



**ORDINARY MEETING  
OF COUNCIL**

**MINUTES  
OPEN MEETING**

**16 APRIL 2018**

5 April 2018

## **Notice of Meeting – Ordinary Meeting of Council**

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* NOTICE is hereby given that the next Ordinary Meeting of the Waratah-Wynyard Council will be held at the Council Chambers, 21 Saunders Street Wynyard on Monday 16 April 2018 with the Business of the meeting to be in accordance with the following agenda paper.

## **General Manager's Certification**

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

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



Shane Crawford  
GENERAL MANAGER

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

5 April 2018

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

Dear Shane,

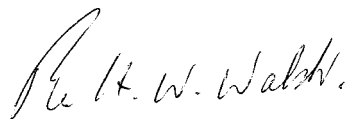
#### **COUNCIL MEETING**

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

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


I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 16 April 2018 commencing at 6:00 pm at the Council Chambers 21 Saunders Street Wynyard.

Yours sincerely



Cr Robby Walsh  
MAYOR

Council discloses the following policy that relates to Audio Recording of Ordinary and Special Council Meetings:

	<b>AUDIO RECORDING OF COUNCIL MEETINGS POLICY</b>	<b>DOC NO: GOV. 017</b>	
		<b>VERSION</b> 1	<b>DATE</b> 18 July 2011
<b>CONTROLLER:</b> GENERAL MANAGER	<b>APPROVED BY:</b> COUNCIL	<b>REVIEW DATE:</b> November 2011	

#### 1.0 Purpose

- 1.1 This policy provides for digital audio recording of meetings of Council to assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion at meetings is available.

#### 2.0 Objective

- 2.1 to record meetings of Council to assist in the preparation of minutes and ensure a true and accurate account of debate and discussion at meetings is available.

#### 3.0 Scope

- 3.1 This policy applies to all Council Meetings Council of Waratah-Wynyard Council.

#### 4.0 Policy

- 4.1 All meetings of the Council and its standing committees shall be digitally recorded as provided for by Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15 (2).
- 4.2 The Council may, by resolution, determine to digitally record the proceedings of a specific meeting or part thereof that is closed to the public in accordance with Regulation 15 (2) of the *Local Government (Meeting Procedures) Regulations 2015*.
- 4.3 The Chairman is to ensure that no recording is made of the proceedings of a meeting or part of a meeting closed to the public in accordance with Regulation 15 (2) except where the Council has specifically resolved to record the proceedings of that meeting or part thereof.

#### Access

- 4.4 The General Manager is to retain the digital files of meeting recordings for 6 months in accordance with Regulation 33 and to dispose of the files promptly following the expiry of that period. The General Manager is authorised, pursuant to section 64 of the *Local Government Act 2009*, to delegate these functions to a council officer.
- 4.5 The digital files of meeting proceedings closed to the public will only be available for listening, upon written request, by one or more councillors entitled to be present during the proceedings in question.
- 4.6 The digital files of all other meeting proceedings will be accessible on the Council's website for listening by any person for the period they are retained by the Council. The Council makes this information available as a routine disclosure under the *Right to Information Act 2009*, the objectives of which are to:
- (a) Increase the accountability of the government to the people of Tasmania;
  - (b) Increase the ability of the people of Tasmania to participate in their governance; and
  - (c) Acknowledge that information collected by public authorities is collected for and on behalf of the people of Tasmania and is the property of the State.

## **Disclosure Of Policy**

- 4.7 This policy is to be printed on the agenda of all Council and Special Council meetings to inform the public that the proceedings are recorded.
- 4.8 A notice to inform the public that meeting proceedings are recorded is to be displayed at the entrance to a room in which a meeting, the proceedings of which are to be recorded, is to be held.
- 4.9 At the time of declaring the meeting open, the Chairman is to inform all councillors and any public present that the meeting is being recorded.

## **5.0 Legislation**

- 5.1 Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* provides as follows:
  - 33. *Audio recording of meetings*
    - (1) *A council may determine that an audio recording is to be made of any meeting or part of a meeting.*
    - (2) *If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be:–*
      - (a) *retained by the council for at least 6 months; and*
      - (b) *made available free of charge for listening on written request by any person.*
    - (3) *If after the minutes of a Council Meeting have been confirmed as a true record a discrepancy between the minutes and the audio recording of that meeting or part of that meeting is noticed the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the records to reflect the audio recording and then confirm the minutes as amended to be a true record.*
    - (4) *A council may determine any other procedures relating to audio recording of meetings it considers appropriate.*

## **6.0 Responsibility**

- 6.1 The General Manager has the overall responsibility for this policy.

## **7.0 Minute Reference**

Minute No. 12.3

## **8.0 Council Meeting Date**

Amended 14 July 2015 (pending overall Review).

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The Public is advised that it is Council policy to record the proceedings of meetings of Council on digital media to assist in the preparation of minutes and to ensure that a true and accurate account of debate and discussion of meetings is available.

This audio recording is authorised by the *Local Government (Meeting Procedures) Regulations 2015*.

**MINUTES OF AN ORDINARY MEETING OF THE WARATAH-WYNYARD HELD AT THE COUNCIL CHAMBERS 21 SAUNDERS STREET WYNYARD ON MONDAY 16 APRIL 2018 COMMENCING AT 6:00 PM**

	<b>From</b>	<b>To</b>	<b>Time Occupied</b>
Open Council	6.00PM	6.34PM	34MINS
Planning Authority	N/A		
Closed Council	6.34PM	6.55PM	21MINS
Open Council	6.55PM	6.55PM	0MINS
TOTAL TIME OCCUPIED			55MINS

***Audio Recording of Council Meetings Policy***

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



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

Legislative Reference:

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

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

*(a) attendance and apologies.*

### **1.1 ATTENDANCE**

Mayor Robby Walsh

Deputy Mayor Mary Duniam

Cr Gary Bramich

Cr Darren Fairbrother

Cr Alwyn Friedersdorff

#### **IN ATTENDANCE**

Shane Crawford – General Manager

Daniel Summers – Director Infrastructure and Development Services

Tracey Bradley – Director Corporate and Community Services

Paul Smith – Director Strategic and Financial Services

Sally Blanc – Executive Officer

### **1.2 APOLOGIES**

Cr Kevin Hyland

### **1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Cr Maureen Bradley

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## **2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Legislative Reference:

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

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

*(b) Confirmation of the minutes.*

### **2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING**

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

**That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at the Council Chambers, 21 Saunders Street, Wynyard on Monday 19 March 2018 a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.**

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

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### **3.0 DECLARATIONS OF INTEREST**

Legislative Reference:

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

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

#### ***Councillor and Agenda Item Number***

Mayor Robby Walsh – Item 20.2

Councillor Mary Duniam - Item 20.2

Cr Alwyn Friedersdorff – Item 20.2

#### ***Staff and Agenda Item Number***

Nil

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## 4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

### 4.1 ANNOUNCEMENTS BY MAYOR

#### 4.1.1 RESIGNATION OF COUNCILLOR

On the 26<sup>th</sup> March at 4.30pm the General Manager and I met with Councillor Stephen Wright who indicated his intention to resign from his position with Council.

It is with regret that his resignation is accepted and we thank him for his contribution to Waratah-Wynyard Council and the community over the past three and a half years and wish him well for the future.

#### OFFICERS COMMENTS

##### Vacancy

The Tasmanian Electoral Commission (TEC) has confirmed that no re-count or by-election is required as Cr Wright's resignation occurred within six (6) months of a general election. The TEC has advised that 8 March 2018 was the cut-off date.

As such Council will have seven (7) Councillors until the next Local Government Election in October 2018.

#### The Local Government Division provided the following advice:

With a total of 7 councillors until the October 2018 elections, there is a need to be aware as to how these numbers will affect absolute majority decision making and quorums at future Council meetings.

An 'absolute majority' is defined in section 3 of the *Local Government Act 1993* (the Act) as follows:

*absolute majority means—*

*(a) if no councillors are suspended, more than half of the number of councillors to be elected to a council; or*

*(b) if one or more councillors are suspended, more than half of the number of councillors to be elected to a council after subtracting the number of councillors who are suspended.*

It is the position of the Division that in the instance where a councillor has resigned from a council within 6 months of a general election (and hence a re-count or by-election cannot be held to fill the vacancy as per section 307(3) and section 308(1AA) of the Act), the calculation of an absolute majority is based on the original number of councillors 'to be elected' (including the councillor seat which is presently vacant) as specified for each council in Schedule 3 column 3 of the Act (per section 25(3)).

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With 8 councillors 'to be elected' to Waratah-Wynyard Council, per Schedule 3, the correct calculation of an absolute majority is as follows: more than half of 8 councillors is 5 and therefore 5 of the 7 remaining councillors need to vote in favour to pass an absolute majority resolution.

#### 4.2 MAYOR'S COMMUNICATIONS

MOVED BY	CR FRIEDERSDORFF
SECONDED BY	CR DUNIAM

**That the Council note the Mayor's Diary.**

Date	Purpose
13/3/18	Meeting with General Manager
14/3/18	Combined Municipal Emergency Management Exercise
16/3/18	Elphinstone's new Product Launch
19/3/18	Meeting with General Manager
19/3/18	Agenda Settlement Meeting
19/3/18	Ordinary Council Meeting
20/3/18	Meeting with General Manager
26/3/18	ABC Radio Interview
26/3/18	Wynyard Basketball Stadium – Community Grants Media
26/3/18	Meeting with Constituent
26/3/18	Councillor Workshop
27/3/18	RACT Forum
27/3/18	Meeting with RSL
27/3/18	Meeting with Constituent
28/3/18	Year of Well Being Long table Lunch
28/3/18	Meeting with Local Business
28/3/18	Meeting with Constituent
4/4/18	Waratah Community Board review of expressions of interest
4/4/18	Meeting with Uniting Church
6/4/18	Beacon Foundation – High Impact Program Yolla High School
7/4/18	Wynyard Bowls Club Function

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

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#### 4.3 REPORTS OF DELEGATES

Nil

#### 4.4 COUNCILLOR STATEMENTS

Nil

#### 4.5 NOTIFICATION OF COUNCIL WORKSHOPS

Legislative Reference:

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

*The agenda of an ordinary meeting of a council is to provide for, but is not limited to, the following items:*  
(c) the date and purpose of any council workshop held since the last meeting.

MOVED BY	CR DUNIAM
SECONDED BY	CR FAIRBROTHER

**That the Council notes that the following workshops were conducted by Council since its last Ordinary Council Meeting.**

26/3/18	NRM Workshop
26/3/18	Big Creek Flood Mitigation Options
26/3/18	Speed Limit Port Road Boat Harbour
26/3/18	Naming of Yacht Club Access Road

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

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## 5.0 PUBLIC QUESTIONS AND STATEMENTS

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Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015 Regulation 31*

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

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

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

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

- (1) *Members of the public may, during the public statements or the Planning Authority segments of the order of business, with the consent of the Presiding Member make a public statement on any matter that appears on the agenda for that meeting provided that:*
  - (a) *The member of the public submits to the General Manager prior to the commencement of the meeting the public statement in a form acceptable to the General Manager and which includes the name and residential or contact address of the member of the public;*
  - (b) *The public statement precedes discussion of any matter which requires a decision to be made at the meeting but otherwise at item (11) of order of business at clause 4.2;*

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- (c) *The public statement is limited to a maximum period of 3 minutes, unless otherwise determined by the Presiding Member; and*
  - (d) *No discussion or questions relating to the statement are permitted, unless otherwise determined by the Presiding Member.*
  - (2) *Fifteen minutes is to be allocated for the public statement time.*
  - (3) *Once all statements have been made, nothing prevents the unused part of the statement time period from being used for other matters.*
  - (4) *If the 15-minute period set aside for public statements is reached, Council, by resolution, may resolve to extend the period for an additional 15 minutes to allow statements to be made.*
  - (5) *No more than two 15-minute extensions to the time for public statements are to be permitted.*
  - (6) *Procedures for public statements are to be in accordance with policy adopted from time to time by the Council and, where the policy is silent on a matter, the procedures for that matter are to be determined by the Presiding Member.*

## **5.1 RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING ORDINARY MEETING OF COUNCIL**

### **5.1.1 MR KEN EWINGTON – TRANSFER STATION OPENING HOURS**

Mr Ken Ewington of Flowerdale asked if Council could explain how it was determined that 10.00am to 4.00pm were the best hours of operation of the Transfer Station to meet ratepayer needs. He also asked if council could consider longer hours for those who work for example extended hours during day light savings, opening hours on the weekend, open on public holidays.

*The Director of Infrastructure and Development Services advised that In order to understand the decision to reduce operating hours it is worthwhile looking at past decisions made for the transfer station site.*

*The Wynyard Transfer Station site (including the Waratah Transfer Station) runs at a loss year to year. It is intended that the combination of the waste utility charge (currently \$100 per property) funds the bulk of the cost of the site with some small contribution being made by the collection of gate fees.*

*For the current budget (17/18) the total cost of providing the transfer station operations is \$825,000 (67,000 of this total is for the Waratah site). The funding to provide this comes from the waste utility charge \$743,000 and the gate fees \$51,000. This leaves a shortfall of \$31,000 that is funded from the general rate.*

*From the available traffic counts (attached) that were recorded at the entry to the transfer station it was seen that the peak times for the 7 days of the week were within 10am – 4pm as such these operating hours were chosen.*

*Council could consider varying the times that the transfer station is open by adding hours (increasing cost) or potentially by opening later and closing later or opening earlier and closing earlier if cost was not to be increased.*



In past financial years the breakdown of funding and costs has been: -

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	
Waste Utility Charge	442,556	587,034	588,062	663,770	668,543	742,900	
Gate Fees	67,421	63,574	65,785	50,583	54,123	51,050	
<b>Total income</b>	<b>509,977</b>	<b>650,608</b>	<b>653,847</b>	<b>714,353</b>	<b>722,666</b>	<b>793,950</b>	
Income increase from previous year	-0.02%	27.58%	0.50%	9.25%	1.16%	9.86%	48.3%
<b>Total Costs</b>	<b>862,318</b>	<b>794,273</b>	<b>756,506</b>	<b>756,196</b>	<b>851,417</b>	<b>824,559</b>	
Result (deficit funded by general rate)	352,341	143,665	102,659	41,843	128,751	30,609	
As a percentage of general rate	5.03%	2.05%	1.47%	0.60%	1.84%	0.44%	
Cost increase from previous year	8.91%	-7.89%	-4.75%	-0.04%	12.59%	-3.15%	5.7%
General rate increase	2.90%	1.86%	2.63%	2.48%	1.87%	1.50%	13.24%
<b>List of operational changes</b>							
Waste utility charge (set Annually by Council)		Increased by \$19 to \$80 per year		Increased by \$10 to \$90 per year		Increased by \$10 to \$100 per year	
Gate Fees (Set Annually by Council)			Timber waste & builders waste fees reduced by 50%	All domestic fees reduced by 25%			
External contract cost changes	Site tender cost increase 55% (7.1% total increase)				Site tender cost increase 10% (2% total increase)	waste transport tender cost decrease 9% (1.1% total decrease)	
Timber Waste and builders waste area developed			4% total cost reduction				
Operating hours reviewed and reduced from 9am-5pm to 10am-4pm 7 days per week				2% total cost reduction			

## TRAFFIC COUNT DATA

### Weekly Vehicle Counts (Virtual Week)

VirtWeeklyVehicle-412

Site: 3195.0.ONS

Description: Transfer Station Gate

Filter time: 14:00 Wednesday, 25 July 2012 => 9:25 Friday, 31 August 2012

Scheme: Vehicle classification (AustRoads94)

Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12 ) Dir(NESW) Sp(10,160) Headway(>0)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Averages	
Hour								1 - 5	1 - 7
0000-0100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0100-0200	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0200-0300	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0
0300-0400	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0400-0500	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0500-0600	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0
0600-0700	2.8	0.4	1.6	1.3	1.3	0.0	0.0	1.5	1.1
0700-0800	0.2	0.4	0.0	0.3	0.0	0.0	0.6	0.2	0.2
0800-0900	2.2	3.2	2.4	1.3	1.2	0.8	2.2	2.0	1.9
0900-1000	20.2	19.4	17.5	19.0	18.3	14.2	16.2	16.8	16.4
1000-1100	20.4	27.8<	18.8<	20.2	20.8	33.0<	27.6	21.5	24.0
1100-1200	25.8<	23.8	17.2	21.0<	27.4<	29.0	35.2<	23.0<	25.5<
1200-1300	16.4	18.8	14.6	19.2	14.8	24.2	30.6<	16.8	19.8
1300-1400	27.0	23.4	18.2	17.3	23.0<	26.2<	21.0	21.6	22.2
1400-1500	30.0	23.6<	18.5<	20.3<	18.6	25.8	26.4	22.0<	23.1<
1500-1600	31.2<	21.6	18.0	15.5	18.8	21.4	25.8	20.7	21.5
1600-1700	12.0	18.6	11.2	10.0	12.8	14.2	19.6	12.9	13.5
1700-1800	0.0	1.2	0.2	0.7	0.4	0.0	0.4	0.5	0.4
1800-1900	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
1900-2000	0.0	0.4	0.0	0.3	0.4	0.4	0.6	0.2	0.3
2000-2100	0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.1	0.1
2100-2200	0.4	0.4	0.0	0.0	0.4	0.4	0.0	0.2	0.2
2200-2300	0.2	0.0	0.3	0.0	0.4	0.0	0.0	0.2	0.1
2300-2400	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals									
0700-1900	185.4	182.8	131.4	139.8	156.1	188.8	201.6	158.1	168.3
0600-2200	188.6	184.0	133.4	141.5	158.2	189.6	202.2	160.1	170.0
0600-0000	188.8	184.0	133.7	141.5	158.6	189.6	202.2	160.3	170.1
0000-0000	188.8	184.0	133.9	141.7	158.6	189.6	202.2	160.3	170.2
AM Peak	1100	1000	1000	1100	1100	1000	1100		
	25.8	27.8	18.8	21.0	27.4	33.0	35.2		
PM Peak	1500	1400	1400	1400	1300	1300	1200		
	31.2	23.6	18.5	20.3	23.0	26.2	30.6		

\* - No data.

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### 5.1.2 MR KEN EWINGTON –ROADSIDE SLASHING

Mr Ken Ewington of Flowerdale asked why the Council is doing road verge slashing in the autumn when there is no advantage to rural rate payers.

The General Manager took the question on notice. He also noted that a response was provided for similar question at February Council Meeting.

The Director of Infrastructure and Development Services confirmed previous response to question:

The answer given by email in response is paraphrased below: -

*“In regards to road side slashing I refer you to the Council’s road service level document for any detail you might like to have a look at: -*

*[http://www.warwyn.tas.gov.au/webdata/resources/minutesAgendas/Attachments/2017%20Transport%20\(Rural%20Roads\)%20Service%20Level%20Document-1.pdf](http://www.warwyn.tas.gov.au/webdata/resources/minutesAgendas/Attachments/2017%20Transport%20(Rural%20Roads)%20Service%20Level%20Document-1.pdf)*

*Most rural roads are slashed once a year (some tourist roads such as Tollymore Road and Sisters Beach Road twice) at an annual cost of \$170,000. The timing of this slash is to minimise the chance of regrowth between annual slasher runs (the late summer/autumn period). If these roads were to be slashed twice per year it would cost an additional \$170,000. In order to pay for this, rates would need to be increased by 2.1%.*

*What you are suggesting could be done if: -*

- Council charged the community more in rates or*
- Council stopped doing another service to pay for an increased road side slashing regime.”*

The Director of Infrastructure and Development Services also advised the following response was provided at the meeting of 19 February 2018 meeting when a similar question was asked:-

#### Question

*Mr Ewington of Flowerdale asked why the Council spends money slashing road verges on country roads when the fire hazard season and the tourist season is now over and it could spend the money on town projects and look after parks and gardens.*

#### Response

*The Director of Infrastructure and Development Services advised that Council slashing program starts prior to Christmas on major tourists roads such as Table*

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*Cape Road and Port Road, and then continues across the whole of the network. It is completed once per year based on cost and to try and minimise regrowth.*

In response to the current question from the 19 March 2018 meeting it is believed that this is not substantially different to the previous questions above and that this has already been answered. The previous advice remains unchanged; the advantage is providing a service at lowest cost that minimises the chance of regrowth prior to the next annual slash.

## **5.2 PUBLIC QUESTIONS RECEIVED IN WRITING**

Nil

## **5.3 PUBLIC QUESTIONS WITHOUT NOTICE**

Legislative Reference:

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

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

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

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

(5) *The Chairperson may –*

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

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

### **5.3.1 MRS CAMERON – CAMP CREEK**

*Mrs Cameron of Wynyard asked for an update on progress of Camp Creek works.*

*The General Manager advised that the project commenced to utilise the demolition materials from the new car park development and to ensure cost savings by not having to double handle the materials. The remaining works will be completed once an announcement is made regarding the Building Better Region Funds Grant applications. It is a condition of the grant that no works can commence until notification of the grant outcome is received. In the event Council does not receive the grant, Council has budgeted funds to enable works to be completed.*

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#### **5.4 PUBLIC STATEMENTS RECEIVED IN WRITING**

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

Nil

#### **5.5 PUBLIC STATEMENTS WITHOUT NOTICE**

Nil

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## 6.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

Legislative Reference:

*Local Government Act 1993; Part 6, Division 1; Sections 57, 58, 59, 60, 60A.*

57. *Petitions*

- (1) A person may lodge a petition with the council by presenting it to a *councillor or the general manager*.

