5 or 28%) for sealed fire trails, and 10 degrees (1:5.5 or 18%) for unsealed fire trails;
- Gates if installed at fire trail entry, have a minimum width of 3.6 metres, and if locked, keys are provided to TFS;
- Passing bays of 2 metres additional carriageway width and 20 metres length provided every 200 metres; and
- Terminate with a turning area for fire appliances provided by one of the following:
 - A turning circle with a minimum radius of 10 metres; or
 - A hammerhead “T” or “Y” turning head 4 metres wide and 8 metres long;

5.4 Bushfire Fuel Management

5.4.1 Bushfire Fuel

Bushfire fuel is defined as any plant material such as grass, leaf litter and live vegetation which can be ignited and sustains a fire. It is usually measured in tonnes per hectare (t/ha), or classified by hazard score.

Bushfire fuel can be further classified as:

- **Fine fuel:** such as grass, leaves, bark and twigs less than 6mm in diameter that ignite readily and are burnt rapidly when dry; and
- **Heavy fuel (Coarse fuel):** dead woody material, greater than 25mm in diameter, in contact with the soil surface (fallen trees and branches).

It is the availability, arrangement, size, quantity and moisture content of the fine fuel that plays a key role in determining the rate of spread and intensity of a bushfire.

The arrangement of bushfire fuel in the vertical plane can be categorised into separate strata based on its position in the vegetation profile together with bark fuels (see figure 10):

- **Canopy Fuel:** The crowns (leaves and fine twigs) of the tallest layer of trees in a forest or woodland.
- **Bark Fuel:** The flammable bark on tree trunks and upper branches.
- **Elevated Fuel:** Shrubs and juvenile understorey plants up to 2-3m height.
- **Near-Surface Fuel:** Grasses, low shrubs and heath, sometimes containing suspended components of leaves, bark and twigs.
- **Surface Fuel:** Leaf, twigs and bark on the ground. Includes the partly decomposed fuel (duff) on the soil surface.



Figure 10: Bushfire fuel classes within the vegetation profile.

5.4.2 Vegetation Types

Bushfire fuel characteristics such as quantity, flammability, size and arrangement are largely driven by the structural and floristic characteristics of a vegetation community. Hence, vegetation type plays a significant role in determining fire behaviour, and resultant fuel break widths.

Vegetation type has been categorised into the following broad classes based on dominant bushfire fuel characteristics:

- Dry Eucalypt Forest & Woodland
- Grassland, Fernland & Weed
- Highland Treeless Vegetation
- Moorland, Sedgeland, Rushland & Peatland
- Non-eucalypt Forest & Woodland
- Rainforest & Related Scrub
- Scrub, Heathland & Coastal Complexes
- Wet Eucalypt Forest & Woodland

The bushfire fuel characteristics associated with these vegetation classes are further differentiated by vegetation community type, as defined by the by *Tasmanian Vegetation Mapping Program* which can be accessed at <http://dppwe.tas.gov.au/conservation/flora-of-tasmania>.

The Tasmanian Vegetation Map "TasVeg" can be accessed here: www.thelist.tas.gov.au

5.4.3 Measuring Fuel Load / Fuel Hazard

The quantity of bushfire fuel within an area can be expressed in tonnes per hectare (t/ha), or by hazard score (hazard rating); and there are several field-based methods and tools available for estimating bushfire fuel hazards.

Tasmania Fire Service has adopted and recommends the *Victorian Overall Fuel Hazard Guide* for general bushfire fuel hazard assessments.

Bushfire fuel hazard assessment may be used to identify current fuel state, thereby informing fire management regimes and works schedules. However, localised fuel assessment should not be relied on for estimating quasi-state fuel load or hazard score without supporting research, documentation and advice from Tasmania Fire Service.

Tasmania Fire Service has defined bushfire fuel characteristics for all vegetation communities described by the *Tasmanian Vegetation Mapping Program*; which are referenced by the *Tasmania Fire Service Fuel break Design Tool*.



Image 6: Bushfire fuel hazard assessment.

5.4.4 Bushfire Fuel Management Methods

Vegetation modification and removal may present a significant undertaking in fuel break establishment. The choice of initial method should also consider future maintenance costs and feasibility. A low maintenance regime is more likely to be sustainable in the long term.

Methods used to remove and manage fuels include:

- **Manual removal:** using hand tools such as saws, rakes, hoes and shovels;
- **Mowing:** using mowing equipment to maintain grassed and lawn areas which have been suitably prepared;
- **Slashing or Trittering:** using mechanical equipment to chip and slash down fuels, more suited to uneven ground;
- **Managed Grazing:** using grazing and browsing animals to maintain grassed and low shrub areas, generally requiring fencing to maintain sufficient grazing pressure;
- **Ploughing and Grading:** using ploughs or graders to construct a mineral earth break (note: the potential for erosion and weed invasion, particularly in steep areas, is significant using this method);
- **Planned Burning:** using relatively high frequency prescribed fire to remove fine fuels before they build up; and
- **Herbicide:** using chemical products to kill live fuels (note: this method is only effective if applied at the appropriate time and requires a planned approach).