58. *Tabling petition*

- (1) A councillor who has been presented with a petition is to
- (a) *table the petition at the next ordinary meeting of the council; or*
  - (b) *forward it to the general manager within 7 days after receiving it.*
- (2) A general manager who has been presented with a petition or receives a petition under subsection (1)(b) is to *table the petition at the next ordinary meeting of the council.*

57(2) A petition is not to be tabled if it does not contain –

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

58(3) A petition is not to be tabled if –

- (b) *it is defamatory; or*
- (c) *any action it proposes is unlawful.*

- (4) *The General Manager is to advise the lodger of any petition that is not tabled the reason for not tabling it within 21 days after lodgement. Local Government (Meeting Procedures) Regulations 2015, Regulation 38(1)(a)(b),(2)*

(1) *The chairperson of a meeting, including a closed meeting, may invite a person –*

- (a) *to address the meeting; and*
- (b) *to make statements or deliver reports to the meeting.*

- (2) *An invitation under sub regulation (1) may be subject to any condition the council may impose on deputations.*

### 6.1 PETITIONS

Nil

### 6.2 DEPUTATIONS AND PRESENTATIONS

Nil

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## **7.0 PLANNING AUTHORITY ITEMS**

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015 Regulation 25 / Judicial Review Act.*

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

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

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

NIL

### **7.1 PUBLIC QUESTIONS WITHOUT NOTICE –RELATING TO PLANNING MATTERS**

Legislative Reference:

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

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

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

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

(5) *The Chairperson may –*

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

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

N/A

### **7.2 PUBLIC STATEMENTS – RELATING TO PLANNING MATTERS**

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

N/A

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## **8.0 MATTERS RAISED BY COUNCILLORS**

Legislative Reference:

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

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

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

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

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

### **8.1 RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING**

Nil

### **8.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING**

Nil

### **8.3 COUNCILLOR QUESTIONS WITHOUT NOTICE**

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

#### **8.3.1 CR FRIDERSDORFF – COASTAL PATHWAY**

*Cr Friedersdorff asked what the progress is regarding the Coastal Pathway.*

*The General Manager advised that notification had been received today that a Corridor Notice will be tabled in Parliament in May. The commencement date for the transfer of the corridor will be 1 August 2018 and a number of matters will then need to be progressed prior to work commencing.*

#### **8.3.2 CR FAIRBROTHER – WARATAH DAM**

*Cr Fairbrother asked for an update on clarification of who owned the permit for the Waratah Dam.*

*The General Manager advised that TasWater has provided gazetted information that states that all water infrastructure for Waratah-Wynyard Council was transferred to TasWater in July 2009.*



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### **8.3.3 CR BRAMICH – CAMP CREEK**

Cr Bramich asked if additional materials could be brought in to complete the camp creek fill to negate any problems with water filling dam.

The General Manager advised that no works can be completed prior to grant notification occurring due to conditions of the grant application process.

### **8.3.4 CR BRAMICH – SALE OF GRADER**

Cr Bramich asked if the Council's second grader had been sold and how much was received. He also asked what the funds would be used for.

The Director Infrastructure and Development Services advised that the grader sold for approximately \$80,000, he advised he would confirm the amount.

### **8.3.5 CR BRAMICH – PROCEEDS OF SALE OF GRADER**

Cr Bramich asked if rate payers would see any benefit from the sale of the grader.

The Director Infrastructure and Development Services advised that the use of funds would be discussed during the current budget process.

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## 9.0 NOTICES OF MOTION

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015; Regulation 16*

(5) *A councillor may give written notice of a motion, together with supporting information and reasons, to be included on the agenda of the next meeting to the general manager at least 7 days before the meeting.*

(6) *The general manager, after consultation with the chairperson, may refuse to accept a written motion that, in their opinion –*

(a) *is defamatory; or*

(b) *contains offensive language; or*

(c) *is unlawful.*

(7) *A councillor who has given notice of a motion that has not been refused under sub regulation (6) is to move the motion at the meeting, otherwise it lapses.*

Nil

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## **10.0 REPORTS OF OFFICERS AND COMMITTEES**

### **10.1 WARATAH COMMUNITY BOARD**

To:	Council
Reporting Officer:	Director Corporate and Community Services
Responsible Manager:	Director Corporate and Community Services
Report Date:	9 April 2018
File Reference:	
Enclosures:	Waratah Community Board Charter

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*The Director Corporate & Community Services advised that Nikki Chivers has withdrawn her application for the Board.*

*The Charter does allow for four community members on the Board and asked that Council consider endorsing remaining four members and then the appointment of the fifth member be a decision of the Board.*

#### **PURPOSE**

The purpose of this report is to recommend community membership for the Waratah Community Board as considered by the selection panel in accordance with the criteria outlined in the Board Charter.

#### **BACKGROUND**

Council adopted a recommendation at the February 19 Council meeting to:

- 1. Adopt the Waratah Community Plan and Waratah Community Board Charter*
- 2. Endorse the Expression of Interest process for Community Board membership*
- 3. Endorse Councillor Kevin Hyland as the elected representative on the Waratah Community Board*

#### **DETAILS**

After the adoption of the Waratah Community Plan and Board Charter a process was undertaken to select the inaugural Board in accordance with the adopted Charter.

In regards to Board Appointments, the Board Charter states:

- There will be five appointed members, including the Chairperson, according to the Board Mix and Skills. One of these appointed members should be a local aboriginal community representative.

- 
- To support the link with the local Tourism Association one additional position is to be the Chair of the Waratah Tourism Association, or nominee acceptable to the Board.
  - In addition to the five appointees is one Council Councillor.

The Expression of Interest Process included:

- Expression of interest advertised through local media, Council website and social media
- Flyers in every post box in Waratah inviting interested people to pick up an application pack from the Council Office in Waratah or Wynyard.
- Application packs were also available from the Bischoff Hotel and the Waratah Road House.
- The Expression of Interest applications were open to the public for a period of 4 weeks.
- Applicants were requested to complete the application form including the selection criteria as outlined in the Board Charter.

There were nine applications received which were collated for consideration by the selection panel.

The selection panel consisted of Mayor Robby Walsh; Board Councillor Representative, Kevin Hyland; General Manager, Shane Crawford and Director Corporate and Community Services, Tracey Bradley. Consultant David Hammond, who has been involved throughout the process of the Board establishment, also provided feedback on applications.

Each panel member assessed the applications against the selection criteria and a collated short list of the top 5 applicants was prepared for discussion at a Council workshop.

There were no applications received from a local aboriginal community representative. The selection panel propose the appointment of an additional community member to fill this vacancy and ensure broad representation. Should a local aboriginal community representative express interest in the Board, upon approval, they may be able to attend meetings relevant to their interest as and when required as a co-opted member. The Board Charter states that the Board may co-opt up to two members for specific and required expertise and skills.

## **STATUTORY IMPLICATIONS**

### **Statutory Requirements**

There are no statutory implications to consider. The Community Board is not a Committee of Council and does not have budget delegations or the ability to make decisions over Council resources.

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## STRATEGIC IMPLICATIONS

The program of work has significant alignment with the Strategic Plan and Sustainable Murchison

### Strategic Plan Reference

GOAL 1: Leadership and Governance	
Desired Outcomes	
We make publicly transparent decisions on spending and future directions while encouraging community feedback.	
1.1	Commit to best practice in community engagement.

### Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Business & Industry	<b>Specialised diversity of the economy</b> – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
Tourism	<b>Memorable visitor experiences all year round</b> – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Strong communities and social capital	<b>Enduring community capital</b> – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Place making and liveability	<b>Liveable places for all ages</b> – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.
Governance and working together	<b>Working together for Murchison</b> – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

## POLICY IMPLICATIONS

As part of the Community Board Charter, staff will consult on major policies and changes to levels of service or funding which affect the Waratah community. This is considered best proactive engagement and should improve the input into policy decisions in the area.

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## **FINANCIAL IMPLICATIONS**

There are financial implications including operational costs in relation to the Board fees for members of the Community Board. A budget allocation has been made in the 2018-2019 operational budget.

## **RISK IMPLICATIONS**

Significant goodwill has been developed between Council and the community during the course of this project. It is important that both Council and the community continue to work together to ensure the ongoing success of this best practice community initiative.

To ensure the success of this initiative it will be important that Board members understand their obligations under the Community Board Charter including, the most critical component which is open and transparent dialogue and consultation between both parties on matters that relate to Waratah.

Community Board members will have training in engagement skills and how to deal with difficult issues that may arise. The consultants have offered 50 hours of free training to assist in developing these skills for members.

## **CONSULTATION PROCESS**

The consultation process to date has been extensive with the community, staff, elected members and stakeholders.

## **COMMENT**

This process was undertaken when it was clear that Waratah has significant tourism resources which are under-utilised and a community in decline. The development of a new innovative approach to community engagement was required to improve both of these factors. This approach will require a renewed level of optimism and commitment and trust in the community and Council to build a sustainable partnership.

It is therefore recommended that Council endorse the following applicants for community membership of the Waratah Community Board for a three-year term coinciding with the term of the current Waratah Community Plan:

- Anne Dunham,
- Neil Thorne,
- Rosemary Dick,
- Nikki Chivers and
- Yvette Ekman.

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MOVED BY	CR DUNIAM
SECONDED BY	CR FRIEDERSDORFF

**That Council:**

- 1. Endorse Anne Dunham, Neil Thorne, Rosemary Dick and Yvette Ekman for community membership of the Waratah Community Board for a three-year term coinciding with the term of the current Waratah Community Plan; and**
- 2. Advise all applicants of the outcome of the Expression of Interest process and thank them for their interest.**

The MOTION was put and was CARRIED unanimously

**IN FAVOUR**

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

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# Waratah-Wynyard Council

## Waratah Community Board Charter

### Preamble

The Waratah Community Board Charter (the "Charter") establishes the relationship between the Waratah Community Board (the "Board") and the Waratah-Wynyard Council (the "Council"). The Board will give local leadership on decisions that affect local people, deliver with Council the Waratah Community Plan 2018-21, and provide input assets, services and programs delivered in Waratah.

### Part 1: Waratah-Wynyard Council Strategic Vision

#### 1.1 Strategy, vision and values

1.1.1 The Community Board agrees to embody and contribute to the achievement of the vision, mission and values as expressed in Council's Ten-Year Corporate Strategic Plan 2017-2027:

- **Vision** – To deliver innovative, sustainable services to our community through strong leadership, clear direction and collaborative relationships.
- **Mission** - Building our community and region, providing leadership, a strong voice and delivering outcomes based on value for money.
- **Values** – Respect, Pride, Honesty, Fairness, Ethical Behaviour, Trustworthiness.

1.1.2 The Board, in all its actions, will be aligned with the Council's vision, mission and values, and contribute to the achievement of the overall strategic plan for the Council.

1.1.3 The Board will operate within the framework and processes of the Long Term Financial Plan and Strategic Asset Management Plan in relation to Council services and projects.

### Part 2: Waratah Community Board Governance

#### 2.1 Purpose of the Community Board

2.1.1 The purpose of the Board is as follows:

- a) The achievement of Waratah Community Plan 2018-21
- b) Developing and delivering on community priorities
- c) Local and representative leadership for the Waratah community
- d) Effective engagement with the local community and organisations
- e) Liaison with and advice to Council and other relevant authorities.

#### 2.2 Roles, responsibilities of the Community Board

2.2.1 The Community Board's role is to express the Waratah community's views on local issues to the Council. To achieve this role, the responsibilities of the Community Board are as follows:

- a) Delivery of Waratah Community Plan 2018-21



- 
- b) At the conclusion of the current Plan developing the Community Plan 2021-2024 in partnership with Council
  - c) To represent, and act as an advocate for, the interests of its community
  - d) Undertake or recommend to the Council the promotion of local cultural, sporting and enterprise initiatives or community events
  - e) The consideration of and reporting on matters referred to it by Council or any matter of interest or concern to the Board
  - f) Maintain an overview of services provided by Council within the community
  - g) Providing local input, prioritisation and feedback on Council works levels of service, and priorities
  - h) Engagement with community organisations and special interest groups within the community of Waratah
  - i) Local leadership and decision making
  - j) Providing input into the local development of community assets, services, projects and programmes
  - k) Having input into local priorities for the annual budget and preparation of a written budget submission to Council annually
  - l) Partnering with Council on submissions to other authorities on behalf of the Waratah community
  - m) Maintaining close relationship with the Waratah Tourism Association
  - n) Providing quarterly formal reporting to the Council on priorities, programs, projects and expenditure
  - o) Advising the Council on appropriate consultation with the Waratah community
  - p) Positive collaboration with the Council on the delivery of assets, services and facilities in Waratah
  - q) Any other function and duties as may be delegated from time to time to the Community Board by the Council, and by mutual agreement.

#### 2.4 Roles and responsibilities of the Council and staff

2.4.1 In working with the Board, the Council and staff will carry out the following roles and responsibilities:

- a) The Community Board will be consulted by way of a detailed presentation on the contents of the draft Annual Plan or Strategic Plan in sufficient time to allow the Community Board to make a meaningful and informed submission to Council
- b) Provide transparent asset and service delivery expenditure in the Waratah community
- c) Liaise with the Waratah community through the Board in the earliest stages of developing strategy and the design of assets, services, projects, programs and facilities for the Waratah community
- d) Listen to and consider the Board's feedback to the Council on assets, services, projects, programs and facilities' decisions for the Waratah community
- e) Build the capability of the Board in decision making and governance quality
- f) Consult on submissions and advocacy involving the Waratah community in a timely manner
- g) Provide administrative support to the Board's meetings and a single staff contact with all departments of the Council
- h) Board members will be presented a report detailing the next years program of works annually
- i) The Board will be consulted by way of a presentation on major policy issues initiated by the Council that have an effect on the Board area. The consultation and presentation will either be made prior to the public submission process to enable the Board to have input into draft documents, or be made in sufficient time to allow the Board to contribute to a meaningful submission.

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- j) Council agrees to hold at least one combined workshop per annum, at which the elected representatives and key staff will participate with the Board in discussing issues of mutual interest and clarification will be given on future strategic direction
  - k) Council may accept representations from the Board at its ordinary meetings on issues of significance contained within Board Minutes.

## 2.5 Meetings and protocol

2.5.1 The Board shall meet every bi monthly; a total of six times per annum.

2.5.2 Meetings shall be run by the Chairperson according to Local Government Meeting Procedures.

2.5.3 All conflicts of interest, or perceived conflicts of interest, must be declared before relevant decisions are discussed or made. These may include monetary interests or involvement in the governance of a relevant organisation.

2.5.4 At each Board meeting there shall be an opportunity for informal discussion by Board members on matters of mutual interest to the Board and Council, not covered by an agenda item.

2.5.5 Each meeting of the Board must have an agenda distributed a week before the meeting and made publicly available. Meetings are to be generally open to the public, with provision for public excluded discussion and decision making according to Local Government Meeting Procedures.

2.5.6 There shall be the following standing agenda items at each meeting:

- a) A works report from the Council three times per year
- b) Achievement and progress on the Waratah Community Plan
- c) Open public forum for each meeting, with speakers making prior arrangements with staff to attend two weeks beforehand

## 2.6 Decision-making

2.6.1 Most decisions of the Community Board are generally to be by consensus, with all resolutions noted in the minutes. If voting is required, it is to be according to provisions of the Local Government Meeting Procedures.

2.6.2 Sufficient advice is required before decisions are made, so all decisions are well-informed. This would be achieved on basis of a report with all reasonable options, risks and costs identified.

2.6.3 A quorum for decision making is not less than four of the community appointees attending the meeting.

## 2.7 Accountability

2.7.1 The Board is accountable for the decisions it makes, which means all members are expected to make their best efforts to support the board, its purpose and decisions.

2.7.2 Decisions are made by the Board as a whole. Even if an individual voted against a specific decision, all members are bound by it, and are expected to support the decision as the Board's.

2.7.3 Members are accountable to keep to the board Charter.

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2.7.4 An annual performance review of the Board will be undertaken by the Council in liaison with the Board Chair.

## 2.8 Communication

2.8.1 The objective is to retain quality relationships between Council and the Board, and between the Board and the public. Communication by all must be timely and include all relevant information.

2.8.2 Minutes of the Board will be available in a timely manner, sent and circulated to Council with any resolutions highlighted.

2.8.3 The Chairperson is the spokesperson for the Board.

2.8.4 The Council and the Board will deal with issues in good faith by direct and constructive discussion.

2.8.5 An elected member appointed by the Council will be accountable for reporting back to the Council every two months following the meeting of the Board.

## 2.9 Conflict resolution

2.9.1 The Council and Board will together work out issues of difference in good faith. It is recognised that issues where different positions are taken will naturally arise, and will generally be resolved positively through discussion.

2.9.2 Where there are substantial issues of performance or illegality, or reputational issues with the Board, the approach will be escalated according to the following approach:

- a) Agreement will first be sought through mediation with an independent and suitably skilled individual who is acceptable to both parties.
- b) Call-in provision: Council may call in any decision made by the Board if it breaches legal, ethical, or prudent financial parameters. Such a call-in can only be made by the joint agreement of the General Manager with the Mayor of the Council.
- c) The Council retains the right to disestablish the Board or remove individual members from office where there is verified serious misconduct.

2.9.3 The Board may be abolished by resolution of the Council in consultation with or as the result of a request from the Board.

## Part 3: Board Roles

### 3.1 Board appointments

3.1.1 The process to appoint Board members will include a transparent expression of interest process. The Council will make the final selection according to the guidelines and based on Board Members' skills and attributes. The process will be publicly advertised and widely promoted over a reasonable period of time.

3.1.2 There will be five appointed members, including the Chairperson, according to the Board Mix and Skills clause, below. One of these appointed members should be a local aboriginal community representative.

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3.1.3 To support the link with the local Tourism Association the Chair of the Waratah Tourism Association, or nominee acceptable to the Board will also be appointed to the Board. In addition one elected member of Council (Councillor) will also be appointed giving a total of five appointees, plus the Tourism Association Chair and Councillor; a maximum of seven permanent members, plus up to two co-opted members.

3.1.4 The Board may co-opt up to two members for specific and required expertise, skills; the co-opted roles to also be approved by the Council. Co-opted members will not have a formal vote, and their term is limited to the specific reason for their appointment.

3.1.5 Each member will be appointed for a three-year term coinciding with the term of the current Waratah Community Plan. Board appointees may be re-appointed for a maximum of up to three terms, or nine years in total.

3.1.6 Following the initial appointments, the Council and the Board will discuss and review the Charter together to be signed off by both the Board and Council, except for the inaugural Board Charter adopted by Council.

3.1.7 The Chair of the Board will be appointed by the Council.

3.1.8 If an appointee resigns, the Council will lead the re-appointment process to replace that Board member.

### 3.2 Board mix and skills

3.2.1 The appointment process seeks to provide a good mix of skills and backgrounds on the Board, recognising that diversity is a strength in representation and quality decision making. It is therefore expected that there will be a balanced mix of individuals according to gender and age. Other attributes that the Council will consider when making appointments will include:

- a) Preferably living in the Waratah area, or maintain active and regular involvement in the area
- b) A depth of community knowledge, including community group involvement
- c) A team player, including positive skills and attributes that will support the achievement of the Board's roles and responsibilities
- d) Previous leadership in addressing community issues
- e) Previous positive involvement in other boards or similar entities
- f) Good communication skills.

### 3.3 Remuneration

3.3.1 The community appointees and Tourism Association representative will receive \$50 per meeting attended.

3.3.2 There will be no remuneration for co-opted members

### 3.4 Role of the Chair

3.4.1 The role of the Chair shall be as follows:

- a) Chair meetings of the Board
- b) Comment on behalf of the Board



- 
- c) Provide the first point of liaison with elected representative of the Council and its staff
  - d) Ensure standards are met and to ensure the integrity of governance processes
  - e) Oversee the achievement of the Waratah Community Plan.

### 3.5 Role of Board Members

3.5.1 Board members have a responsibility to be active members of the Board, adhering to relevant Council policies and procedures in the discharge of their duties.

3.5.3 Board members agree they will take part in any training or workshop sessions arranged by the Council to promote a greater understanding of their role on behalf of the community to enhance the performance of the Board.

### 3.6 Appointments to other entities

3.6.1 The Board may appoint members to other local entities. The appointment will be with the agreement of the Council. All such appointees will be non-voting members of the other entity.

### 3.7 Relationship between staff and Community Board

3.7.1 The relationship between the staff and Board members will be mutually respectful and according to the values of the Charter and Council.

3.7.2 The Board recognises that it does not employ staff. The Council employs the General Manager and the General Manager employs all staff. The General Manager and staff are not accountable to the Board.

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## 10.2 3RD QUARTER UPDATE ON ANNUAL PLAN PROGRESS

To:	Council
Reporting Officer:	General Manager
Responsible Manager:	General Manager
Report Date:	2 April 2018
File Reference:	
Enclosures:	Departmental Monthly Performance Report - March 2018 Capital Works Program 17/18 Gantt Chart

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### PURPOSE

The purpose of this report is to present the quarterly 2017/18 Annual Plan progress report as at March 2018.

### BACKGROUND

The 2017/18 Annual Plan and Budget Estimates were adopted by the Council at its Ordinary Meeting on Monday 12 June 2017 in accordance with the requirements of the *Local Government Act 1993*.

### DETAILS

The attached report provides and update on the progress of actions included in the Council's Annual Plan 2017/18.

Strategies and Actions are listed in the tables in their future directions. The tables include information on the status of each action, progress comments on the action, the person responsible for the action, the estimated percentage complete for each action and the progress against targets set for each action.

Additionally, the Capital Works Program 17/18 Gantt Chart demonstrates that the works program are being carried out substantially in accordance with the planned schedule with the exception of Waterfront related projects which are a) timed to minimise disruption to businesses in this area and b) in some instances unable to be commenced until announcements are made regarding Council's Building Better Regions Fund grant application.

### STATUTORY IMPLICATIONS

N/A

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## **STRATEGIC IMPLICATIONS**

The plan is consistent with the Sustainable Murchison Community Plan 2040 and the Waratah-Wynyard Corporate Strategic Plan 2017-2027.

## **POLICY IMPLICATIONS**

N/A – Report is advisory only.

## **FINANCIAL IMPLICATIONS**

The completion of the annual plan is occurring in accordance with the budget estimates as reported in the monthly Council finance reports.

## **RISK IMPLICATIONS**

N/A – Report is advisory only.

## **CONSULTATION PROCESS**

N/A

MOVED BY	CR FAIRBROTHER
SECONDED BY	CR FRIEDERSDORFF

**That the Council receive the report on progress with the 2017/18 Annual Plan as at the end of the third quarter (March 2018) and note:**

- 1) That of the 71 actions reported on in the Departmental Monthly Performance Report:**
  - **38 actions are in progress and within at least 90% of the monthly target;**
  - **13 actions are in progress and are between 70 and 90% of the monthly target;**
  - **14 actions are either in progress and are less than 70% of the monthly target or are not scheduled to have commenced at this stage; and**
  - **6 Actions have been deferred**
- 2) Progress with the capital works as outlined in the Capital Works Program 17/18 Gantt Chart.**

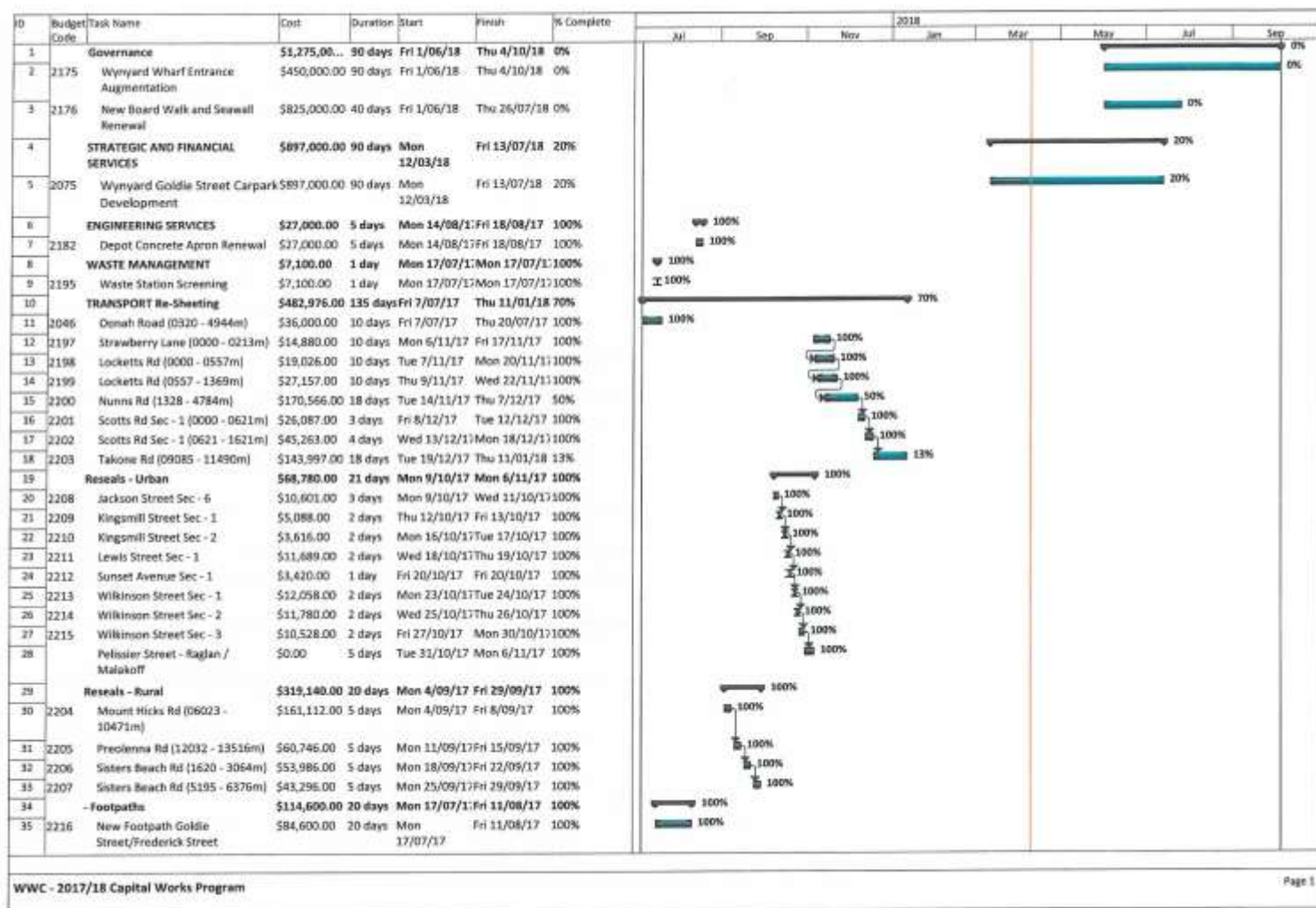
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The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		





ID	Budget Code	Task Name	Cost	Duration	Start	Finish	% Complete	2018											
								Jul	Sep	Nov	Jan	Mar	May	Jul	Sep				
36	2217	Urban Footpaths - DDA compliance	\$30,000.00	10 days	Mon 17/07/17	Fri 28/07/17	100%	100%											
37		- General	\$199,643.00	85 days	Mon 17/07/17	Fri 10/11/17	100%	100%											
38	2072	Wynyard Wharf Masterplan - Dodgin Street Roundabout	\$122,000.00	10 days	Mon 17/07/17	Fri 28/07/17	100%	100%											
39	2075	Wynyard CDP & Car Park Development	\$9,193.00	1 day	Mon 17/07/17	Mon 17/07/17	100%	100%											
40	2076	Guard Rail- Lobes Hill, Myalla Rd	\$20,700.00	5 days	Mon 17/07/17	Fri 21/07/17	100%	100%											
41	2218	Bridge St and Honeysuckle Ave Junction Widening	\$6,500.00	5 days	Mon 6/11/17	Fri 10/11/17	100%		100%										
42	2219	Somerset Surf Club Carpark Resurfacing	\$26,250.00	1 day	Fri 15/09/17	Fri 15/09/17	100%	100%											
43	2220	Rural Roads Culvert Replacement	\$15,000.00	10 days	Mon 11/09/17	Fri 22/09/17	100%	100%											
44		- Bridges	\$572,000.00	50 days	Mon 16/04/18	Fri 22/06/18	15%						15%						
45	2221	Rural Road Bridges - Upgrade bridge approaches	\$10,000.00	50 days	Mon 16/04/18	Fri 22/06/18	15%						15%						
46	2222	Rural Bridge Barrier Upgrades	\$562,000.00				0%												
47		SPORTING FACILITIES	\$10,000.00	5 days	Tue 5/09/17	Mon 11/09/17	100%	100%											
48	2224	Wynyard Showground Irrigation	\$10,000.00	5 days	Tue 5/09/17	Mon 11/09/17	100%	100%											
49		PARKS AND GARDENS	\$1,205,000.00	210 days	Mon 2/10/17	Fri 20/07/18	46%						46%						
50		- Wynyard	\$1,125,000.00	205 days	Mon 9/10/17	Fri 20/07/18	43%						43%						
51	2082	Camp Creek Remediation	\$700,000.00	90 days	Mon 19/03/18	Fri 20/07/18	10%						10%						
52	2226	Inglis River Walking Track	\$400,000.00	110 days	Mon 4/12/17	Fri 4/05/18	65%						65%						
53	2227	Gutteridge Gardens Drinking Fountains	\$5,000.00	5 days	Mon 9/10/17	Fri 13/10/17	50%	50%											
54	2228	Parks BBQ Renewals	\$10,000.00	5 days	Mon 13/11/17	Fri 17/11/17	100%		100%										
55	2229	Parks Furniture Renewals	\$10,000.00	5 days	Mon 11/12/17	Fri 15/12/17	100%			100%									
56		- Sisters Beach	\$40,000.00	10 days	Mon 6/11/17	Fri 17/11/17	100%		100%										
57	2230	Sisters Beach Pedestrian Bridge	\$40,000.00	10 days	Mon 6/11/17	Fri 17/11/17	100%		100%										
58		- General Parks and Reserves	\$40,000.00	1 day	Mon 2/10/17	Mon 2/10/17	100%		100%										
59	2087	Family Recreational Space	\$40,000.00	1 day	Mon 2/10/17	Mon 2/10/17	100%		100%										
60		STORMWATER DRAINAGE	\$126,875.00	85 days	Mon 17/07/17	Fri 10/11/17	99%												
61		- Stormwater Replacements and Upgrades	\$81,250.00	20 days	Mon 17/07/17	Fri 11/08/17	100%	100%											
62	2231	Renew Manhole Lids	\$7,500.00	5 days	Mon 17/07/17	Fri 21/07/17	100%	100%											
63	2232	Renew Grated Pits	\$73,750.00	20 days	Mon 17/07/17	Fri 11/08/17	100%	100%											
64		- General	\$45,625.00	5 days	Mon 6/11/17	Fri 10/11/17	95%			95%									
65	2090	Flood Studies	\$33,525.00		Mon 6/11/17		70%			70%									
66	1947	Upgrade Stormwater - Moore St Boat Harbour	\$12,300.00	5 days	Mon 6/11/17	Fri 10/11/17	100%			100%									
WWC - 2017/18 Capital Works Program																			Page 2

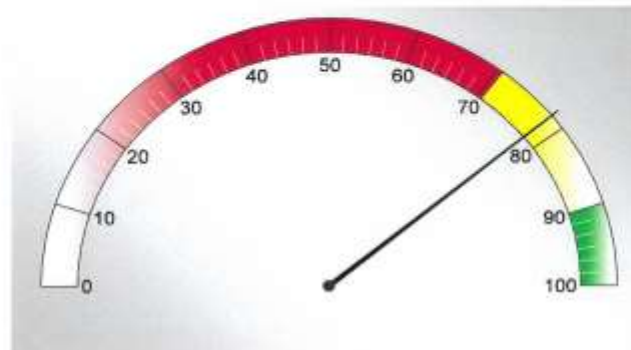


## **Departmental Monthly Performance Report**

March 2018

## Departmental Monthly Performance Report

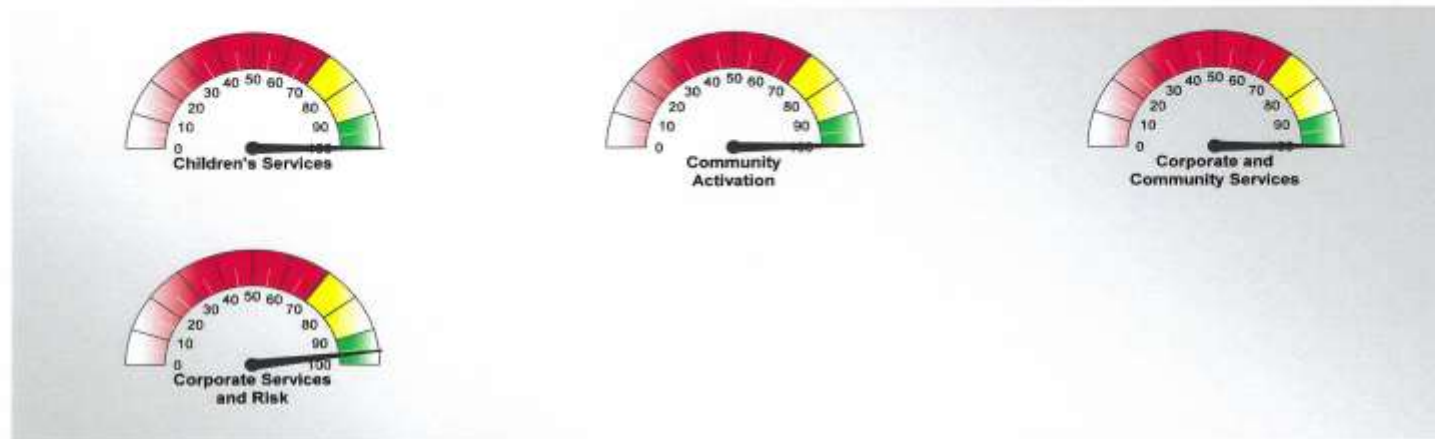
### Monthly Progress against Actions



Description	Indicator
71 Actions reported on	
38 Actions at least 90% of monthly target	
13 Actions between 70 and 90% of monthly target	
14 Actions less than 70% of monthly target	
0 Ongoing Actions	
6 Deferred Actions	
0 Actions with no target set	
0 Incomplete Actions	




## Departmental Monthly Performance Report

## Monthly Progress by Business Group





BUSINESS GROUP	NO. OF ACTIONS REPORTED ON	NO. OF ACTIONS AT LEAST 80% OF TARGET	NO. OF ACTIONS BETWEEN 70 & 80% 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	17	13	4	0	0	0	0	0
Corporate and Community Services	1	1	0	0	0	0	0	0
Corporate Services and Risk	6	4	1	0	1	0	0	0

## Departmental Monthly Performance Report - Corporate and Community 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

### Children's Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.4.1 Promote and work with stakeholders to provide affordable quality services.</b>							
3.4.1.1 Investigate sustainability of small Early Years Program.	The early years programs at Waratah and Yolla have been officially closed post the adoption of a report to Council.	Tracey Bradley	30/06/2018	N/A	72	100	
<b>Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.</b>							
3.5.1.1 Deliver Early Years Programs consistent with the National Quality Framework.	All services currently rated as exceeding the National Quality Framework	Wendy Richards	30/06/2018	N/A	72	72	










## Departmental Monthly Performance Report - Corporate and Community Services

### Community Activation





ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.</b>							
2.4.1.1 Investigate developing a Health and Wellbeing Plan in conjunction with Circular Head Council and Live Well Tasmania.	Consultant contracted to undertake development of the Health and Wellbeing Plan	Deb Mainwaring	30/05/2018	N/A	72	72	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.2 Promote and strengthen community safety to retain and attract families to live and recreate in Waratah-Wynyard.</b>							
3.1.2.1 Facilitate Community Safety and Wellbeing Group.	Know Your Odds SK8 Competition held in Wynyard, Meeting held	Richard Muir Wilson	30/05/2018	N/A	72	72	
3.1.2.2 Review Waratah-Wynyard Council Social Recovery Plan.	Updating all relevant information associated with the WWC Social Recovery Plan and providing feedback on State Recovery Strategy	Deb Mainwaring	30/06/2018	N/A	72	72	
<b>Strategy: 3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.</b>							
3.3.2.1 Coordinate social events to leverage the Australian Masters Games and the Gone Nuts Adventure Run.	The Tulip Festival Cocktail Party was held on the 27th October to involve the Masters Games participants.  Gone Nuts After Party was a great success, the free children's activities food vendor and live music were provided. Organizers of Gone Nuts were very happy with the activities in the Gardens.	Chantelle French	30/06/2018	N/A	72	100	
<b>Strategy: 3.4.1 Promote and work with stakeholders to provide affordable quality services.</b>							

## Departmental Monthly Performance Report - Corporate and Community Services



ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
3.4.1.1 Support the ongoing development of the 'Colours of Wynyard' Festival.	The Tulp Festival has finished for another year, the Cocktail Party was on the 27th October to involve the Masters Games participants. I have sent out thank you to sponsors and an overview of the Festival as well as placing on Facebook.	Chantelle French	30/06/2018	N/A	72	100	
<b>Strategy: 3.5.1 Build community capacity through services and programs that strengthen, support and care for our community.</b>							
3.5.1.1 Support the Waratah-Wynyard Youth Leaders Program (WWYL) and undertake coordination of Waratah-Wynyard Youth Leaders Program.	WWYL have had two meeting this year, we are recruiting for some new members. Planning for the year is nearly finalized	Chantelle French	30/06/2018	N/A	72	64	
3.5.1.2 Progressively implement the Inclusive Ageing Strategy.	Consultant contracted to develop a proposal for Age Friendly Community Strategy	Richard Muir Wilson	30/06/2018	N/A	72	58	
3.5.1.3 Review the Youth Strategy and progressively implement recommendations.	Consultant contracted to review and develop new Young Strategy	Richard Muir Wilson	30/06/2018	N/A	72	58	
3.5.1.4 Develop Age Friendly Communities Plan in conjunction with Circular Head Council.	Consultant contracted to undertake the Age Friendly Plan	Deb Mainwaring	30/06/2018	N/A	72	72	
<b>Strategy: 3.5.2 Become a 24/7 accessible council through the use of technology.</b>							
3.5.2.1 Investigate opportunities for online access to booking and payments for facilities.	Research is being undertaken to determine most efficient booking system	Deb Mainwaring	30/06/2018	N/A	72	64	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>Strategy: 4.1.2 Encourage community providers to be welcoming, supportive and inclusive, and to provide for all ages, abilities and cultures.</b>							
4.1.2.1 Continuation of Council's Public Art Program.	A DA has been submitted to Council for the installation of a tile mural at 26 Goldie Street. Completion will be subject to funding being received from Arts Australia.	Richard Muir Wilson	30/06/2018	N/A	72	70	
<b>Strategy: 4.2.1 Focus on the value of recreation in promoting the health and wellbeing of our community.</b>							



## Departmental Monthly Performance Report - Corporate and Community Services


ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
4.2.1.1 Deliver the Council's Healthy Community Program (eg Walking Wynyard)	Tai Chi classes have been offered on a weekly basis in Wynyard and Myalla by volunteer instructors. Approximately 50 people participate in these classes. A cycling promotion stall was held at the Foreshore Market in early March. Bike Tasmania, two local bike stores and Live Well Tasmania also participated. We promoted the benefits of cycling and using E Bikes for active transport.	Richard Muir Wilson	30/06/2018	N/A	72	75	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.1 Investigate and embrace new economic opportunities.</b>							
5.1.1.1 Review of recommendations of the Destination Priorities Plan 2017.	Working with Waratah Tourism Association on implementing some priority projects	Rachael Hogge	30/06/2018	N/A	72	100	
5.1.1.2 Implement the Wonders of Wynyard Interactive Interpretative Project.	Audio installed. Interpretation completed. Filming for video completed. RH working to edit and produce videos. State Growth signed off on final payment. Installation still to come. Sourcing quotes on touchscreen and CMS systems for visual content display	Rachael Hogge	30/06/2018	N/A	72	73	
<b>Strategy: 5.1.2 Identify and maximise current industry and resource capacities.</b>							
5.1.2.1 Continue to develop and promote the Wonders of Wynyard Exhibition Centre as a significant regional tourism attraction.	Annual Advertising in place - Spirits and airports and Welcome to Tasmanian Booklet Targetted advertising in Motorcycle magazine - Throw you Leg Over Rent-a-Bike advertised in Advocate and Examiner during Bike week.	Rachael Hogge	30/06/2018	N/A	72	73	
<b>Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.</b>							

## Departmental Monthly Performance Report - Corporate and Community Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.1.3.1 Maintain membership of, and active involvement in, Cradle Coast Authority tourism structure	continuing conversations with new Cradle Coast Tourism Manager about collaborative projects including Western journeys project, Loo with a View, Instagram stories and content creation	Rachael Hogge	30/06/2018	N/A	72	72	
5.1.3.2 Support the implementation of Tourism Destination Action Plan.	RH on Management group, Meetings quarterly. Working on DAP project "Loo with a View" and other projects as required in conjunction with DAP group	Rachael Hogge	30/06/2018	N/A	72	72	