Image 7: Bushfire fuels treated using slashing & trittering method.

5.4.5 Bushfire Fuel Management Standard

For a fuel break to be effective for its intended purpose, the quantity of fine fuels throughout the vegetation profile must be significantly and uniformly reduced.

The following is the fuel management standard for a fuel break:

- Overall fuel load (measured from the surface, near surface, bark and elevated strata) within a fuel break must be reduced and maintained below a maximum overall fuel load of 2 t/ha, or overall fuel hazard rating = Low;
- Fine fuels in the surface, near surface and elevated strata must be significantly reduced;
- Bushfire fuels are permitted to re-accumulate between fire danger periods, but must be managed below the fuel management threshold at the beginning and during the fire danger period (e.g. for slashing or trittering to be effective, the cut material must be removed or allowed to decompose before the fire danger period); and
- Where fuel breaks exceed 8 metres in width, it is permissible to establish a 'shaded' fuel break for the remaining width extending towards the bushfire hazard. E.g. a fuel break with a prescribed width of 25 metres may be comprised of 8 metre completely cleared fuel break, and a 17 metre shaded fuel break (see figure 11).

5.4.5.1 Shaded Fuel break

A shaded fuel break is established using the same fuel management prescriptions as a conventional fuel break, with the exception that some canopy trees are retained.

The following standards apply to shaded fuel breaks:

- Trees selected to be retained should be representative of the dominant and co-dominant species for the vegetation community, and must be evaluated in regard to health and senescence;
- Trees that are suppressed, diseased, or damaged should be prioritised for removal unless retained for habitat reasons such as nest hollows or seeding;
- A minimum separation of 3 metres is recommended between tree crowns;
- Where practical, retain trees in clumps;
- Retain 30% maximum canopy coverage; and
- Lop tree branches ≤ 2 metres above the ground (unless a sapling to be retained).

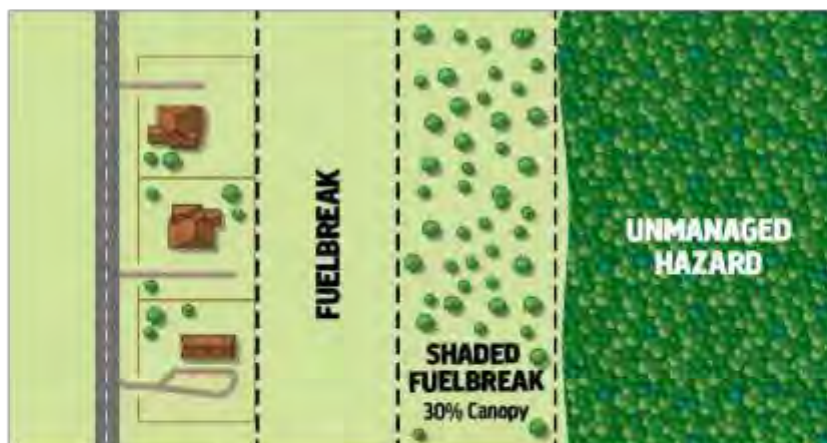


Figure 11: Shaded fuel break.

6.0 Fuel Break Design Tool

The following provides guidance for the *Tasmania Fire Service Fuel break Design Tool*.

The Fuel break design tool can be accessed from: www.fire.tas.gov.au

For support using the tool, please contact Tasmania Fire Service.

6.1 Inputs

6.1.1 Fuel Break Type

Refer to Section 3 for a definition of management (Class 1) and protective (Class 2) fuel breaks.

The user must select the fuel break type, informed by the broader bushfire hazard management strategy identified within a bushfire mitigation plan (or fire management plan).

A **management fuel break** should be selected where a bushfire fuel management regime is planned directly adjacent to the fuel break, and where fuel management will extend for a distance greater than 100 metres from the edge of the fuel break.

A **protective fuel break** should be selected where there is no, or limited, planned bushfire fuel management beyond the fuel break.

6.1.2 Predominant Vegetation Type

The user must select the predominant vegetation type; determined by evaluating the vegetation for a distance extending at least 150 metres perpendicular to the interface.

The vegetation at multiple points along the interface will need to be evaluated in response to changes in vegetation type.

The vegetation type which will be the most significant driver of the expected fire behaviour must be selected.

Select vegetation type from the following options:

- Dry eucalypt forest and woodland
- Grassland fernland and weed
- Highland treeless vegetation
- Moorland sedgeland rushland and peatland
- Non eucalypt forest and woodland
- Rainforest and related scrub
- Scrub heathland and coastal complexes
- Wet eucalypt forest and woodland

6.1.3 Vegetation Community

The user must select the vegetation community from the available options listed in the dropdown list.

The vegetation communities listed are mostly based on Tasmanian Vegetation Monitoring and Mapping Program (TVMMP) vegetation mapping units. The TasVeg state-wide vegetation map can be accessed from ListMap: www.thelist.tas.gov.au.

Where the vegetation community is forest or woodland that is subject to a planned bushfire fuel management regime, the user may select from the following fuel managed vegetation communities:

- Fuel managed dry eucalypt forest and woodland (Fuel Hazard Rating = Low)
- Fuel managed dry eucalypt forest and woodland (Fuel Hazard Rating = Moderate)
- Fuel managed wet eucalypt forest and woodland (Fuel Hazard Rating = Moderate)
- Fuel managed wet eucalypt forest and woodland (Fuel Hazard Rating = Low)

These fuel managed vegetation options may apply to management (Class 1) fuel breaks in dry or wet forest environments. However, an ongoing fuel management regime that corresponds with the prescribed fuel hazard rating of the vegetation class must be assured.

6.1.4 Slope Class

The type of slope under the classified vegetation in relation to the interface must be determined (see figure 12).

The slope must be evaluated under the vegetation assessed above, over a distance greater than 150 metres.

Downslope

Where the classified vegetation is downhill from the edge of the interface.

Upslope

Where the classified vegetation is uphill from the edge of the interface.

Flat

Where the classified vegetation is neutral from the edge of the classified vegetation.



Figure 12: Slope classes.

6.1.5 Effective Slope

Effective slope is defined as the slope under the classified vegetation which most influences the bushfire attack.

Where the slope class under the classified vegetation is downslope, the gradient of the land under the classified vegetation must be determined.

The gradient should be measured over a distance greater than 150 metres.

The user must input the slope value in degrees, between 1 and 30 (see Table 1).

6.1.6 Maximum Fire Run

The maximum potential fire run distance calculation is relevant to those interfaces that adjoin small, or linear remnant pockets of vegetation. These remnant pockets may be fully enclosed by urban-rural interface (sometimes referred to as Occluded Interface), or may present as linear fingers that extend into developed areas.

The user must choose if the maximum potential fire run distance is equal to, or greater than 300 metres; or less than 300 metres.

The maximum potential fire run can be calculated by measuring the actual distance along a single bearing between the edge of the interface and the point at which there is a significant break in bushfire fuel continuity. The break needs to be of sufficient dimensions, both length and width, to prevent a fire front from breaching the break via direct flame contact, radiation, or short range spotting. This is largely dependent on the bushfire fuel type, but in general terms is usually 10 to 30 metres in width.

When in doubt, select the default ≥ 300 metres option, or seek professional advice from Tasmania Fire Service.

6.2 Output

The user must select the 'calculate' button to initiate the calculations to derive the fuel break width specification.

6.2.1 Design Specification

The output is the minimum fuel break width in metres.

Table 1: Slope comparisons.

Degrees	Ratio	Percentages
45	1:1	100
34	1:1.5	66
26	1:2	50
21	1:2.5	40
18	1:3	33
15	1:3.5	28
14	1:4	25
12	1:4.5	22
11	1:5	20
10	1:5.5	18
9	1:6	16
9	1:6.5	15
8	1:7	14
8	1:7.5	13
7	1:8	12
7	1:8.5	11
6	1:9	11
6	1:10	10
5	1:11	9
5	1:12	8
4	1:13	8
4	1:14	7
4	1:15	7
4	1:16	6
3	1:17	6
3	1:18	5.5
3	1:19	5
3	1:20	5

Glossary

Asset Protection Zone: Includes the Hazard Management Area, and involves intensive bushfire fuel treatment around specific assets and interface zones to provide a fuel reduced buffer.

Back Burn: A fire started intentionally along the inner edge of a fireline during indirect attack operations to consume fuel in the path of a bushfire.

Bushfire Attack: Attack by burning embers, radiant heat or flame generated by a bushfire, which might result in ignition and subsequent damage to or destruction of a building.

Bushfire Fuel: Any plant material such as grass, leaf litter and live vegetation which can be ignited and sustains a fire; usually measured in tonnes per hectare (t/ha), or classified by hazard score.

Bushfire Mitigation Plan: A plan that provides guidance for the planning and management of potential bushfire threat in specified areas.

Direct Attack: A method of fire attack where wet or dry firefighting techniques are used. It involves suppression action right on the fire edge which then becomes the fireline.

Effective Slope: The slope under that classified vegetation which most influences the bushfire attack.