## Departmental Monthly Performance Report - Corporate and Community Services

## Corporate and Community Services


ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
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 Investigate the establishment of Community Health and Wellbeing Hubs in Wynyard.	Warren Moore Consulting is working with key partners to develop an agreement on funding the community hub. Agencies continue to work with the project to identify potential sites.	Tracey Bradley	30/06/2018	N/A	72	86	

## Departmental Monthly Performance Report - Corporate and Community Services

## Corporate Services and Risk

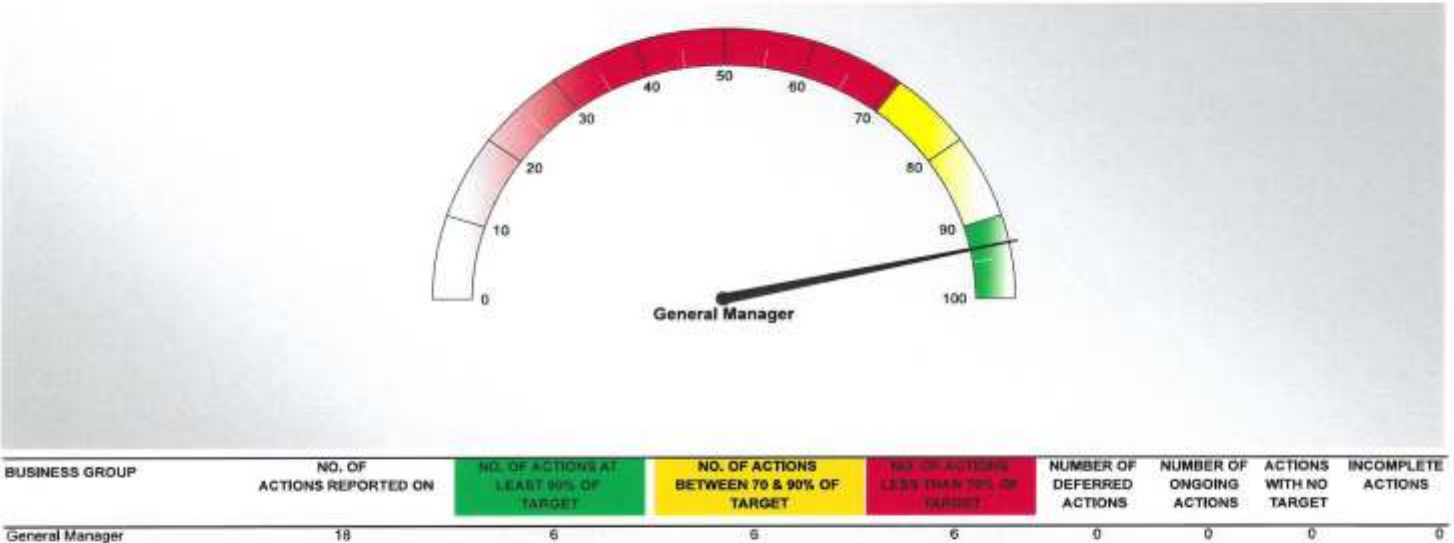
ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.</b>							
1.4.1.1 Promote Customer Service Standards.	Prepared draft Customer Service Charter and Standards - now with EMT to progress Draft Standard to be discussed at SMT meeting with EMT	Heather Sheppard	30/06/2018	N/A	72	75	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.</b>							
2.1.1.1 Investigate new IT solutions for e-learning for staff and contractors.	Online induction completed for all contractors, induction information now all held electronically within the system. Insurances now transferred from manual system to electronic system. All training details now entered for Childcare with training to complete. Work to commence on employee induction shortly	Heather Sheppard	30/06/2018	N/A	72	90	
<b>Strategy: 2.2.1 Facilitate effective knowledge management practices.</b>							
2.2.1.1 Finalise implementation of a common email platform with Circular Head Council.	IT Coordinator expects that Office 365 will be purchased and rolled out by June 2018. Costs and ongoing licence fees included in budget for 2018-19.	Heather Sheppard	30/06/2018	N/A	72	71	
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Update HR policies under adopted HR Framework.	4 policies have been drafted under the adopted HR Framework with the remainder to be completed by June 2018. Consultation phase complete - policies adopted	Heather Sheppard	30/06/2018	N/A	72	58	
<b>Strategy: 2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.</b>							

## Departmental Monthly Performance Report - Corporate and Community Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.4.1.1 Delivery of Training Register and Performance Reviews.	All training data from the Depot collated into online system. All Childcare staff, training details implemented. Performance Appraisals incomplete.	Heather Sheppard	30/05/2018	N/A	72	70	
<b>Strategy: 2.6.1 Promote Best Practice and foster innovation.</b>							
2.6.1.1 Commence development of the Workforce Development Plan.	To be progressed with new commencement date of 1 July 2018.	Heather Sheppard	30/06/2018	N/A	72	35	Deferred

Departmental Monthly Performance Report - General Manager

Monthly Progress by Business Group



## 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
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Implement Council's Highway, Public Reserves, Parking & Stormwater By-Law.	A comprehensive plan has been developed to implement the by-law. In relation to freedom camping, Council have committed to having appropriate signage, rules and enforcement procedures in place in preparation for the high tourist period next summer. Other aspects of the by-law may be able to be enacted prior to this date.	Shane Crawford	30/06/2018	N/A	72	50	
<b>Strategy: 1.3.1 Facilitate the meeting of community needs through strong advocacy and local and regional collaboration for shared outcomes.</b>							
1.3.1.1 Promote and increase public awareness of the Sustainable Murchison Community Plan.	The Murchison Plan was promoted as a strong element of the Council re-branding process and has been reflected in the new brand itself. Presentations made to RDA Economic Form and Planning Institute of Australia annual conference on the Sustainable Murchison Plan. Actions that align to the plan need to be promoted better throughout communications.	Shane Crawford	30/06/2018	N/A	72	60	
<b>Strategy: 1.5.1 Encourage increased participation by all stakeholders.</b>							



## Departmental Monthly Performance Report - General Manager





ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
1.6.1.1 Lobby for improved telecommunications across municipal area.	Sisters Beach and Takone black spots have now been resolved. No current plans to pursue any specific improvements at this time. Suggest watching brief for this action.	Shane Crawford	30/06/2018	N/A	72	100	
1.6.1.2 Ensure regular meetings are held with relevant State and Federal Ministers on matters of importance.	Meetings held as possible. Meetings have been requested with State Government following election and scheduled for mid-April. Shadow Minister for Regional Services, Territories and Local Government meeting also scheduled for mid April.	Shane Crawford	30/06/2018	N/A	72	50	
1.6.1.3 Develop effective regional collaborative governance particularly in respect to the implementation of the Sustainable Murchison Community Plan.	Working with CHC and BCC to develop an action plan in respect to regional priorities. Will continue working with the CCA in respect to regional economic development through the Sustainable Murchison Plan driving the Regional Futures Plan.	Shane Crawford	30/06/2018	N/A	72	35	
<b>Strategy: 1.6.2 Develop leadership that inspires and motivates, and which maintains a strong community and workplace culture.</b>							
1.6.2.1 Drive organisational change to develop the preferred Constructive organisational culture.	Cultural Development program containing to be implemented across the organisation. The Continuous Improvement (CI) Board process has been introduced at the Works centre. Whole of Council cultural development day held in October. Cross functional work teams exploring improvements now meeting with recommendations to be finalised by end May.	Shane Crawford	30/06/2018	N/A	72	60	
1.6.2.2 Continue the Council's leadership development program.	Program commenced 27 February 2018 and progressing well	Shane Crawford	30/06/2018	N/A	72	72	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.3.1 Identify and satisfy internal customer needs by consulting and managing expectations.</b>							





## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.3.1.1 Complete Stage 2 of the refurbishment of the Council Administration building.	Stage 2 completed. Other stages of refurbishment continuing with an expected completion May 2018	Shane Crawford	30/06/2018	N/A	72	100	
<b>Strategy: 2.5.1 Maintain and develop effective collaboration and resource-sharing practices with Circular Head Council.</b>							
2.5.1.1 Implement the recommendations from the review of resource sharing arrangements with Circular Head Council.	Resource sharing implementation plan developed by the combined EMT and is progressively being implemented. Document reviewed at monthly joint EMT meetings.	Shane Crawford	30/06/2018	N/A	72	60	
<b>Strategy: 2.6.1 Promote Best Practice and foster innovation.</b>							
2.6.1.1 Continue implementation of the Council's Continuous Improvement Program using 'Lean' principles as the key continuous improvement tool.	LEAN Training continuing to be rolled out across the organisation. Continuous Improvement Board process has commenced at the Works Centre and is being managed by the Director Infrastructure and Development Services.	Shane Crawford	30/06/2018	N/A	72	60	
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.2.1 Deliver engagement strategies that adapt to community needs to ensure effective communication and collaboration.</b>							
3.2.1.1 Develop communication plan for key strategic documents.	New template has been developed in April. To be progressively rolled out for existing and new projects.	Patrick Fahy	30/06/2018	N/A	72	20	
<b>Future Direction: 4 Community Recreation and Wellbeing</b>							
<b>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</b>							
4.3.1.1 Continue commenced staged implementation of the Waratah-Wynyard Open Space, Sport and Recreation Plan and progress Sport and Recreation precinct Masterplans in Somerset and Wynyard.	OSSR Plan endorsed by the Council at its September meeting. Internal working group meeting regularly to progress plans. Somerset masterplans being reviewed. Work has commenced on a number of playground related tasks.	Shane Crawford	30/06/2018	N/A	72	60	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.1 Investigate and embrace new economic opportunities.</b>							

## Departmental Monthly Performance Report - General Manager

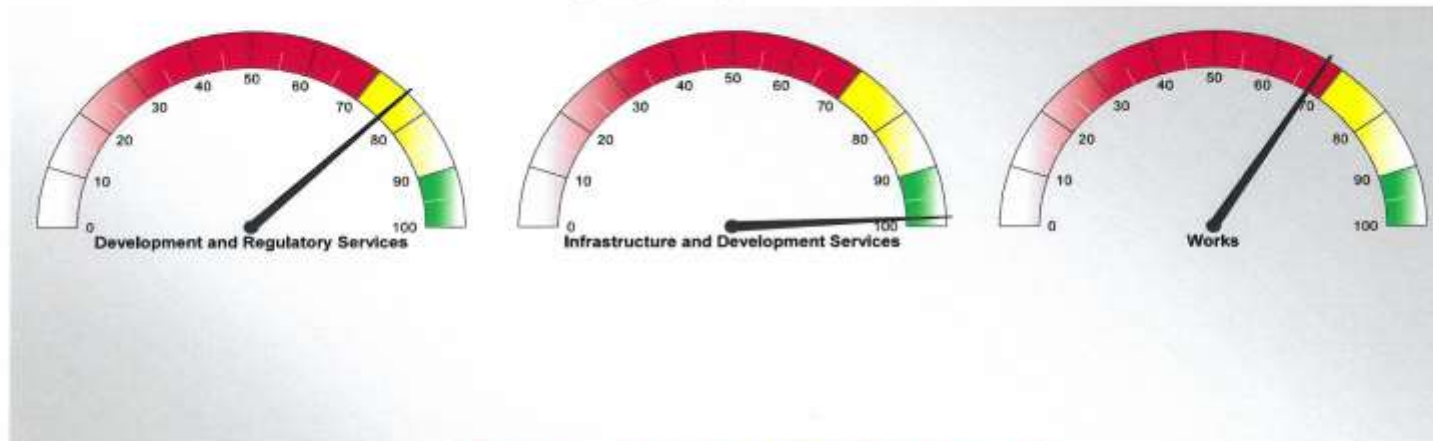
ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.1.1.1 Pursue economic development and expansion opportunities that will be beneficial to the community.	Part 5 agreement for Woolworths development initiated. Central Area Development Plans nearing finalisation. Goldie St carpark construction has commenced.	Shane Crawford	30/06/2018	N/A	72	72	
<b>Strategy: 5.3.1 Promote value-adding to current production streams.</b>							
5.3.1.1 Explore opportunities to redevelop existing public land holdings to create prime residential opportunities to encourage population growth.	A list of potentially surplus land has been compiled through the OSSR Process. In addition to the Council's current land holding in Hales Street and Serrata Crescent this land will be appropriately redeveloped as opportunities arise in the future.	Shane Crawford	30/06/2018	N/A	72	30	
<b>Strategy: 5.3.3 Actively manage community and economic growth through community engagement.</b>							
5.3.3.1 Establish a visitation program between business and Council.	Since commencement the new General Manager (GM) has visited a number of clubs, associations and businesses. Activities of the GM are listed each month in the Council agenda. The Mayor and GM will continue with this introductory program.	Shane Crawford	30/06/2018	N/A	72	50	
<b>Strategy: 5.4.1 Develop a recognised brand and actively market the local government area.</b>							
5.4.1.1 Progressively implement a rebranding of the Council to align the corporate and destination marketing brand for Waratah-Wynyard.	New Council branding strategy and destination marketing strategy approved by the Council at its September Council meeting. Work to progressively implement the brand internally and externally has commenced.	Shane Crawford	30/06/2018	N/A	72	62	
<b>Future Direction: 6 Transport and Access</b>							
<b>Strategy: 6.2.1 Plan for a priority access network for freight.</b>							

## Departmental Monthly Performance Report - General Manager

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
6.2.1.1 Advocate for completion of study into duplication of the Bass Highway between Burnie and Wynyard.	State Government have committed to complete study. Tender documents for consultancy have been reviewed with an expectation these will be available in February. Final report expected in June 2018	Shane Crawford	30/06/2018	N/A	72	100	
<b>Strategy: 6.3.1 Support air and sea infrastructure upgrades that attract visitors and industry.</b>							
6.3.1.1 Collaborate and support upgrades to Bass Highway junctions behind Wynyard in conjunction with the Department of State Growth.	Public consultation process completed and recommendations provided to the Department of State Growth. Works have commenced.	Shane Crawford	30/06/2018	N/A	72	100	

## 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
Development and Regulatory Services	2	0	1	1	0	0	0	0
Infrastructure and Development Services	7	5	1	1	0	0	0	0
Works	1	0	0	1	0	0	0	0

## 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

## Development and Regulatory Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 3 Connected Communities</b>							
<b>Strategy: 3.1.1 Deliver planning for activation through effective urban design and planning that promotes liveability, social gathering and connectedness, and whi</b>							
3.1.1.1 Develop local provisions for the Tasmanian Planning Scheme.	LGAT Meeting regarding Natural assets Code Mapping Review of bushfire overlay with TFS Development of mapinfo database for zone translation exercise - almost complete	Ashley Thornton	30/06/2018	N/A	72	18	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.2.1 Practice effective urban and landscape design and planning that promotes liveability and connectivity and recognises local heritage.</b>							
7.2.1.1 Actively participate in the development of the Tasmanian Planning Scheme.	Nil	Ashley Thornton	30/06/2018	N/A	72	56	





## Departmental Monthly Performance Report - Infrastructure and Development Services

## Infrastructure and Development Services


ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Improve the Integrated Strategic Asset Management Plan.	Update of renewals program. Draft list of Strategic projects produced for prioritisation with the SAMP 10 year forecast	Daniel Summers	30/06/2018	N/A	72	80	
<b>Strategy: 1.4.1 Collaborate with, understand and satisfy our external customers' needs and values.</b>							
1.4.1.1 Continue development of Service Level Standards.	Out of hours callout review progressing. Service level discussion now occurring at Joint EMT level on monthly basis	Daniel Summers	30/06/2018	N/A	72	60	
<b>Future Direction: 6 Transport and Access</b>							
<b>Strategy: 6.1.2 Prioritise and address service gaps with a road hierarchy.</b>							
6.1.2.1 Implement the outcomes of service levels for sealed and unsealed road network.	Surplus grader is being disposed. Works programming is being undertaken in accordance with the adopted service levels	Daniel Summers	30/06/2018	N/A	72	72	
<b>Strategy: 6.2.1 Plan for a priority access network for freight.</b>							
6.2.1.1 Identify priority access for freight (including development of heavy vehicle routes and bridge infrastructure).	Coordinated approach being undertaken with relevant stakeholders	Daniel Summers	30/06/2018	N/A	72	65	
<b>Future Direction: 7 Environment</b>							
<b>Strategy: 7.1.1 Foster opportunity through sustainable development and community engagement.</b>							
7.1.1.1 Complete Flood Mitigation Studies for Big Creek and Port Creek.	Stanwyn Court flood study significantly progressed and workshop held with Council to explore options. Port Creek modelling in progress. Mitigation options to be developed	Daniel Summers	30/06/2018	N/A	72	84	
<b>Strategy: 7.5.1 Consider and encourage biodiversity through forward thinking and planning.</b>							

## Departmental Monthly Performance Report - Infrastructure and Development Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
7.5.1.1 Pursue implementation of strategies included with the Council's adopted Waste Management Strategy.	Completion of waste compactor installation at the Wynyard Transfer station to reduce transport to landfill costs.	Daniel Summers	30/06/2018	N/A	72	75	
7.5.1.2 Complete catchment analysis for the creation of stormwater management plans pursuant to the Urban Drains Act 2013.	Cotton St Wynyard is being analysed as a priority with mitigation options investigated for catchment diversion.	Daniel Summers	30/06/2018	N/A	72	50	

## Departmental Monthly Performance Report - Infrastructure and Development Services

## Works

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
Future Direction: 7 Environment							
Strategy: 7.4.1 Promote innovative sustainable design through renewable energy and resources.							
7.4.1.1 Pursue implementation of strategies included within the Cradle Coast Waste Management Strategy.	New officer from WWC now attending Cradle Coast Waste Management Group meetings	James Brewer	30/06/2018	N/A	72	25	



Departmental Monthly Performance Report - Strategic and Financial 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
Economic Development and Governance	8	5	0	3	0	0	0	0
Financial Services	2	0	0	0	2	0	0	0
Strategic and Financial Services	7	2	0	2	3	0	0	0

April 10, 2018



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## Departmental Monthly Performance Report - Strategic and Financial 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

## Economic Development and Governance

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.1.1 Commit to best practice in community engagement.</b>							
1.1.1.1 Implement and refine the Corporate Communications and Social Media Strategy including marketing, engagement consultant and other communication activities.	Communications Officer has completed community engagement training (IAPP), along with other Governance staff involved in corporate strategy and policy. Review of the effectiveness of the Corporate Communications and Social Media Strategy has commenced and draft expected late April.	Patrick Fahy	30/06/2018	N/A	72	16	
<b>Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.</b>							
1.5.1.1 Develop a social, demographic & economic profile as a single source of data for decision making.	Work plan is being developed to plan the design of the profile and access data from Profile ID and the census. Initial stage will be a review of the existing Profile ID to assess what additional data is required.	John Stretton	31/03/2018	N/A	72	50	
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.1 Facilitate effective knowledge management practices.</b>							

## Departmental Monthly Performance Report - Strategic and Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
2.2.1.1 Implement a common document management software solution with Circular Head Council.	Implementation has progressed to the data migration stage. Work is being carried out to extract data from RecFind 6 in preparation to Migration to ECM. Migration is scheduled to be complete by the end of August and Go Live early September 2018. The only outstanding task this financial year is to prepare data for migration.	Amanda Davison	30/06/2018	N/A	72	95	
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Continue the digitalisation of historical records.	Back Scanning Project complete  Information Management Team are continuing to Back Scan documentation in house as unscanned files are recalled from offsite storage. Further documentation including large plans and maps are being continually received as offices are being vacated as part of the Council Refurbishment. Currently assessing appropriate document imaging options for digital storage.	Amanda Davison	30/06/2018	N/A	72	90	
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.1 Investigate and embrace new economic opportunities.</b>							
5.1.1.1 Develop a multi-disciplinary in-house team to facilitate and guide developments through the approval process.	Team composition has been determined, and the first meeting scheduled for 26th March.	John Stretton	30/06/2018	N/A	72	100	
<b>Strategy: 5.2.2 Advocate for regional delivery of training specific to business.</b>							

## Departmental Monthly Performance Report - Strategic and Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
5.2.2.1 Explore opportunities to expand training undertaken by Council to incorporate local businesses.	There is an initial business data base which could be used to identify potential participants for available training places. A comprehensive training course schedule, and an indication of available vacant places is required to proceed.	John Stretton	30/06/2018	N/A	72	100	
<b>Strategy: 5.3.1 Promote value-adding to current production streams.</b>							
5.3.1.1 Develop an evidence based economic development plan, consistent with regional economic growth opportunities and establish an effective Economic Development Advisory Group.	Preliminary consideration given to the composition of Economic Development Advisory Group. Progression deferred pending the changeover of General Manager.	John Stretton	30/06/2018	N/A	72	15	
<b>Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.</b>							
5.4.2.1 Assess the feasibility of the expansion of industrial land east of the Airport.	Stakeholder discussion have occurred in relation to potential industrial locations, design and access. In principle agreement from TasWater. Councillors accepting of proposal and aware of future infrastructure costs, rezoning issues and likely time to development. Ready to proceed with finalisation of transfer of ownership.	John Stretton	30/06/2018	N/A	72	90	