Ember Attack: Attack by smouldering or flaming windborne debris that is capable of entering or accumulating around a building, and that may ignite the building or other combustible materials and debris.

Hazard Management Area: The area between a building and the bushfire-prone vegetation, which provides access to a fire front for firefighting, which is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire.

Landuse Management Zone: Here the primary purpose is to meet the objectives of the relevant land manager such as; farming, recreation, conservation or forestry

Planned Burning (Prescribed Burning): The controlled application of fire under specified environmental conditions to a predetermined area and at the time, intensity, and rate of spread required to attain planned resource management objectives.

Strategic Fuel Management Zone: Here the aim is to provide areas of reduced fuel in strategic locations, to reduce the speed and intensity of bushfires and reduce the potential for spot-fire development.

Urban-Rural Interface: The line, area, or zone where structures and other human development adjoin or overlap with undeveloped bushland.

Appendix A

Fuel Break Design Tool Calculations

The calculation of radiant heat flux in kW/m^2 is based on the methodology for determining bushfire attack level (BAL) as described in Australian Standard AS3959-2009 *Construction of buildings in bushfire-prone areas*.

Refer to Appendix B of AS3959 for procedure and equations applicable for the calculation of radiant heat flux.

The following are constants for the purpose of fuel break width calculation:

Heat of combustion (H) = 18 600 kJ/kg

Flame temperature (Tf) = 1100 K

Atmospheric transmissivity (τ) = 1

Flame emissivity (ϵ) = 0.95

Elevation of receiver (h) = 2 m

Radiant heat flux threshold (q) = 12.5 kW/m^2

Moisture factor (Mf) = 5

Age of vegetation (age) = 20 yrs

McArthur Fire Danger Index (fuel break class 1) (FDI) = 24

Grassland Fire Danger Index (fuel break class 1) (GFDI) = 24

Average wind speed at 10 m above ground (fuel break class 1) (V) = 26 km/h

Ambient temperature (fuel break class 1) (Ta) = 305 K

McArthur Fire Danger Index (fuel break class 2) (FDI) = 50

Grassland Fire Danger Index (fuel break class 2) (GFDI) = 70

Average wind speed at 10 m above ground (fuel break class 2) (V) = 45 km/h

Ambient temperature (fuel break class 2) (Ta) = 308 K

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**MINUTES
AUDIT PANEL MEETING
10 MARCH 2020**

Confirmed for Release by Chair on 30 March 2020

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MINUTES OF THE WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE HELD ON TUESDAY 10 MARCH 2020 IN MEETING ROOM 3, COUNCIL OFFICES, 21 SAUNDERS STREET, WYNYARD COMMENCING AT 10:00AM.

The Meeting commenced with a telephone conference between the Panel, Malcolm Matthew - Crowe Horwath and Jan Lynch - Tasmanian Audit Office to discuss the Financial Audit Strategy for 2019/2020.

Malcolm Matthews gave a brief summary of the Financial Audit strategy as follows:

- (a) Similar Audit to last year with very little difference;
- (b) Key audit matters are the same as last year namely property plant and equipment;
- (c) Revaluation undertaken this year under cyclical revaluation;
- (d) Interim visit scheduled for late May;
- (e) There is a change to the Audit Standards and part of the Audit will be to understand councils risk identification processes;
- (f) This year is the first year for the implementation of three new accounting standards;
- (g) Calculation of materiality off revenue base – whether expense or total asset base – Waratah-Wynyard is base for materiality will be the total assets base. Changes to materiality have gone up but these have not been checked against the previous year.

The telephone conference concluded at 10.08am

Comments and queries from the Panel:

The panel queried if Council were across leasing arrangements and how they are managed in terms of review of leases and peppercorn leases.

Response:

Council have an outstanding issue that was raised in relation to leases and have over the last 12 months developed a lease register which will enable the application of the new accounting standards by capturing the required information. Council have been working with Malcolm Matthews on this and have included all leases due to the exemption threshold applying only to leases where the asset base is valued at \$10,000 or less. The Audit Office have released slides on what their approach will be and provided a commentary around interpretation which have been followed in the application and interpretation of the new standard.

1.0 ATTENDANCE AND APOLOGIES

1.1 MEMBERS

John Howard - Chair
Lisa Dixon – Independent Member
Stephen Allen – Independent Member

1.2 STAFF

Shane Crawford – General Manager
Sam Searle – Director Organisational Performance
Tracey Bradley – Director Community & Engagement (part)
Stephen Imms – Manager Financial Services
Roseanne Titcombe – Executive Officer Governance & Performance

1.3 COUNCILLORS

Mayor Robby Walsh (part)

1.4 INVITED GUESTS

Malcolm Matthews – Crowe Horwath
Jan Lynch - Tasmanian Audit Office
via telephone conference.

1.5 APOLOGIES

Nil.

2.0 DECLARATION OF INTERESTS

DECLARATION OF INTERESTS REGISTER WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE			
Date of Decl.	Member	Company	Position /Role
23/8/16	John Howard	Dulverton Regional Waste Management Authority	Director
5/9/17	John Howard	Food & Garden Organics Kerbside Collection Service (FOGO)	Director
5/9/17	Lisa Dixon	2Build Pty Ltd	Family Business
6/3/18	John Howard	Reginald John Howard	Self Employed Consultant
6/3/18	John Howard	Tasmanian Audit Office	Consultant
5/11/19	Steve Allen	Cradle Coast Authority-Claire Smith-Internal Audit Proposal	Consultant

3.0 MINUTES OF MEETING HELD ON 5 NOVEMBER 2019

The unconfirmed Minutes of the Audit Panel Meeting held on 5 November 2019 were released by the Chair on 27 November 2019 and noted by Council at its meeting held on the 9 December 2019.

The Audit Panel resolved to note the Minutes of the 5 November 2019.

4.0 BUSINESS ARISING FROM MEETING HELD ON 5 NOVEMBER 2019

84	4.0	Cfwd from 11 June 2019 – item 76 & 27 August 2019 – item 80 Capital Works Summary: This monthly report to include grant milestones and progress. Panel to be provided with a copy when report is prepared for council meeting.	Sam Searle
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All current grants have been identified as a starting point for this action. Each grant deed now needs to be reviewed and compliance obligations identified. Obligations & compliance can then be centrally managed by the governance department. A review of every grant deed is scheduled to commence in March and is expected to be concluded prior to the end of the financial year. A compliance regime will be implemented from there.

85	7.2	Review of Pensioner Remissions to explain increase	Stephen Imms
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Pensioner Rate Remissions for 2018/2019 and 2019/2020 were provided and noted.

86	7.2	Report on Carried Forwards to Council to be provided to Panel. <i>Completed.</i>	
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Enclosure 1 Unconfirmed Minutes of the Waratah-Wynyard Council Audit Panel Committee held on 10 March 2020

87	7.3	Check for duplication of graphs on Page 133 of General Manager's Reports in relation to Community engagement.
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Complete. Duplication noted, and correct graphs provided to Council in February in General Manager's Report to Council.

88	11.3(b)	Check provision for delegation within council's procurement framework.
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Complete. All financial delegations in place in line with use and limit of Credit Cards allocated as Council's Credit Card Register.

5.0 ACTION PLAN ITEMS ARISING FROM PREVIOUS MEETINGS

Audit Panel Meeting – 6 March 2018

36	3.0	5 March 2019 - Planning Delegations – Review – General Manager to report to Panel when review complete. On hold until new year.	Shane Crawford
----	-----	---	----------------

Review still underway. General Manager still signing off on all planning matters.

Audit Panel Meeting 30 October 2018

61	6.3	Progress report on Workforce Development Plan to be presented at each panel meeting. On hold due to vacancy in HR.	Shane Crawford
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Workforce Development Plan not yet commenced. HR role vacant for six months. HR role will no longer be resource shared but role will be a dual one encompassing both HR and WHS. Offer being made today. All essential personnel matters are continuing to be dealt with. The review of classifications under the Enterprise Bargaining Agreement has not yet commenced.

64	8.1	c/fwd – 12 June 2018 - Council to Determine Internal Audit Committee and Plan. There is a \$5,000 amount in the 2019/2020 budget. Crowe Horwath appointed as external auditors. A priority list of areas / actions will be prepared for audit program. Cyber risks should be part of the program as well as Payroll, Accounts Payable and GST.	Shane Crawford
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Negotiations have commenced with Cradle Coast Authority to undertake an internal audit. Draft engagement scope to be tabled at the meeting. Council struggled to find external auditors with a budget of \$5,000. The Tasmanian Audit office has recommended that Council support Cradle Coast Authority's internal audit program. Proposal not yet received. Requested audit to cover procurement, and tenders and contracts.

Audit Panel Meeting – 5 March 2019

68	5.4	c/fwd – 5 September 2017 - Asset Management Plans Review including SAMP & LTFMP – Broader overview to be provided at November 2019 Panel Meeting.	Daniel Summers/ Sam Searle
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The documents are now substantially complete with formal adoption of the Financial Management Strategy (FMS) to occur at the March meeting of Council.

The Urban Stormwater Asset Management Plan and Service Level document and the Transport Asset Management Plan and Service Level document to be workshopped by Council and tabled for the April meeting of Council.

Action 89:

The Financial Management Strategy, Urban Stormwater Asset Management Plan and Service Level document and the Transport Asset Management Plan and Service Level document to be a focus area of the June meeting of the Audit Panel.