## Departmental Monthly Performance Report - Strategic and Financial Services

## Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 2 Organisational Support</b>							
<b>Strategy: 2.2.2 Review and update systems and processes to ensure best practice and customer-centric outcomes.</b>							
2.2.2.1 Undertake a review of the Chart of Accounts to develop a more effective activity costing system.	Redevelopment of the Chart of Accounts has been deferred to coincide to a commitment to upgrade the Finance system and the development of a list of services. Funding for 2017/18 was deployed to the implementation of ECMS.	Stephen Imms	30/06/2018	N/A	72	0	Deferred
2.2.2.2 Review the overhead allocation methodology based on a focus to direct costing through internal agreements.	Deferred. To be scheduled to occur concurrently with the review of the Chart of Accounts.	Stephen Imms	30/06/2018	N/A	72	0	Deferred


## Departmental Monthly Performance Report - Strategic and Financial Services

## Strategic and Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Future Direction: 1 Leadership and Governance</b>							
<b>Strategy: 1.2.1 Review and adjust service levels to provide value for money.</b>							
1.2.1.1 Improve the Long Term Financial Plan.	List of new and upgraded assets arising from recent strategy plans has been provided and is currently being inserted into the LTFFP. Awaiting SAMP review and updated renewals program to update LTFFP prior to the capital works budget. SAMP is not available, so as of February, the LTFFP is update continuing without a SAMP revision or asset life review. Most indexes have been updated, as are the waste and garbage models. Data is being entered for year 0, formulae are being reset and rolled forward to new ten year forecast.	Paul Smith	30/06/2018	N/A	72	65	
1.2.1.2 Establish best practice asset valuation and depreciation methodologies.	Project being jointly run with Director Infrastructure & Development. Draft guideline on 'Valuing public infrastructure at current replacement cost' have been sourced from the Queensland Audit Office. Initial workshop with Circular Head Council has produced a first draft of an asset categorisation and valuation model.	Paul Smith	30/06/2018	N/A	72	33	
<b>Strategy: 1.5.1 Build our knowledge base to apply in decision-making processes.</b>							
1.5.1.1 Undertake modelling of the application of differential rating under a Capital Improve Value valuation model.	The model previously provided by DPAC(DLG) in 2016 has errors in the data set and is unworkable. Following up with the local government department for an updated model.	Paul Smith	30/06/2018	N/A	72	10	
<b>Future Direction: 2 Organisational Support</b>							



## Departmental Monthly Performance Report - Strategic and Financial Services

ACTION	PROGRESS	RESPONSIBLE PERSON	COMP. DATE	KPI TITLE	TARGET	ACTUAL	PROGRESS
<b>Strategy: 2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.</b>							
2.1.1.1 Undertake business process reviews and implement electronic workflows.	Civica health checks completed. Further work deferred as a result of funding being redirected to ECM implementation. Cannot proceed be done until Hierarchy Module is fully activated.	Paul Smith	30/06/2018	N/A	72	5	Deferred
<b>Strategy: 2.2.1 Facilitate effective knowledge management practices.</b>							
2.2.1.1 Undertake a re-implementation of the Financial Software platform.	Deferred. Budgetary allocation this financial year was utilised for ECM implementation. Needs to proceed concurrently with Chart of Accounts and Overhead Allocation review.	Paul Smith	30/06/2018	N/A	72	1	Deferred
<b>Future Direction: 5 Economic Prosperity</b>							
<b>Strategy: 5.1.3 Support existing and encourage new innovative activities/industries to the area.</b>							
5.1.3.1 Complete the Boat Harbour Beach Foreshore Development Plan, including the development of an implementation plan.	Project initially delayed due to uncertainty on future direction as a result of public concerns with the Vos Development. The development proposal for foreshore has now been abandoned, and the site likely to be subdivided for residential development. Opportunities and Constraints paper has been presented to a Councillor workshop. Currently awaiting design concept plans to workshop with councillors prior to further public consultation.	Paul Smith	30/06/2018	N/A	72	100	
<b>Strategy: 5.4.2 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.</b>							
5.4.2.1 Develop a financial impact model to assess the effect of new development on existing infrastructure.	Deferred. Not funded in the current financial year.	Paul Smith	30/06/2018	N/A	72	1	Deferred

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## 10.3 NATURAL RESOURCE MANAGEMENT QUARTERLY REPORT JANUARY – MARCH 2018

To: Council  
Reporting Officer: Natural Resource Management Officer  
Responsible Manager: Director Infrastructure & Development Services  
Report Date: 5<sup>th</sup> April 2018  
File Reference:  
Enclosures: Natural Resource Management (NRM) Activities Report  
(including Weed Management)

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### PURPOSE

To provide Council with a report on actions taken towards its NRM and Weed Management Strategic objectives for the period January - March 2018.

### BACKGROUND

Council resource shares a NRM Officer with Circular Head Council to enact its Weed Management strategy objectives.

### DETAILS

See attached report for detail of actions taken.

### STATUTORY IMPLICATIONS

#### Statutory Requirements

The *Weed Management Act 1999* is the legislative head of power available to Council to facilitate a strategic and sustainable approach to Weed Management for the Municipal area.

### STRATEGIC IMPLICATIONS

#### Corporate Strategic Plan Reference

<b>GOAL 7: Environment</b>	
<b>Desired Outcomes</b>	
Stewardship of our land, water and marine ecosystems respects past, present and future generations.	
<b>Our Priorities</b>	
7.1	Provide education to facilitate awareness and appreciation of built and natural assets.
7.4	Consider and encourage biodiversity through forward thinking and planning.



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## Sustainable Murchison 2040 Community Plan

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

The 2005 WWC Weed Management Strategy provides the objectives that are reported against in the attached report.

### **POLICY IMPLICATIONS**

No significant policy implications identified

### **FINANCIAL IMPLICATIONS**

Council has approved budgeted amounts in its 2017/18 Annual Plan of \$ 12,000 for actions toward the Weed Management Strategy objectives.

### **RISK IMPLICATIONS**

No significant risks implications identified.

### **COMMENT**

It is therefore recommend that Council note the attached action report against Weed Management Strategy objectives. Further action updates to follow on a quarterly schedule.

MOVED BY	CR DUNIAM
SECONDED BY	CR FRIEDERSDORFF

**That Council note the attached Natural Resource Management quarterly report.**

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

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*Cr Bramich asked if Weeds Management was being looked at on a State Basis and if it was not should consider preparing a motion for the July LGAT meeting.*

*The General Manager took the question on notice.*

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### Natural Resource Management Activities (including weed control) January – March (2018)

The **Natural Resource Management (NRM) Officer** addresses weed management issues for both strategic and operational works as well as with Natural Resource Management related activities. The position is resource shared with the Circular Head Council and subsequently has 0.5 of a full time equivalent (FTE) dedicated to Waratah- Wynyard Natural Resource Management (NRM) activities. At times when there is a heavier, seasonally influenced or peak work load in one of the two municipal jurisdictions more time can be dedicated to those activities and the time differentiation noted and resources shared between the two Councils as required.

### Statutory (Weed Management)

Activity	Liaison (External)	Action
Keeps abreast with any amendments to Tasmanian <b>Weed Management Act 1999</b> and / or related statutes.	DPIPWE	Written and verbal communication with private and public sector stakeholders relating to weed management within Waratah Wynyard Council's municipal boundaries. (Ongoing) Discussions with Invasive species branch as well as officers of various Government departments regarding complaints from residents about weed infestations on Crown Land and road reserves etc. as required. Weed mitigation planning. (Ongoing) Weed outbreak and infestation mitigation activity facilitation
Permit review to transport declared weeds	DPIPWE	Currency confirmed (Annual review and extension process ongoing)
Undertake Waratah -Wynyard Council municipality Weed Inspectorial duties as prescribed under the <b>Weed Management Act 1999</b> .	Dept. State Growth DPIPWE – Invasive Species Section regional officer TasRail representatives WWC and CHC staff as required. Cradle Coast Weeds Authority activity and planning participation Other Stakeholders	Consultations were undertaken with the relevant land owners (including state authorities) to encourage weed control on their land. Programmed response to seasonal weed emergence issues or resident's (and other) enquiries. (Continues) implementation summer weed growth period communication and mitigation strategy (Continues)
Participate in any formal forums – training seminars as requested by DPIPWE or relevant to professional development.	Appropriate DPIPWE officer – Regional or State wide	None scheduled in period from January - March 2018

### Strategic Activities

Activity	Liaison (External)	Action
Review (and implement actions defined in) Waratah - Wynyard Weed Management Strategy Consider, develop and implement contemporary weed management strategies to comply with the Tasmanian <b>Weed Management Act 1999</b> .	Appropriate State Government officers: Biosecurity Tasmania – Crown Land Services. Appropriate Local Government officers Representatives of relevant industry bodies Appropriate representatives of aligned weed management organisations Local / regional Landcare group representatives	Discussion with Biosecurity Tasmania Officers and Crown Land Services officers regarding effectiveness of current Weed Management Act. (The Act is currently being reviewed and is expected to be rescinded and weed management absorbed into a new more robust Biosecurity Act. Ongoing through formal specified meetings or informal weed management stake holder contacts as required.
Keep abreast with Commonwealth and State Government policy relating to NRM policy / activities and weed management and funding as required.	Strategically aligned weed management service delivery providers.	Contact with CCNRM project officers and EO regarding funding and partnership opportunities for weed management or natural resource management projects. Assist brokering funding sourcing activities for local stakeholders. Assist in facilitating communication between Government agency staff and local stakeholders as required.
Participate in natural resource management delivery within both Council jurisdictions.	Internal WWC staff WWC ratepayers and customers	Address Natural Resource Management issues as directed or required.
Liaise with scientific researchers developing biological agents for targeted weed management. (Ragwort, English Broom, Montpellier Broom, Gorse & other emerging priority weeds)	UTAS Science facility Bookend Trust: Where? Where? Wedgie project (NRM) Tas Landcare Weeds Management Facilitator	The product market is continually reviewed to identify environmentally friendly and biodegradable herbicide products for the land owners to minimise impact on the environment.

### Customer Service (Proactive)

Activity	Liaison (External)	Action
Participate in local community group discussions as required	Designated Landcare Groups CCNRM Schools TAFE (As required)	Ongoing discussions were undertaken with the Landcare groups and educational institutions (TAFE) to support NRM activities. Facilitate meeting with local Landcare, CLS staff, TasRail, Fonterra regarding weed management on non-Council owned / managed land parcels behind Fonterra industrial precinct. Respond to enquiry regarding rock obstruction to Cam River above tidal

Activity	Liaison (External)	Action
		zone. Inspect site, contact appropriate DPIPW officer and brief them of the issue within their jurisdiction.
Developing and implementing an “identify, inform and act” process with respect to natural resource management on Public non Council land	State Authorities Commonwealth Authorities Relevant scientific research bodies. CSIRO, UTAS, TAFE	Ongoing
Developing and implementing and identify, inform and act process with respect to weed management on private land.	Private landowners DPIPWE Biosecurity Section Crown Land Services	Contact property owners / Managers (private or government) by telephone, face to face visit or letter as appropriate to the specific issue. Eg Contact a rural property owner by phone or visit to let them know if there are ragwort plants noted on their property and provide them with technical information relating to the weed, how to deal with it as well as what it’s statutory management plan status is under the Weeds Management Act 1999. Contact with government representatives and other property owners / managers indicating the presence of declared weeds within their boundaries and requesting treatment. Issue letters to specific property owners regarding requirement to treat specific weeds within a specified timeframe. (Ongoing as required) Follow up discussion and site visits with property owners who have been issued with requirement notices.
Seasonally notify targeted residents in known declared weed zones: Pampas Grass Ragwort Slender thistles	Regional Weed Officer – Invasive Weeds Section of DPIPWE. Forestry Tasmania officers Land owners, Quarry lease holders	A seasonal inspection of targeted land (including quarries) in WWC municipal area was undertaken during January / March to identify treatment or operational consultations processes. Quarries inspected and owners / leasees consulted. WWC quarries inspected with Council staff and ongoing management strategies identified. Pampas Grass plants (various sizes) mapped and treated immediately (when practical) or responsible leasees / owners notified with required action specified. (Ongoing)
Follow up inspection of all areas known to have infestations of targeted weeds (As above)	Land owners (Including Crown Land)	Seasonal inspection of targeted land (including quarries) in WWC municipal area to identify treatment options or operational consultation processes. (Ongoing)

Activity	Liaison (External)	Action
Personal contact with non-compliant landowners	Landowners	Ongoing education and support has been offered to non-compliant landowners on a case by case basis. Issue official requirement to treat weeds where necessary.
Engage appropriate weed management contractors to undertake programmed weed eradication activities.	Approved contractors	Appropriate weed management contractors were engaged as required to spray target weed growth cycle on Council land and some road reserves as required. Montbretia Spanish Heath Thistles Sea Spurge Gorse Pampas Grass
Undertake natural resource management activities as required.	Appropriate stakeholders. NRM project officers	Support was provided to engineering staff to preserve native fauna and undertake vegetation assessment during engineering and construction activities. Preliminary tree surveys Preliminary natural values assessments Discussion with CLS Officers in relation to Crown Land licences and responsibility of management planning and implementation issues.

### Customer Service (Responsive)

Activity	Liaison (External)	Action
Respond to all customer enquiries relating to weed management	Customers / Ratepayers Councillors (via appropriate communication channels) General Manager (As directed) SMT	Respond to enquiries relating to weed management and NRM issues as required. Ongoing education and support has been offered to customers on a case by case basis. Specific weed management strategies are implemented as appropriate.
Provide technical assistance to customers / ratepayers.	Customers / Ratepayers	Ongoing as required
Inform land owners (public and private) if they have infestations of declared weeds of appropriate management action	Land owners Regional Weeds Officer – Invasive Species Section : DPIPW	Ongoing education and support has been offered to customers on a case by case basis.
Remove declared weeds identified by customers on Council land or implement appropriate	Property owners / managers Approved contractors	Where declared weeds are identified immediate treatment (Removal) is undertaken by inspecting officer where practical.

Activity	Liaison (External)	Action
management strategy with the relevant land owner.		Advise stakeholders of management options / directions relating to non-declared weeds as required.
Answer queries from Landcare groups relating to natural resource management issues, weed management planning. Investigate implementation funding sourcing.	Landcare group representatives	Ongoing, as required
Respond to any natural resource management matters raised by Councillors through appropriate communication channels.	Councillors	<ul style="list-style-type: none"> <li>Attend Council workshops and provide NRM and Weed management briefings on relevant matters. (Ongoing, as required)</li> </ul>

#### Natural Resource Management Liaison – Internal / External

Activity	Liaison	Activity
NRM Project Facilitation – beach erosion at Irby Sisters Creek mouth – Storm damage mitigation (Ongoing)	<ul style="list-style-type: none"> <li>Development Services Officers (Internal)</li> <li>Corporate and Community Services (Internal)</li> <li>Consultants</li> <li>State Government Officers and elected members (as directed)</li> </ul>	<ul style="list-style-type: none"> <li>Inspect and report on beach erosion at Irby Boulevard, Sisters Beach (Ongoing as required)</li> <li>Liaise with Internal and external stakeholders with respect to specific stakeholder communication issues (Ongoing as required)</li> <li>Liaise with consultant representatives regarding contract engagement specifics.</li> </ul>
Review Rehabilitation plan for Ballast Pit Quarry	EPA Officers (External) WWC Officers / Managers as required (Ongoing)	<ul style="list-style-type: none"> <li>Provide technical information regarding problem specifics as required.</li> <li>Site meetings and discussion with Crown Land Services officers regarding resident vegetation removal activities on crown coastal reserves (Ongoing)</li> <li>Provide advice to Waratah Wynyard Council directors / officers regarding environmental matters as required. (Ongoing)</li> </ul>
NRM Project Facilitation – Flood mitigation response Stanwyn Court Wynyard (Completed)	<ul style="list-style-type: none"> <li>Development Services (Internal)</li> <li>Corporate and Community Services (Internal)</li> <li>Consultants</li> <li>Selected residents</li> </ul>	<ul style="list-style-type: none"> <li>Visit site and note landscape issues relating to flooding</li> <li>Reporting to consultants as well as WWC GIS Coordinator (Completed)</li> </ul>

### Agricultural Landscape Rehabilitation Scheme (ALRS) Funding Application Facilitation

Activity	Liaison	Activity
Facilitation support of WWC preparation of Flowerdale River lower catchment Agricultural Landscape Rehabilitation Scheme funding nomination application process. Project application was successful with 14 private land holders within the Flowerdale flood plain receiving rehabilitation works funding.	WWC General Manager, Executive Officer, GIS Coordinator, others (Internal) CCNRM Project Officer (External) NRM North Project manager (External) Participating stakeholders / property owners as required. (External)	Attend stakeholder briefings (Ongoing) Logistics discussions and enquiry answering with potential participants. Liaise with Federally funded project facilitator (Ongoing during the life of the project) Liaise with Project Coordinator to facilitate delivery of materials and contractors for project completion within budget and time frame. Undertake site inspections to monitor progress. (Ongoing)



#### **10.4 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2018**

To:	Waratah-Wynyard Council
Reporting Officer:	Accountant
Responsible Manager:	Manager Financial Services
Report Date:	6 <sup>th</sup> April 2018
File Reference:	100.10
Enclosures:	Financial Summary Cash Position Rate Summary Capital Works Summary Quarterly Capital Works

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##### **PURPOSE**

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

##### **BACKGROUND**

The financial reports presented incorporate:

- Financial summary
- Cash Position
- Rate Summary
- Capital Works Summary
- Quarterly Capital Works

##### **DETAILS**

Nil

##### **STATUTORY IMPLICATIONS**

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

## STRATEGIC IMPLICATIONS

### Strategic Plan Reference

Key Focus Area:	<b>CIVIC LEADERSHIP AND GOVERNANCE</b> A well-managed Council that services the municipality with integrity and has a strong voice in the region
Outcome 4.3	Council is managed in a financially sustainable and responsible manner
Operational Aim 4.3.2	Establish and maintain systems to support timely and efficient financial reporting

## POLICY IMPLICATIONS

The contents of this special purpose financial report are prepared under the guidance of Council policies.

## FINANCIAL IMPLICATIONS

No significant financial implications have been identified.

## RISK IMPLICATIONS

No significant risk implications have been identified.

## CONSULTATION PROCESS

Nil

## COMMENT

It is therefore recommended that the Council notes the Financial Reports for the period ended 31 March 2018.