Action 90:

Summary list of all asset classes and when they were last done to be provided to the Panel. This is to be listed on the Work Plan for the first quarter.

69	7.0	Annual Risk Management Report to be provided to Panel when available. To be included in Annual Report.	Tracey Bradley
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Complete. The Annual Risk Report was noted by the Panel and has been included in the list of articles for the 2019/2020 Annual Report.

Recom 1	8.0	The Panel recommended the establishment of a Risk Management Committee with an active approach to Risk Management. Risk Management Committee established. First meeting held. Minutes to be provided to Panel when available.
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Complete. The Minutes of the Risk Management Committee are included under item 7.5.

6.0 GENERAL MANAGER'S CERTIFICATION

The General Manager's Risk Certificate was provided and discussed as follows:

- (a) Legislative compliance audits continuing with Local Government Highways Act current under review.
- (b) No significant safety or environmental issues to note.
- (c) Current Legal proceedings, property issues and Right to Information Requests were discussed.
- (d) Ombudsman – one action which is now closed.
- (e) Integrity Commission – matter closed and did not proceed.
- (f) Tenders and Contracts as per schedule.
- (g) Compliance of planning legislation – not wholly compliant as no enforcement policy in place. Council have not been proactive in enforcing compliance. Measures to be put in place to allow full compliance.

7.0 STANDING AGENDA ITEMS

7.1 COMMUNICATIONS FROM COUNCIL

Nil.

The Mayor advised that the Wonders of Wynyard took second place in the Qantas Australian Tourism Awards held in Canberra on the 9 March 2020 for Visitor Information Services.

Tasmania took out 17 awards in various categories out of 25 categories.

The Mayor left meeting at 11:09am.

7.2 FINANCIAL MANAGEMENT

The Financial Report as at 31 January 2020 was noted and discussed as follows:

- (a) Rate revenues are up with four out of five supplementaries completed;
- (b) User charges – budget calculation not quite correct in relation to utilisation of Child Care Centre and will therefore be down compared with budget;
- (c) Reimbursements are currently in front;
- (d) Grant Subsidies – okay;
- (e) Interest – should be close to budget despite low rates due to the slower than expected outflows for the capital works program;

- (f) Proceeds of sale – one sale of block of land – breaking even;
- (g) Employee costs – overall under budget due to vacancies;
- (h) Materials and Contracts – progressing;
- (i) Underlying position – working on forecast for the current year which will be available by next meeting;
- (j) Budget preparation for 2020/21 underway – capital works tour completed and Financial Management Strategy to be reviewed tonight as the commencement of the operational budgeting process.

Panel comments

- (a) Financial information very clear and concise.
- (b) Grants tied to capital works are under the new Accounting Standards.
- (c) In terms of Risk and the sale of blocks of land – was this originally approved by Council.
- (d) Capital works overspend noted for Somerset CBD and Wynyard Boardwalk. It was noted that some expenditure may be operational and not allocated correctly but would need to be reviewed to confirm.

Action 91:

Panel to be provided with a copy of the Council Minutes approving the sale of the blocks at Serrata Crescent.

Action 92:

Somerset CBD and Wynyard Boardwalk - Summary of reconciliation of operating budget and summary of tender dollar amount paid out to be provided to Panel.

7.3 GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL

The General Manager's Reports to Council for September, October, November and December 2019 and January and February 2020 were received and noted.

A meeting was held with the General Manager of King Island Council, Greg Alomes, to discuss how the Councils can work together and the Sustainable Murchison Plan.

Shared Services across the region was discussed. Of the four shared service projects across Councils the Accounts Receivable project has been completed with a preferred process identified across three councils but not yet implemented.

The CCTV camera project between Burnie and Waratah-Wynyard is nearing completion with six cameras installed to date.

Waratah-Wynyard Council are holding meetings with Circular Head via Microsoft Teams which prevents the necessity of excessive travel.

7.4 MINUTES OF SAFETY COMMITTEE (OSHWELL)

The Minutes of the Safety Committee (OSHWELL) meeting held on 20 November 2019 and 15 January 2020 were received and noted.

The Panel were advised that the WHS Officer had resigned and this role has been combined with the HR position.

Workplace Inspections were on hold as Council were not getting any benefit from the inspections. A new process has been refined and inspections will commence again in the near future.

7.5 MINUTES OF RISK MANAGEMENT COMMITTEE

The Minutes of the Risk Management Committee meetings held on 18 September 2019 and 10 December 2019 are were received and noted.

Risk Management Committee were currently updating the Risk Register and processes with emphasis on determine what constitutes a risk and what can be done to mitigate.

8.0 TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS

The Tasmanian Audit Office Final Memorandum of Audit Findings for the year ending 30 June 2019 are were received and noted.

The Director Organisational Performance commented further as follows:

- (a) Tracking progress of Audit Findings on KPI Board and have now completed three out of seven actions.
- (b) The Asset Management Recommendations are progressing well and expecting to be completed from audit.
- (c) Building valuation matter will be outstanding at the end of the financial year. Moving to componentisation method. Expression of interest process to occur and will have appointment by end of June.
- (d) Valuations - schedule to be created to forward plan future valuations. This should be completed as a relatively easy solution.

John Howard commented that Launceston City Council have developed a framework for building valuations and suggested that staff liaise with Launceston City Council staff at the Northern Asset Management Group meeting to be held in April to see if the framework could be shared with other councils.

9.0 MAJOR INITIATIVES – UPDATE

The General Manager provided an update as follows:

- (a) Coastal Pathway project continuing;
- (b) Bass Highway improvements ongoing;
- (c) Review of fees and charges around halls, recreation facilities and sporting clubs. Taking a transparent approach and hoping to implement by 1 July 2020;
- (d) Yacht Club Development Application to be considered by Council at next meeting with three representations;
- (e) Tenders for Yacht Club have come in slightly higher than anticipated and more discussions being held to keep within budget. Hope to award tender by end of month;
- (f) Shared Services ongoing;
- (g) Waste Management Environmental Strategy is ongoing with launch on World Environment Day - 5 June 2020;
- (h) Council meetings have been well attended by the public with standing room only;
- (i) Community Forums have been well attended in Waratah and Wynyard;
- (j) Dog Policy changes have been implemented;
- (k) CBD Plaza redevelopment to commence shortly;
- (l) Replacement of fence at Wynyard Recreation Ground to commence shortly;
- (m) Table Cape Resort – still awaiting progress report;
- (n) Flood mitigation works being undertaken for proposed land development; and
- (o) Golf Club residential development appears to have stalled with nothing happening at moment.

10.0 SCHEDULE OF POLICIES AND PROCEDURES

The schedule of Policies and Procedures were received and noted.

Council adopted an Investment Policy on the 29 January 2020 which was provided to the Panel.

The General Manager advised that most Council Meetings now have a policy for consideration and adoption

11.0 MAJOR WORK PLAN FOR VISIT – INTERNAL CONTROLS AND RISK MANAGEMENT

11.1 INTERNAL CONTROLS AND RISK MANAGEMENT

Council's Risk Management Policy and Framework and Business Continuity Policy, Plan and Framework were received and noted and discussed as follows.

- (a) New Risk Management Committee has been looking at reviewing all plans;
- (b) Risk Management being addressed across both councils with similar frameworks but a bit different approach for each Council;
- (c) Operational Risk Register was completed at last risk management meeting;
- (d) Risk Management Policy and Framework being updated to incorporate changes in the new standard;
- (e) Receiving information in terms of risk and business continuity in relation to corona virus, how it might impact Council activities – not yet declared pandemic in Tasmania;
- (f) Business Continuity Plan reviewed. Testing to occur later in the year; and
- (g) Waratah-Wynyard and Circular Head Council Executive Management Teams to meet this week to discuss the Corona Virus.

The Panel suggested that the monthly review of extreme risks by General Manager and Executive Management Team as detailed in the policy, needs to be implemented.

Action 93:

Suggested monthly review of extreme risks by General Manager and Executive Management Team as detailed in the policy to be implemented.

12.0 RECOMMENDATIONS OF PANEL

Nil.

13.0 GENERAL BUSINESS

13.1 FINANCIAL MANAGEMENT STRATEGY

The Financial Management Strategy is to be workshopped with Councillors and tabled for adoption at the next meeting of Council.

The Panel were provided with copies of the presentation to be made to Council.

The Long-Term Financial Management Plan was adopted by Council in June 2019. This is to be replaced by the Financial Management Strategy which incorporates both elements. The document sets the parameters for council's sustainability for the next 10 years. The strategy also identifies what we have available to us in terms of financial resource and includes principles, financial strategies, policies, long term modelling, major assumptions around modelling. An update will occur on an annual basis to take into account any changes in operating environment.

Council have adopted a range of strategic master plans for the community which are regularly reviewed and must be included to understand affordability.

Target to be set, proposing to include rating target to include reasonableness test, what are our operating costs in relation to neighbours and similar size councils.

Includes \$18m new expenditure over next three years and borrowings for flood mitigation of \$1.285m.

The Draft budget for 2020/2021 includes eight to ten design projects.

13.2 CORONA VIRUS

Council advised that it was working with the Local Government Association of Tasmania and would be monitoring the events closely.

13.3 NOVEMBER MEETING OF AUDIT PANEL

The Chair requested that the meeting scheduled for 3rd November 2020 be moved to the 10th November 2020.