MOVED BY	CR FRIEDERSDORFF
SECONDED BY	CR DUNIAM

**That the Council notes Financial Reports for the period ended 31 March 2018.**

*Closed Meeting*

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The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		



## Waratah-Wynyard Council

### FINANCIAL SUMMARY

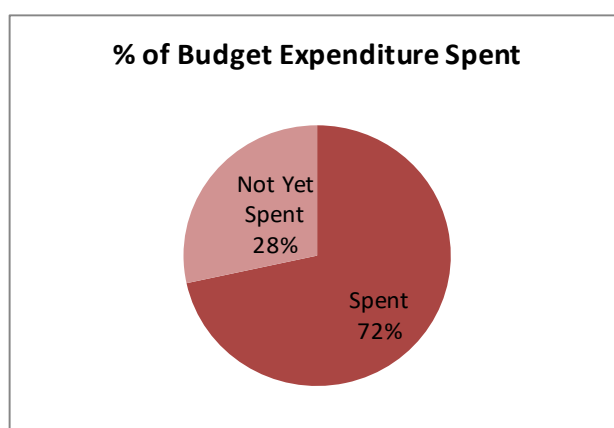
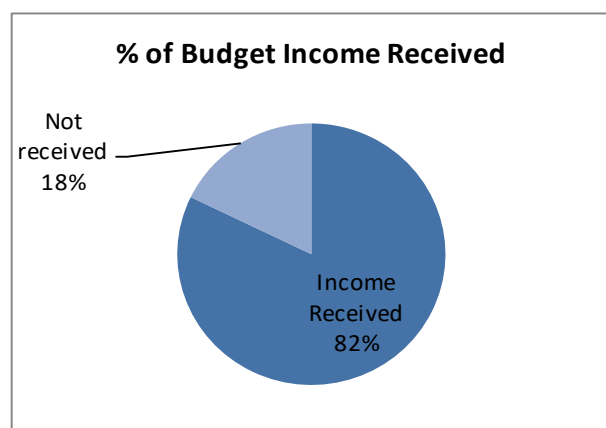
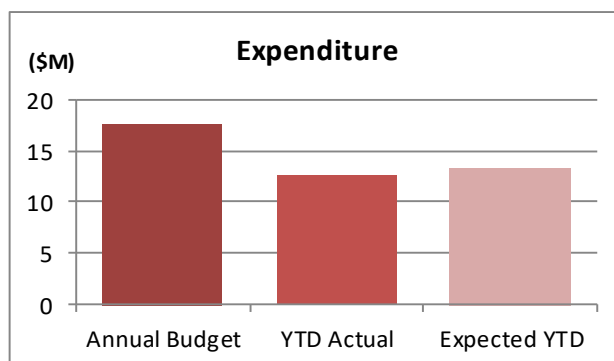
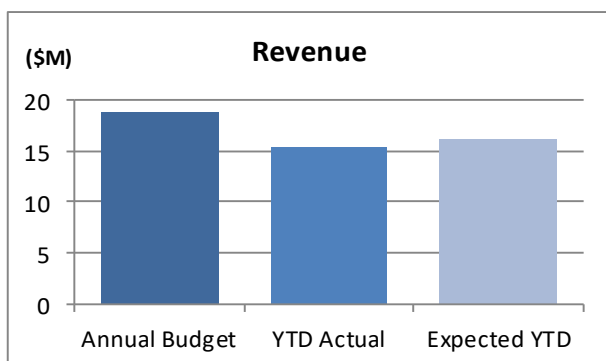
For the period ended 31 March 2018

REVENUE	Annual Budget \$	YTD Actual \$	Expected YTD \$	YTD Actual % of Budget %	Notes
Council & General Manager's Office	8,160	104,096	6,120	1,275.69	1.
Strategic & Financial Services	11,206,903	9,381,332	9,669,668	83.71	
Corporate & Community Services	1,760,959	1,376,827	1,322,085	78.19	
Infrastructure & Development Services	5,732,242	4,513,910	5,094,473	78.75	
	<b>18,708,264</b>	<b>15,376,165</b>	<b>16,092,346</b>	<b>82.19</b>	

EXPENDITURE	Annual Budget \$	YTD Actual \$	Expected YTD \$	YTD Actual % of Budget %	Notes
Council & General Manager's Office	1,022,339	711,506	752,840	69.60	
Strategic & Financial Services	1,778,652	1,291,327	1,530,738	72.60	2.
Corporate & Community Services	3,414,749	2,466,018	2,594,125	72.22	
Infrastructure & Development Services	11,490,523	8,209,831	8,443,441	71.45	
	<b>17,706,263</b>	<b>12,678,683</b>	<b>13,321,144</b>	<b>71.61</b>	

#### NET RESULT

<b>1,002,001</b>	<b>2,697,482</b>	<b>2,771,202</b>
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## Waratah-Wynyard Council

### FINANCIAL SUMMARY NOTES

#### For the period ended 31 March 2018

Notes to Revenue	Annual Budget \$	YTD Actual \$	Expected YTD \$	YTD Actual % of Budget %
1. Council & General Manager's Office	8,160	100,000	2,040	1,225.49

\$100,000 grant received which was not allocated in 2018 budget. This grant was expected to be received during the 2016/17 financial year.

Notes to Expenditure	Annual Budget \$	YTD Actual \$	Expected YTD \$	YTD Actual % of Budget %
2. Strategic & Financial Services	1,778,652	1,291,344	1,530,738	72.60

Timing of state levy payments. To be paid in following month, approx. \$100,000.

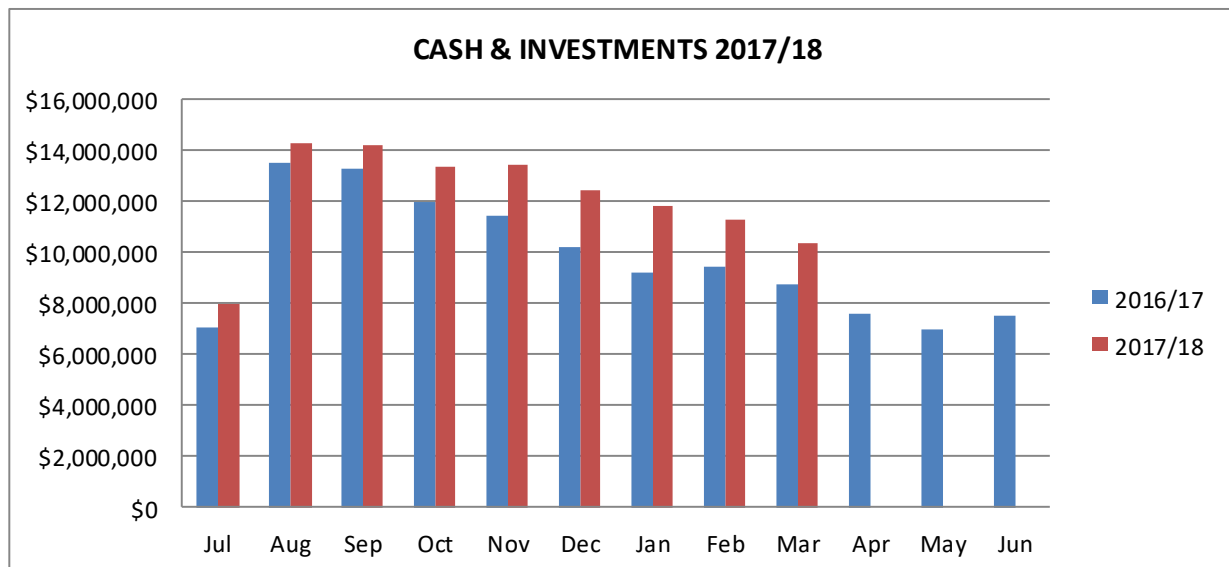


## Waratah-Wynyard Council

### CASH POSITION

For the period ended 31 March 2018

FINANCIAL INVESTMENTS	\$	INVESTMENTS	\$	Weighted Average
Deposits	10,200,000	Commonwealth Bank	162,891	1.25%
		ANZ	3,000,000	2.45%
		Bankwest	7,200,000	2.41%
Petty Cash and Till Floats	2,420	Petty Cash and Till Floats	2,420	
Trading Account	162,891			
<b>BALANCE (ALL ACCOUNTS)</b>	<b>10,365,311</b>		<b>10,365,311</b>	<b>2.40%</b>



Benchmarks:	RBA Cash Rate*	1.500
	90 Day BBSWs Rate**	2.030

\*source: [www.rba.gov.au](http://www.rba.gov.au) as at 29 March 2018

\*\*source: <https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf> as at 29 March 2018

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



## Waratah-Wynyard Council

### RATE SUMMARY

For the period 1 July 2017 to 31 March 2018

RATE SUMMARY	2017/18		2016/17	
	%	\$	%	\$
<i>Notice Issue Date - 28 July 2017</i>				
OUTSTANDING RATE DEBTORS (As at 1 July 2016)	4.04	459,917	3.30	363,930
ADD CURRENT RATES AND CHARGES LEVIED (including penalties)	95.96	10,914,196	96.70	10,677,570
GROSS RATES AND CHARGES DEMANDED	100.00	11,374,113	100.00	11,041,500
LESS RATES AND CHARGES COLLECTED	89.35	10,163,071	87.41	9,651,092
REMISSIONS AND DISCOUNTS**	8.46	961,704	8.34	921,090
	97.81	11,124,775	95.75	10,572,182
ADD PROPERTIES IN CREDIT	(3.15)	357,807	(2.52)	278,232
UNPAID RATES AND CHARGES (includes Deferred Rates)	5.34	607,145	6.77	747,550
<b>**REMISSIONS AND DISCOUNTS</b>				
	<b>2017/18</b>		<b>2016/17</b>	
Discount		386,780		369,591
Pensioner Rebates		565,979		550,094
Council Remissions and Abandements		8,945		1,405
		<u>961,704</u>		<u>921,090</u>



## Waratah-Wynyard CAPITAL WORKS SUMMARY For the period ended 31 March 2018

Capital Projects 2017/18	Notes	Budget \$	% Spend of Budget
<b>GOVERNANCE</b>			
Wynyard Wharf Entrance Augmentation		450,000	1%
New Board Walk and Seawall Renewal		825,000	1%
Office Refurbishment		850,000	65%
Council - Other		223,492	91%
		<b>2,348,492</b>	33%
<b>STRATEGIC &amp; FINANCIAL SERVICES</b>			
Wynyard Goldie St Carpark Development		897,000	29%
Other		25,000	0%
		<b>922,000</b>	28%
<b>CORPORATE SERVICES</b>			
Information Technology		40,000	56%
		<b>40,000</b>	56%
<b>COMMUNITY SERVICES</b>			
Children's Services		68,000	37%
		<b>68,000</b>	37%
<b>ENGINEERING SERVICES</b>			
Depot & Plant		483,000	35%
Waste Management		47,100	100%
Public Conveniences		10,000	102%
		<b>540,100</b>	42%
<b>TRANSPORT</b>			
Re-Sheeting		482,976	58%
Reseals - Rural		319,140	93%
Reseals - Urban		180,128	117%
Footpaths		114,600	100%
Wynyard Wharf Masterplan Works	1.	122,000	157%
Somerset CBD Masterplan Works		690,000	57%
General - Other & Bridges		701,342	23%
		<b>2,610,186</b>	63%
<b>Sporting Facilities</b>			
Sporting Facilities	2.	52,000	159%
		<b>52,000</b>	159%
<b>PARKS &amp; GARDENS</b>			
Camp Creek Remediation		700,000	10%
Parks & Gardens - Other		505,000	120%
		<b>1,205,000</b>	56%
<b>STORMWATER DRAINAGE</b>			
Stormwater Pipe Replacements and Upgrades		81,250	100%
General		45,625	51%
		<b>126,875</b>	82%
<b>TOTAL CAPITAL WORKS PROGRAM 2017/18</b>		<b>7,912,653</b>	48%

1. Extra design cost for roundabout to bring turning circle up to required standard, land acquisition and legal costs related to increased footprint of roundabout, asphalt laid further up each of three approaches than anticipated to transition to existing surface, in particular Goldie Street.

2. Change of scope in budget. Extra funding to meet the gap in overspend via external sources.



**WARATAH-WYNYARD COUNCIL**  
**QUARTERLY CAPITAL WORKS STATEMENT AS AT 31 MARCH**  
**2018**

		Estimate	Actual	Commit	Total	Variation		Note	EMT	Project	Comments
	WO NO	\$	\$	\$		\$	%	No.		Delivery	
<b><u>GOVERNANCE</u></b>											
<b>Council</b>											
Office Refurbishment	916	850,000	556,251	-	556,251	(293,749)	65%		MS		
Boat Harbour Development Plan	2010	18,492	14,328	5,372	19,700	1,208	107%	1.	PS		Additional expenditure for traffic assessment on additional access road
Redesigning of Council Branding	2011	45,000	2,685	637	3,323	(41,677)	7%		MS		
Integrated Software Solution	2015	160,000	65,019	42,751	107,770	(52,230)	67%		TB		
Wynyard Wharf Entrance Augmentation	2175	450,000	3,926	-	3,926	(446,074)	1%		MS		
New Board Walk and Seawall Renewal	2176	825,000	71,771	5,429	77,200	(747,800)	9%		MS		
		2,348,492	713,980	54,190	768,169	(1,580,323)	33%				
<b>TOTAL GOVERNANCE</b>		<b>2,348,492</b>	<b>713,980</b>	<b>54,190</b>	<b>768,169</b>	<b>(1,580,323)</b>	33%				
<b><u>STRATEGIC &amp; FINANCIAL SERVICES</u></b>											
<b>Strategic &amp; Financial Services</b>											
Wynyard Goldie Street Carpark Development	2075	897,000	230,810	27,444	258,255	(638,745)	29%		PS		Pending strategic Decision
By Law Implementation	2177	25,000	-	-	-	(25,000)	0%		PS		
		922,000	230,810	27,444	258,255	(663,745)	28%				
<b>TOTAL STRATEGIC &amp; FINANCIAL SERVICES</b>		<b>922,000</b>	<b>230,810</b>	<b>27,444</b>	<b>258,255</b>	<b>(663,745)</b>	28%				

		Estimate	Actual	Commit	Total	Variation		Note	EMT	Project	Comments
	WO NO	\$	\$	\$		\$	%	No.		Delivery	
<b><u>CORPORATE SERVICES</u></b>											
<b>Information Technology</b>											
IT Replacement	2178	40,000	15,858	6,429	22,287	(17,713)	56%		TB		Will be completed by 4th quarter
		40,000	15,858	6,429	22,287	(17,713)	56%				
<b>TOTAL CORPORATE SERVICES</b>		<b>40,000</b>	<b>15,858</b>	<b>6,429</b>	<b>22,287</b>	<b>(17,713)</b>	56%				
<b><u>COMMUNITY SERVICES</u></b>											
<b>Childrens Services</b>											
Links Child Care – Replace Clothes Dryer	2179	2,500	1,950	-	1,950	(550)	78%		TB		Complete
Little Goldie Street Replace Stove	2180	1,500	-	-	-	(1,500)	0%		TB		Complete
Bathroom Upgrade	2254	24,000	23,156	-	23,156	(844)	96%		TB		Complete
Links Child Care Playground Replacement	2181	40,000	-	-	-	(40,000)	0%		TB		
		68,000	25,106	-	25,106	(42,894)	37%				
<b>TOTAL COMMUNITY SERVICES</b>		<b>68,000</b>	<b>25,106</b>	<b>0</b>	<b>25,106</b>	<b>(42,894)</b>	37%				
<b><u>ENGINEERING SERVICES</u></b>											
<b>Depot</b>											
Depot Concrete Apron Renewal	2182	27,000	34,137	-	34,137	7,137	126%		DS		Complete
Depot Storage Shed Roof Renewal	2183	2,500	2,375	21	2,396	(104)	96%		DS		
LED Street Lights	2184	22,000	-	-	-	(22,000)	0%		DS		
		51,500	36,513	21	36,533	(14,967)	71%				
<b>Plant</b>											
8 foot Tractor-mounted grader blade for Waratah	2026	5,500	4,400	-	4,400	(1,100)	80%		DS		Complete
Kubota Mower 2504	2027	31,000	-	-	-	(31,000)	0%		DS		
Sepi Mulcher 1523	2028	15,500	12,005	-	12,005	(3,495)	77%		DS		Complete
Sepi Mulcher 1564 - Waratah	2029	16,000	12,855	-	12,855	(3,145)	80%		DS		Complete
Slasher Berrends Warrior 1552	2030	10,500	9,553	-	9,553	(947)	91%		DS		Complete
	WO NO	Estimate \$	Actual \$	Commit \$	Total	Variation \$	%	Note No.	EMT	Project	Comments

Delivery									
Grader Sale		(85,000)	-	-	-	85,000	0%	DS	
Light Truck 1232	2185	54,000	-	-	-	(54,000)	0%	DS	
Isuzu Truck 2612	2186	115,000	-	-	-	(115,000)	0%	DS	
Mitsubishi L/T 1222	2187	80,000	-	-	-	(80,000)	0%	DS	
Small Plant Replacement	2188	28,000	5,435	-	5,435	(22,565)	19%	DS	
Subaru Forrester 2345	2189	12,000	15,725	-	15,725	3,725	131%	DS	Complete
Mitsubishi ASX 2327	2190	11,000	-	-	-	(11,000)	0%	DS	
Mitsubishi ASX 2075	2191	11,000	-	-	-	(11,000)	0%	DS	
Holden Colorado 3048	2192	19,000	-	-	-	(19,000)	0%	DS	
Subaru Forrester 2107	2193	14,000	-	-	-	(14,000)	0%	DS	
Mitsubishi Lancer 2094	2194	14,000	-	-	-	(14,000)	0%	DS	
Subaru Forester	2256	35,000	29,075	-	29,075	(5,925)	83%	2. DS	Complete
Ford Ranger	2257	45,000	42,537	-	42,537	(2,463)	95%	2. DS	Complete
		431,500	131,586	-	131,586	(299,914)	30%		
<b>TOTAL ENGINEERING SERVICES</b>		<b>483,000</b>	<b>168,099</b>	<b>21</b>	<b>168,119</b>	<b>(314,881)</b>	35%		
<b><u>WASTE MANAGEMENT</u></b>									
Waste Station Screening	2195	7,100	3,859	-	3,859	(3,241)	54%	DS	Complete
Wynyard Waste Transfer Station Upgrade	2234	40,000	43,144	-	43,144	3,144	108%	4.	Complete
<b>TOTAL WASTE MANAGEMENT</b>		<b>47,100</b>	<b>47,002</b>	<b>-</b>	<b>47,002</b>	<b>(98)</b>	100%		
<b><u>PUBLIC CONVENIENCES</u></b>									
Gutteridge Gardens Toilet Stainless Steel Lining	2196	10,000	10,179	-	10,179	179	102%	DS	Complete
<b>TOTAL PUBLIC CONVENIENCES</b>		<b>10,000</b>	<b>10,179</b>	<b>0</b>	<b>10,179</b>	<b>179</b>	102%		

		Estimate	Actual	Commit	Total	Variation	Note	EMT	Project	Comments
	WO NO	\$	\$	\$		\$	%	No.	Delivery	
<b><u>TRANSPORT</u></b>										
<b><u>Re-Sheeting</u></b>										
Oonah Road (0320 - 4944m)	2046	36,000	38,463	-	38,463	2,463	107%		DS	Complete
Strawberry Lane (0000 - 0213m)	2197	14,880	11,195	-	11,195	(3,685)	75%		DS	Complete
Locketts Rd (0000 - 0557m)	2198	19,026	26,991	-	26,991	7,965	142%		DS	Complete
Locketts Rd (0557 - 1369m)	2199	27,157	36,444	-	36,444	9,287	134%			Complete
Nunns Rd (1328 - 4784m)	2200	170,566	80,711	5,505	86,217	(84,349)	51%			
Scotts Rd Sec - 1 (0000 - 0621m)	2201	26,087	27,441	-	27,441	1,354	105%			Complete
Scotts Rd Sec - 1 (0621 - 1621m)	2202	45,263	35,038	-	35,038	(10,225)	77%		DS	
Takone Rd (09085 - 11490m)	2203	143,997	19,318	-	19,318	(124,679)	13%		DS	
		482,976	275,602	5,505	281,107	(201,869)	58%			
<b><u>Reseals - Rural</u></b>										
Mount Hicks Rd (06023 - 10471m)	2204	161,112	131,035	-	131,035	(30,077)	81%		DS	Complete
Preolenna Rd (12032 - 13516m)	2205	60,746	112,734	-	112,734	51,988	186%		DS	Complete
Sisters Beach Rd (1620 - 3064m)	2206	53,986	21,570	1,538	23,108	(30,878)	43%		DS	Prep work complete
Sisters Beach Rd (5195 - 6376m)	2207	43,296	28,966	901	29,867	(13,429)	69%		DS	Prep work complete
		319,140	294,306	2,439	296,745	(22,395)	93%			
<b><u>Reseals - Urban</u></b>										
Jackson Street Sec - 6	2208	10,601	12,739	-	12,739	2,138	120%		DS	Complete
Kingsmill Street Sec - 1	2209	5,088	6,730	-	6,730	1,642	132%		DS	Complete
Kingsmill Street Sec - 2	2210	3,616	6,246	-	6,246	2,630	173%		DS	Complete
Lewis Street Sec - 1	2211	11,689	14,490	-	14,490	2,801	124%		DS	Complete
Sunset Avenue Sec - 1	2212	3,420	3,023	-	3,023	(397)	88%		DS	Complete
Wilkinson Street Sec - 1	2213	12,058	22,561	-	22,561	10,503	187%		DS	Complete
Wilkinson Street Sec - 2	2214	11,780	22,719	-	22,719	10,939	193%		DS	Complete
Wilkinson Street Sec - 3	2215	10,528	6,179	-	6,179	(4,349)	59%		DS	Complete
Pelissier St, Raglan to Malakoff	2241	111,348	115,793	-	115,793	4,445	104%	3.	DS	Complete
		180,128	210,480	-	210,480	30,352	117%			

		Estimate	Actual	Commit	Total	Variation		Note	EMT	Project	Comments
	WO NO	\$	\$	\$		\$	%	No.		Delivery	
<u>Footpaths</u>											
New Footpath Goldie Street/Frederick Street	2216	84,600	84,841	-	84,841	241	100%		DS		Complete
Urban Footpaths - DDA compliance	2217	30,000	29,900	-	29,900	(100)	100%		DS		Complete
		114,600	114,741	-	114,741	141	100%				
<u>General</u>											
Wynyard Wharf Masterplan - Dodgin St.	2072	122,000	192,010	-	192,010	70,010	157%		DS		Complete
Somerset CBD Masterplan Works	2074	690,000	343,983	50,171	394,154	(295,846)	57%		DS		
Guard Rail - Lobes Hill, Myalla Rd	2076	20,700	4,187	-	4,187	(16,513)	20%		DS		Complete
Wynyard CADP & Car Park Development	2075	9,193	9,216	27,444	36,660	27,467	399%		DS		
Bridge St and Honeysuckle Ave Junction Widening	2218	6,500	9,047	-	9,047	2,547	139%		DS		Complete
Somerset Surf Club Carpark Resurfacing	2219	26,250	19,281	-	19,281	(6,969)	73%		DS		Complete
Rural Roads Culvert Replacement	2220	15,000	14,345	469	14,814	(186)	99%		DS		Complete
Wynyard Yacht Club/Multi-Purpose Community Facility	2246	51,699	61,524	-	61,524	9,825	119%	5.	DS		Complete
		941,342	653,593	78,085	731,678	(209,664)	78%				
<u>Bridges</u>											
Rural Road Bridges - Upgrade bridge approaches	2221	10,000	12,576	-	12,576	2,576	126%		DS		Complete
Rural Bridge Barrier Upgrades	2222	562,000	-	-	-	(562,000)	0%		DS		
		572,000	12,576	0	12,576	(559,424)	2%				
<b>TOTAL TRANSPORT</b>		<b>2,610,186</b>	<b>1,561,299</b>	<b>86,029</b>	<b>1,647,328</b>	<b>(962,858)</b>	63%				

		Estimate	Actual	Commit	Total	Variation		Note	EMT	Project	Comments
	WO NO	\$	\$	\$		\$	%	No.		Delivery	
<b>SPORTING FACILITIES</b>											
<u>Wynyard</u>											
Wynyard Basketball Centre Renew Scoreboard & Shot Clock	2223	21,000	60,826	-	60,826	39,826	290%		DS		NB - Both scoreboards on single order for freight efficiency
Wynyard Showground Irrigation	2224	10,000	12,404	-	12,404	2,404	124%		DS		Complete
		31,000	73,230	-	73,230	42,230	236%				
<u>Somerset</u>											
Somerset Basketball Centre Renew Scoreboard & Shot Clock	2225	21,000	9,572	-	9,572	(11,428)	46%		DS		
		21,000	9,572	-	9,572	(11,428)	46%				
<b>TOTAL SPORTING FACILITIES</b>		<b>52,000</b>	<b>82,802</b>	<b>-</b>	<b>82,802</b>	<b>30,802</b>					
<b><u>PARKS &amp; GARDENS</u></b>											
<u>Wynyard</u>											
Camp Creek Remediation	2082	700,000	67,119	-	67,119	(632,881)	10%		DS		
	2226	400,000	108,228	384,874	493,103	93,103	123%				Southern side of track completed, birdge currently being manufactured offsite
Inglis River Walking Track									DS		
Gutteridge Gardens Drinking Fountains	2227	5,000	4,497	-	4,497	(503)	90%		DS		
Parks BBQ Renewals	2228	10,000	6,417	-	6,417	(3,583)	64%		DS		
Parks Furniture Renewals	2229	10,000	8,808	-	8,808	(1,192)	88%		DS		Complete
		1,125,000	195,070	384,874	579,944	(545,056)	52%				
<u>Sisters Beach</u>											
Sisters Beach Pedestrian Bridge	2230	40,000	22,329	-	22,329	(17,671)	56%		DS		Complete
		40,000	22,329	-	22,329	(17,671)	56%				

		Estimate	Actual	Commit	Total	Variation		Note	EMT	Project	Comments
	WO NO	\$	\$	\$		\$	%	No.		Delivery	
<u>General Parks &amp; Reserves</u>											
Family Recreation Space	2087	40,000	70,875	-	70,875	30,875	177%		DS		Complete, note variation following further community consultation, increase cost due to location change
		40,000	70,875	-	70,875	30,875	177%				
<b>TOTAL PARKS &amp; GARDENS</b>		<b>1,205,000</b>	<b>288,274</b>	<b>384,874</b>	<b>673,148</b>	<b>(531,852)</b>	56%				
<u><b>STORMWATER DRAINAGE</b></u>											
<u>Stormwater Pipe Replacements and Upgrades</u>											
Renew Manhole Lids	2231	7,500	7,619	-	7,619	119	102%		DS		Complete
Renew Grated Pits	2232	73,750	73,665	-	73,665	(85)	100%		DS		Complete
		81,250	81,284	-	81,284	34	100%				
<u>General</u>											
Flood Studies	2090	33,525	23,099	-	23,099	(10,426)	69%		DS		Scope variation, grated pit to be renewed only on landowners consent and remaining reallocated to port Road pathway works
Upgrade Moore St Boat Harbour	1947	12,100	-	-	-	(12,100)	0%		DS		
		45,625	23,099	-	23,099	(22,526)	69%				
<b>TOTAL STORMWATER DRAINAGE</b>		<b>126,875</b>	<b>104,382</b>	<b>0</b>	<b>104,382</b>	<b>(22,493)</b>	82%				
<b>TOTAL CAPITAL WORKS PROGRAM 2017/2018</b>		<b>7,912,653</b>	<b>3,247,790</b>	<b>558,987</b>	<b>3,806,777</b>	<b>(4,105,876)</b>	48%				

**Notes:**

1. Identified as 2016/17 projects that need to be carried forward at December Council Meeting (item 10.5).
2. Additional Vehicles required and adopted at December Council Meeting (item 10.5).
3. Budget Amendment
4. Approved amendment July Council Meeting (item 20.1)
5. Budget amendment October Council Meeting (item 10.1)

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## **10.5 SENIOR MANAGEMENT REPORT**

To: Council  
Reporting Officer: General Manager  
Responsible Manager: General Manager  
Report Date: 5 April 2018  
File Reference: 009.02  
Enclosures:

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### **SUMMARY/PURPOSE**

To provide information on issues of significance, matters of interest; statistical information and summaries of specific areas of operations.

### **GENERAL MANAGERS OFFICE**

The below is a summary of activities undertaken by the General Manager during the period since the previous Council meeting -12 March until 9 April 2018. It also provides information on issues of significance or interest, statistical information and summaries of specific areas of operations

#### **Corporate**

Meetings continued with neighbouring Councils regarding opportunities for shared services; specifically regarding the provision of information technology.

A number of separate meetings held with residents regarding planning matters

Progress is being made with budget preparations for discussion with Council at a series of workshops throughout April and May

#### **Community**

Undertook a tour of Council recreation facilities including:

- Frederick Street Reserve,
- Wynyard Recreation Centre (including squash courts),
- Wynyard Recreation Ground,
- Cardigan Street soccer facility. and
- Langley Park.

Met with David Hammond who provided an overview of the work he has been doing with Council in relation to Freedom Camping.



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Met Mayor and the Executive of the Wynyard RSL for an update on the activities of the organisation as well as an overview of their plans for the future.

Participated in the assessment of applications for the Waratah Community Board

Met with representatives and undertook a tour of the Somerset Uniting Church

### **Industry**

Progressed investigations relating to previous Council decisions regarding industrial land

### **Other**

Attended the North West Branch Meeting of LG Professionals

Attended LGAT General Manager's Meeting. Agenda items included:

- Meeting procedures training
- Tasmanian Community Fund
- An update from the Director of Local Government
- An update from the Tasmanian Audit Office
- School based apprentices
- Disaster relief funding

Attended Cradle Coast General Manager's Meeting. Agenda items included:

- Ten Days on the Island
- Tourism websites
- Cruise Ships
- Population growth

MOVED BY	CR DUNIAM
SECONDED BY	CR FRIEDERSDORFF

- 1. That the monthly Senior Management Report be noted.**
- 2. That the Council confirm that there will be no change to the naming of the Old Bass Highway at the Yacht Club Access Road.**

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

*Cr Fairbrother asked if there was an update from the Statewide Freedom camping Group.*

*The General Manager advised there had been no update and took on notice to follow-up.*

### 10.5.1 PLANNING PERMITS APPROVED UNDER DELEGATION – MARCH 2018

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
8/2018	G Walker (6ty Pty Ltd)	83 & 91 Terra Nova Drive Wynyard	Manufacturing Plant extension	05/03/2018	18	P
7/2018	K & S Clarke	542 Seabrook Road Mount Hicks	Outbuilding	07/03/2018	33	D
13/2018	Wynyard Bowls Club Inc	17B Park Street Wynyard	Addition & Lift Upstairs	26/03/2018	24	P
10/2018	S Costelloe & R Wynwood	7 Gilmour Crescent Somerset	Garage	26/03/2018	37	D
17/2018	Stubbs Construction	86-92 Inglis Street Wynyard	Pallet Store Redevelopment	26/03/2018	23	P
19/2018	Quanex	512 Back Cam Road	Outbuilding	27/03/2018	20	P

### 10.5.2 BUILDING PERMITS APPROVED –MARCH 2018

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

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
2018-29-01	6ty Pty Ltd	83 terra nova Drive Wynyard	Workshop – Additions	15/03/2018	6	DA 8/2018
2018-22-01	C Pearce	170A Back Cam Road Somerset	Alteration – Dwelling	15/03/2018	15	DA 66/2017
2018-9-01	P & C Edwards	28 Oldina Road Wynyard	Addition – Dwelling & Deck/Verandah	16/03/2018	2	DA 126/2017
2018-2-01 PSC	P & C Edwards	28 Oldina Road Wynyard	Dwelling (As-Built)	15/03/2018	1	DA 12/2018
2018-21-01	L Dixon	84 Oldina Road Wynyard	New Dwelling	22/03/2018	1	DA 133/2017
2018-23-01	D J & F M Dowling	11 Hepples Road Boat Harbour Beach	New Outbuilding	22/03/2018	6	DA 22/2017

### 10.5.3 OPEN ACTION LIST –PREVIOUS COUNCIL MEETINGS - Summary of Matters Requiring Action

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
22-Jan-18	5.3.1	Public Questions Without Notice -K Ewington - Standard of Airport Gardens. Mr Ken Ewington of Flowerdale asked when the Council would take action to have the Airport Corporation improve their surrounds including lawns, garden beds and signage	Meeting scheduled with Airport Manager and Burnie City Council General Manager.	GM	Ongoing	
22-Jan-18	8.1.1	RTQON - Cr Hyland - Raw Sewerage Calder Road	Capacity of properties system currently being assessed.	DIDS	Ongoing	
22-Jan-18	8.3.1	CQWN - Cr Bradley - Thistle Hut Request for Public Toilet Signs	Being considered as part of budget process.	DIDS	Ongoing	
19-Feb-18	9.1	NOM – Cr Wright – Camping on Crown Reserve. Motion Lost	General Manager to progress Freedom Camping strategy across municipal area working with Council with a commitment to have appropriate signage, rules and enforcement procedures in place in preparation for the high tourist period next summer <i>First meeting of Statewide group to take place on 19 March 2018.</i>	GM	Ongoing	
19-Feb-18	10.1	ROC – Proposed East Wynyard Foreshore Masterplan - Motion Carried  Adopt the Draft East Wynyard Foreshore masterplan; <ul style="list-style-type: none"> <li>Consider implementation of the proposed playground and landscaping elements for the 2018/19 budget;</li> <li>Consider rationalising the existing 4 local playground sites, 2 at the East Wynyard Foreshore, 1 at 9 Martin Street and 1 at 25 Lockett Street in order to fund</li> </ul>		DIDS	Not yet commenced	

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
		the proposed district level playground; and <ul style="list-style-type: none"> <li>Remain flexible in the implementation of the East Wynyard Foreshore masterplan as it assesses cost and benefits in consultation with the community and users into the future</li> </ul>				
19-Feb-18	10.2	ROC ANZAC Park Concept Plan Motion Carried That the Council form a reference group to progress detailed design of an all ability playground at Anzac Park, Somerset.	Stakeholder meetings being organised for first week of May.	GM	Ongoing	
19-Feb-18	10.3	ROC – Waratah Community Plan That Council – <ul style="list-style-type: none"> <li>Adopt the Waratah Community Plan and Waratah Community Board Charter</li> <li>Endorse the Expression of Interest process for Community Board membership</li> <li>Endorse Councillor Kevin Hyland as the elected representative on the Waratah Community Board</li> </ul>	<ul style="list-style-type: none"> <li>Charter endorsed</li> <li>Expression of Interest process completed – refer report April agenda.</li> <li>Cr Hyland representative on Board</li> </ul>	DCCS	Completed	5/4/18
19/3/18	4.4.1	Councillor Statement – Cr Fairbrother Gone Nuts Event - Suggested change to course given bridges on River Track have now been budgeted for repair	Recommendation advised to event organisers.	Com. Events	Completed	20/3/18
19/3/18	5.3.1	QON – K Ewington – Transfer Station Opening Hours -Mr Ken Ewington of Flowerdale asked if Council could explain how it was determined that 10.00am to 4.00pm were the best hours of operation of the Transfer Station to meet ratepayer		DIDS		

Meeting Date	Item #	Topic	Action/Status	Officer	Status	Date Closed
		needs. He also asked if council could consider longer hours for those who work for example extended hours during day light savings, opening hours on the weekend, open on public holidays.				
19/3/15	10.1	Motion Carried: Note the information provided regarding CCTV; and Consider installation of CCTV as part of the 2018/19 budget deliberations.	Included in Budget recommendations	GM	Complete	9/4/18
19/3/18	10.2	ROC – Amended CCA Rules	Motion Carried - Council approve the amended Cradle Coast Authority Rules. <i>CCA Authority advised of resolution 20/3/18</i>	GM	Complete	20/3/18
19/3/18	10.3	ROC – Official Road Name Allocation and Readdressing	Workshop held with Councillors and matter will not be progressed at this time. Naming of road to remain unchanged. Letters prepared to go to residents after Council Meeting	GM	Complete	5/4/18

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## 10.6 QUARTERLY REPORTS

### STRATEGIC AND FINANCIAL SERVICES

#### Governance

##### Right to Information / Assessed Disclosure Requests – January 2018 – March 2018

Description	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018 YTD
Request received	6	0	1	2	1
Request decided	6	0	1	2	1
Outcome – Information provided, request granted	4	0	1	2	1
Outcome – Information part provided/part exempt	0	0	0	0	0
Outcome – Information fully exempt, request refused	2	0	0	0	0
Outcome – Requested Information not held	0	0	0	0	0
Outcome – Additional clarification sought – not provided	0	0	0	0	0
Reviews – No. Internal reviews determined in this period	2	0	0	0	0
Reviews – No. where the original decision upheld in full	2	0	0	0	0

##### Ombudsman Investigations

Description	2013/14	2014/15	2015/16	2016/17	2017/18 YTD
Requests received	1	1	0	0	3
Requests decided	0	1	0	0	1
Requests Withdrawn	0	0	0	0	0

## INFRASTRUCTURE AND DEVELOPMENT SERVICES

### Animal Control

Item	Jan/Feb/Mar 2018		2017/2018 YTD	
	No	\$	No.	\$
Dogs Registered	40	1921	1977	48340
Dogs Impounded	17	682	39	1716
Dogs Euthanised	2	463	2	463
Dogs Adopted	5		8	
New Kennel Licences	2	368	6	1104
Licence Renewals	0		32	1748
Dogs Re-Claimed	19	0	43	
Livestock Impounded	0	0	0	0
Infringement Notices	8	2226	19	5247
Legal Action	0		0	

### Cemeteries – Number of Interments

Cemetery	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
Wynyard Lawn	26	50	52	35	30
Wynyard Ashes in Grave	3	-	4	7	6
Wynyard Wall Ashes	8	13	13	13	4
Wynyard Old	-	-	-	-	-
Flowerdale	1	-	-	-	1
Somerset	-	-	1	-	-
Yolla	1	1	-	1	1
Waratah	-	3	-	1	-
Total	39	67	70	57	42

### Works Managers Report - Parks and Reserves

Description	Location	Work Undertaken
Oval Maintenance	Wynyard Recreation Ground	Mowing, fertilizing & watering as required
	Langley Park	Mowing & watering as required
	Yolla Recreation Ground	Mowing as required
	Frederick Street Reserve	Mowing & watering as required
	Cardigan Street Reserve	Mowing & watering as required
Cemeteries	Wynyard Cemetery	Mowing & watering as required
Wynyard Walkways	Inglis River Walking Track	Repairs on north side started
Tree removal		Tree removal as required
Spraying		Spraying as required

### Transport and General Services

Description	Location	Work Undertaken
Reseal Preparation	All Reseal Roads	All reseals now completed
Grading	Unsealed roads	As requested in conjunction with re-sheeting
Shoulder Grading	Sealed Roads	To resume in March / April
Pot Holing	Various Roads	As requested and resource availability

### Urban Services

Description	Location	Work Undertaken
<u>Drainage</u>		
Upgrade Stormwater	Moore Street Boat Harbour	Not going to be done
Renew Manhole Lids	Wynyard & Somerset	Completed
Renew Grated Pits	Wynyard & Somerset	Completed
<u>Footpaths</u>		
Upgrade Urban Footpaths DDA compliant ramps	Wynyard, Somerset & Waratah	Completed
<u>General</u>		
Renew Concrete Apron	Depot Workshop	Completed
New Roundabout	Dodgin & Goldie Street	Completed
New Carpark Development	Goldie Street	Site has old concrete and excess soil removed. New stormwater pipe lines are 90% completed.
Land Reclamation	Camp Creek	Old concrete and soil from Goldie Street car park placed in creek to build coffer dam wall.

### Tenders

CONTRACT	AWARDED TO	TENDER CLOSED	TENDER ACCEPTED
October 2017			
Contract 724 Provision of Guardrail Design, Supply & Installation	GeoTas Pty Ltd	23 Feb 2018	19 March 2018

### Number of Complaints Received per Operational Area across Council

Year 2017/2018

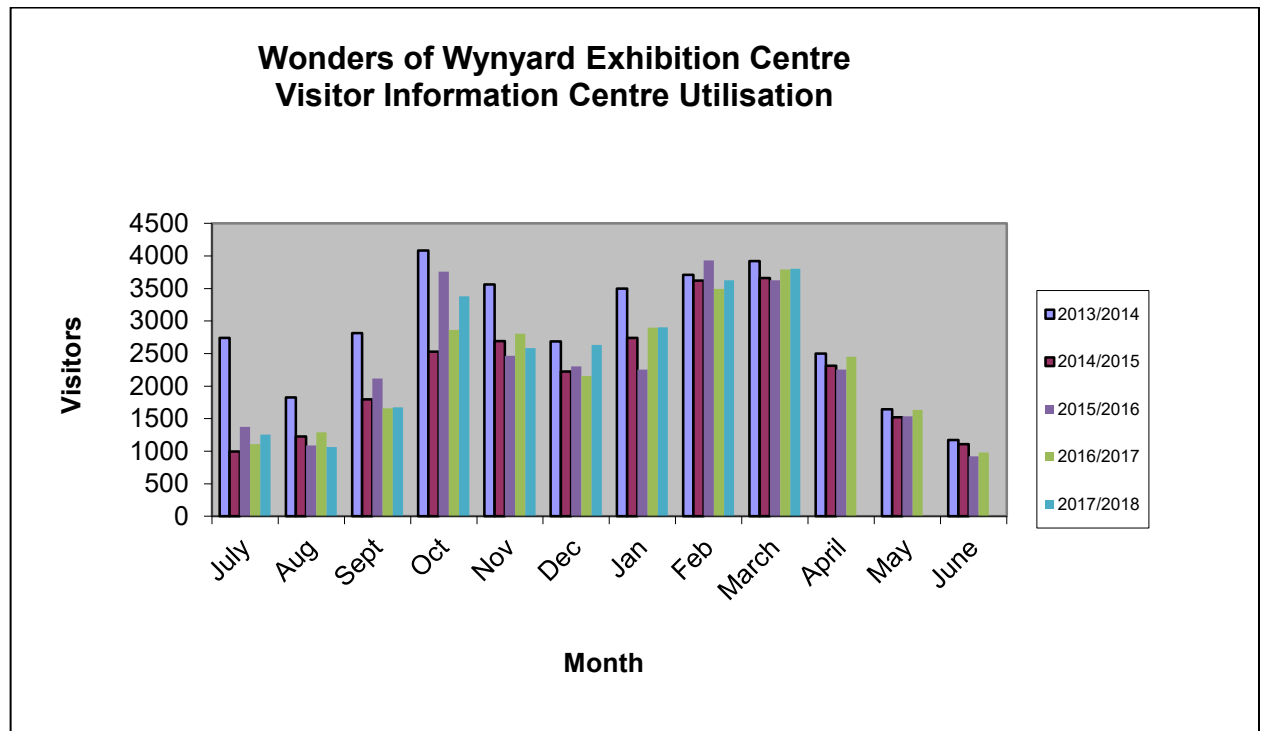
Operational Area	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Community Services	-	-	-	-	-	-	-	-	-			
Corporate Services	-	-	-	-	-	-	-	-	-			
Development Services	-	-	-	-	1	-	1	1	-			
Engineering (Indoor staff)	-	-	-	-	2	3	2	1	2			
Finance	-	-	-	-	-	-	-	-	-			
General Managers Unit	-	-	-	-	-	1	3	-	-			
Parks and Reserves	-	-	-	-	3	1	-	1	-			
Civil Works	-	2	-	-	-	1	-	-	-			
Total	-	2	-	-	6	6	6	3	2			