13.4 AUDIT PANEL CHARTER

The Panel noted that the Audit Panel Charter required only administrative changes and was happy for this to occur. The Charter will only be presented to the Panel if there were any changes recommended by the State Government.

14.0 MAJOR WORKPLAN FOR NEXT MEETING

Financial Management	
1.2	Financial Governance review annual budget including alignment with strategic plan, long-term financial management plan and strategic asset management plan (NM & JH); review action taken by Council on previous recommendations from the audit panel, what the action was and the effectiveness of the action (DPAC p 15).
Annual Audit and Reporting	
2.1	Assess whether a comprehensive process has been established for the purposes of legislative disclosure reporting requirements.
Internal Controls and Risk Management	
4.2	Determine whether the council has internal processes for determining and managing material operating risks in the following areas: <ul style="list-style-type: none"> important accounting judgements or estimates that prove to be incorrect; litigation claims and complaints against the council; fraud, theft and other illegal and unethical behaviour, and significant business risks, such as workplace health and safety and how these are managed by the council.

Enclosure 1 Unconfirmed Minutes of the Waratah-Wynyard Council Audit Panel Committee held on 10 March 2020

4.4	Review summary reports from the council's management on all suspect and actual frauds, thefts and material breaches of legislation, ensuring they have been reported to the council and the relevant authorities.
Legislative Compliance and Ethics	
5.1	Monitor compliance with legislation such as the: <ul style="list-style-type: none"> • <i>Local Government (Highways) Act 1982; and</i>
5.2	Ensure council policies and procedures are appropriately designed and implemented and effective systems are in place to monitor compliance with council policies and procedures.
5.3	Determine whether the council possesses an internal culture which is committed to ethical and lawful behaviour and that this culture is promoted by councillors and management.
5.4	Report annually to Council: <ul style="list-style-type: none"> • report outputs relative to Audit Panel's work plan Prepare Annual Report of Panel for Council's Annual Reporting purposes

15.0 NEXT MEETING

The next meeting is to be held on Tuesday 9 June 2020 commencing at 12:30 pm at the Circular Head Council.

16.0 MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 12:16 pm.

ACTION SUMMARY LIST AS AT 10 MARCH 2020

ACTIONS SUMMARY LIST				
ACTION NO	ITEM NO	ACTION	OFFICER	OUTCOME
Audit Panel Meeting – 6 March 2018				
36	3.0	5 March 2019 - Planning Delegations – Review – General Manager to report to Panel when review complete. On hold until new year.	Shane Crawford	Review still underway. General Manager still signing off on all planning matters.
Audit Panel Meeting 30 October 2018				
61	6.3	Progress report on Workforce Development Plan to be presented at each panel meeting. On hold due to vacancy in HR.	Shane Crawford	Not yet commenced. HR Role to be filled shortly.
64	8.1	c/fwd – 12 June 2018 - Council to Determine Internal Audit Committee and Plan. There is a \$5,000 amount in the 2019/2020 budget	Shane Crawford	Awaiting proposal from CCA in relation to procurement / tenders & contracts.
Audit Panel Meeting – 5 March 2019				
68	5.4	c/fwd – 5 September 2017 - Asset Management Plans Review including SAMP & LTFMP – Broader overview to be provided at November 2019 Panel Meeting.	Daniel Summers / Sam Searle	FMS completed & adopted. Asset Management Plans to go to April Council meeting for adoption.
Audit Panel Meeting – 5 November 2019				
84	4.0	Cfwd from 11 June 2019 – item 76 & 27 August 2019 – item 80	Sam Searle	Grant Register commenced in March to be completed by end of June.
Audit Panel Meeting – 10 March 2020				
89	5.0	<i>The Financial Management Strategy, Urban Stormwater Asset Management Plan and Service Level document and the Transport Asset Management Plan and Service Level document to be a focus area of the June meeting of the Audit Panel.</i>		To be included in June Agenda.
90	5.0	<i>Summary list of all asset classes and when they were last done to be provided to the Panel. This is to be listed on the Work Plan for the first quarter.</i>	Rose Titcombe	Listed in Work Plan for first quarter 2021 – completed.
		<i>List of all asset classes and when they were last done to be listed on the Work Plan for the first quarter.</i>	Rose Titcombe	Listed on 19/3/20 Completed.
91	7.2	<i>Panel to be provided with a copy of the Council Minutes approving the sale of the blocks at Serrata Crescent.</i>	Rose Titcombe	
92	7.2	<i>Somerset CBD and Wynyard Boardwalk - Summary of reconciliation of operating budget and summary of tender dollar amount paid out to be provided to Panel.</i>	Sam Searle	
93	11.1	<i>Suggested monthly review of extreme risks by General Manager and Executive Management Team as detailed in the policy to be implemented.</i>		