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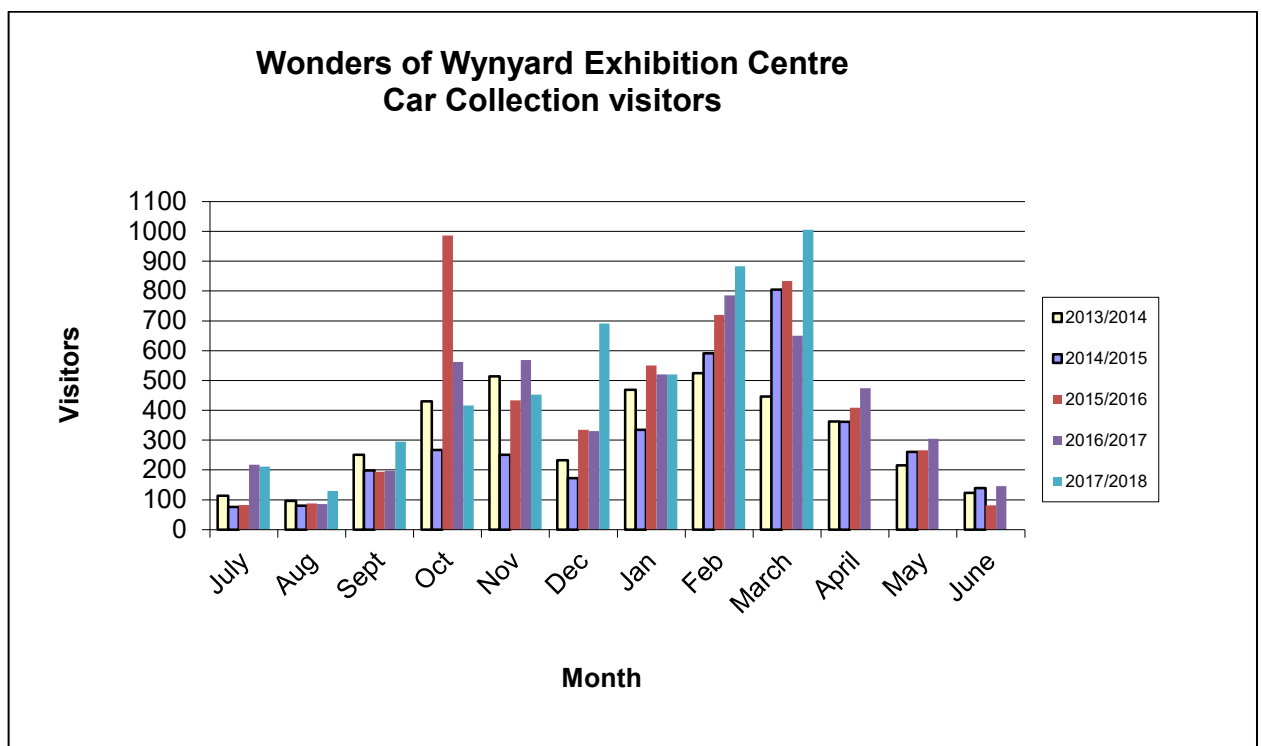
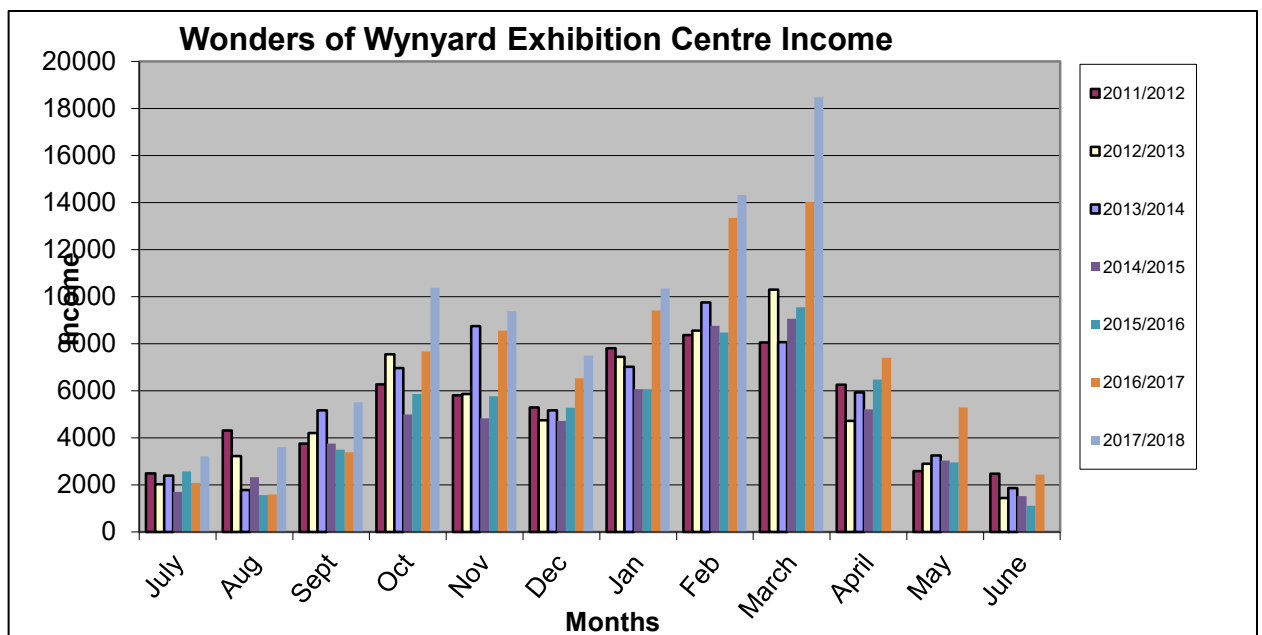
## CORPORATE AND COMMUNITY SERVICES

### Wonders of Wynyard



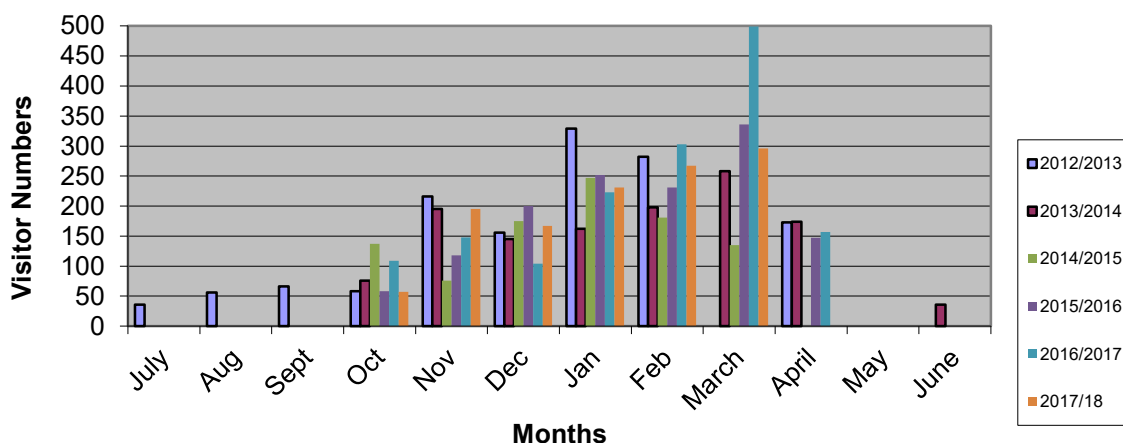
Visitor numbers for March were only slightly up on last year, however the number of visitors to the car collection (1006) was the highest recorded for ANY month since the opening of the Centre (including the 10<sup>th</sup> Birthday month where we had free entry and 986 visitors). The significant increase came from and increase in Cruise and tour bookings.

The centre continues to exceed income expectations with a 31.8% increase on last year's March figures.

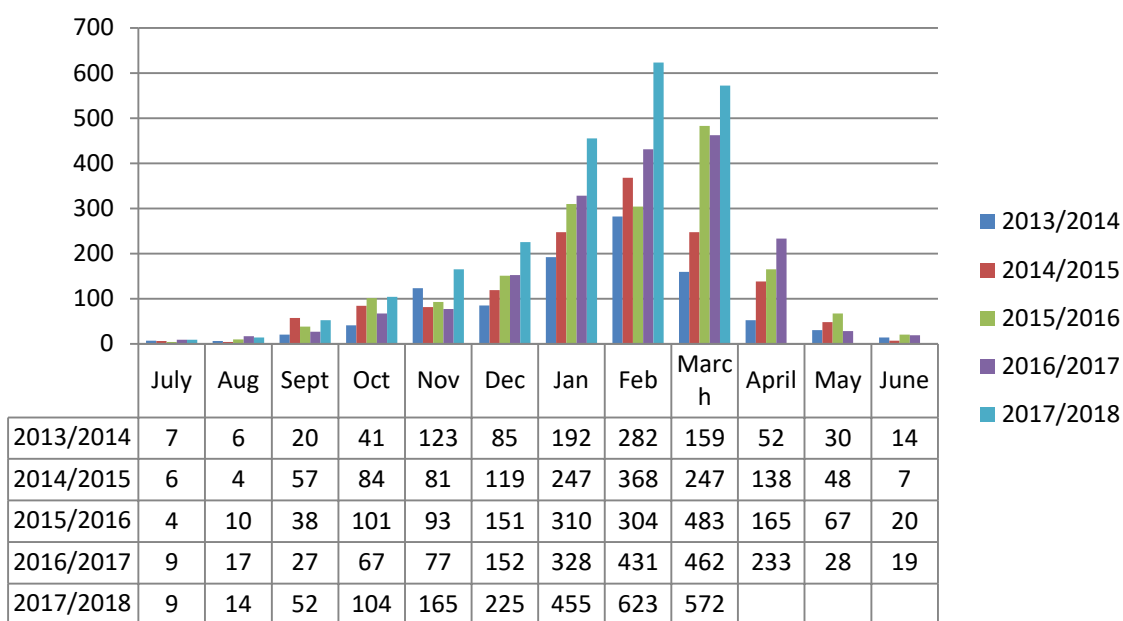


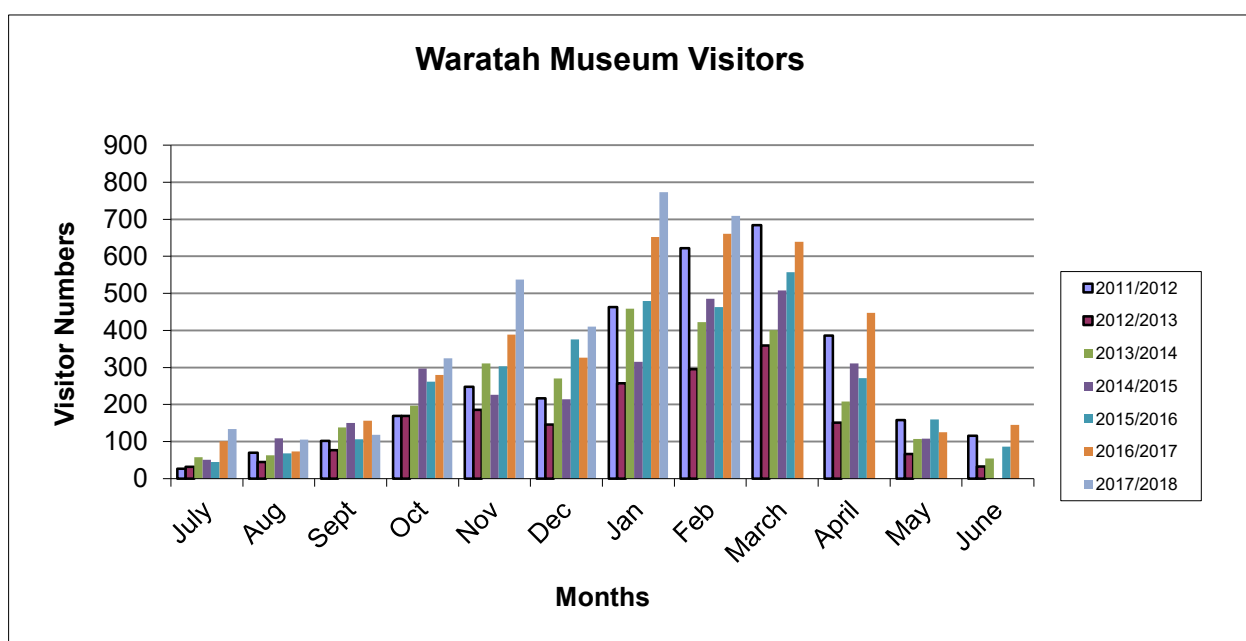
## Tourism

### Athenaeum Hall Utilisation

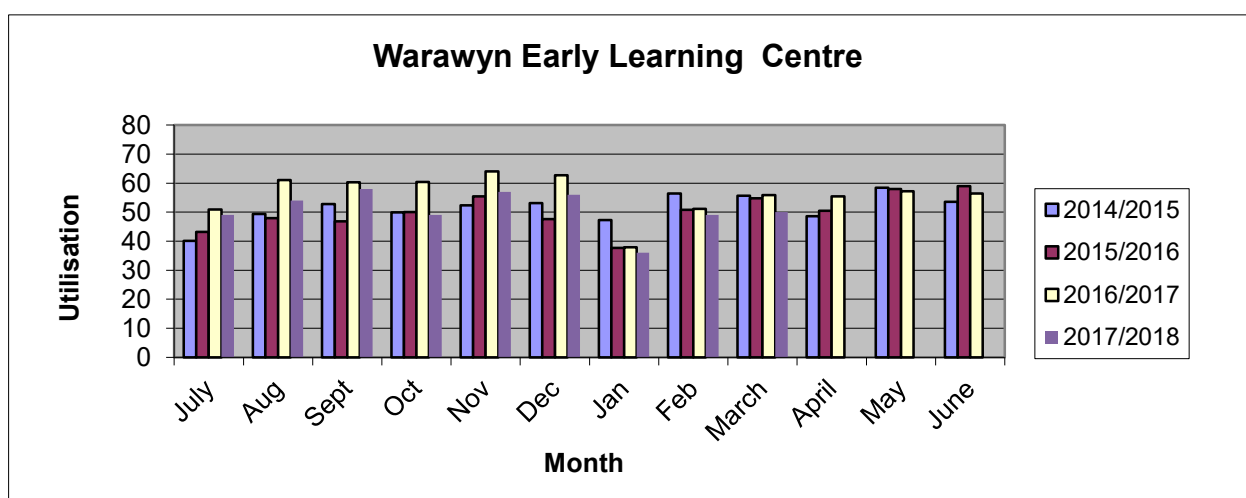


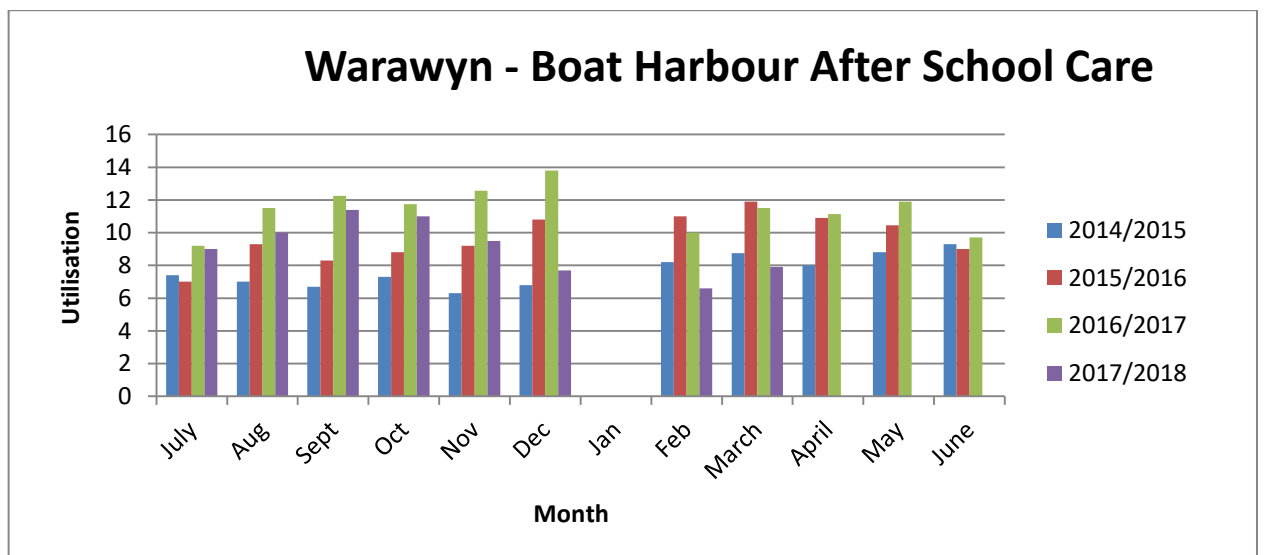
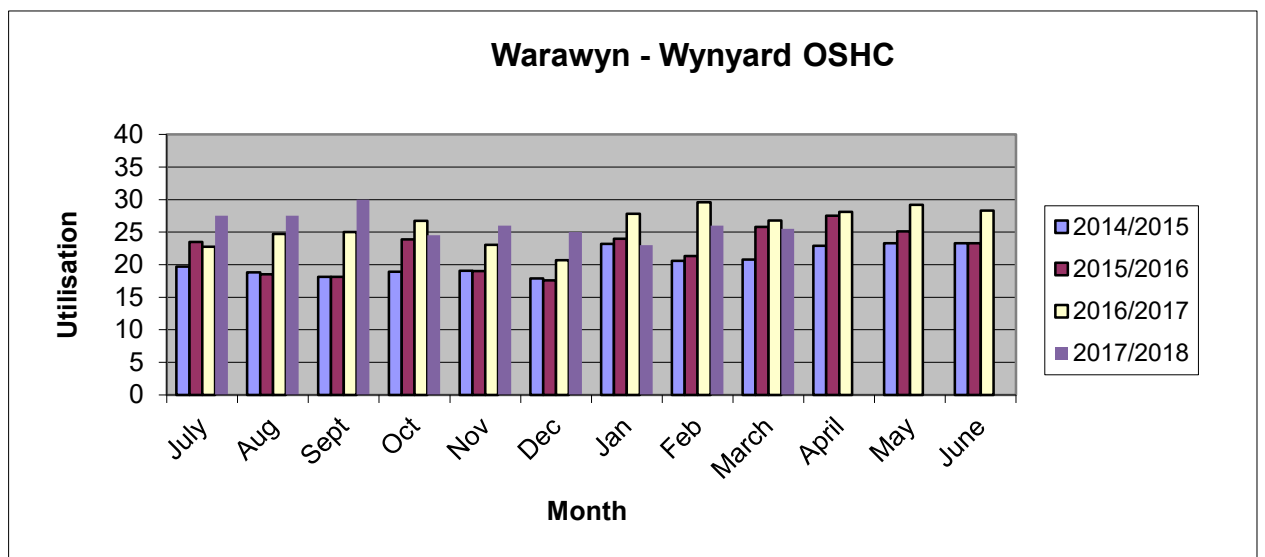
### Waratah Camping Ground - Nights Booked





### Children's Services





**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
LEADERSHIP – POLITICAL & MANAGERIAL	Organisational vision and values not shared.	Ineffective influence lobbying at state & federal levels	Induction and training for Councillors.	Moderate	Possible	Medium	GM EMT Council	Ongoing community engagement.	Engagement occurring on key activities & strategic directions
	Local Government elections - process and subsequent changes	Ineffective influence at regional level	Mayor & GM meet regularly. GM & Directors meet regularly.					Ongoing professional development for Councillors and staff.	Professional development leadership program to be implemented.
	Appointment/changes in Mayor or General Manager.	Inability to follow Strategic Plan	GM, Councillors and Directors participate in regular scheduled Council Workshops.					General Manager and Directors planning sessions.	Commenced
	Significant changes in Elected Councillors or appointed Directors.	Loss of organisational purpose	Open and transparent exchange of information.					Mayor and Councillors planning sessions.	Commenced
	Mayor/Councillor/General Manager/Director/Manager personal agendas.	Compromised financial governance	Socialising at pre meeting meals and post meeting between Mayor, Councillors, GM and Directors.					Workforce planning to ensure continuation of cohesive leadership (Councillors and Directors).	Several completed
	Long term absence of Mayor/General Manager or Directors.	Reputational damage to Council and the organisation	Integrated Planning Framework implemented					Continue service reviews – need to consider workflow duplications, number of meetings and clear direction for each member of the team in terms of the KPI's required to be met each year that is measurable and attainable and can be linked to PD's	Work ongoing – to be completed as part of workforce development plan.
	Significant change in elected Councillors or Directors.	Loss of Council and organisational productivity	Maintain lines of communication between Mayor, Councillors and Directors & between Directors and Managers.					Skills audit to be conducted, Workforce Development Plan and a succession plan	To be commenced
	Unresolved conflict at Council or Director levels.	Inconsistent decision making at council and by organisation	Membership of Local Government Association Tasmania (LGAT) and Local Government Professionals (LGP).					Induction of new Councillors	To be commenced
	Leakage of information from Closed Meetings	Diminished customer service standards						Development of 4 year Delivery Plan	
	Confidential Reports and Correspondence.	Undermining corporate culture							
	Legislative changes	Missed opportunities							
	Lack of understanding of roles	Some performance issues around staff where leadership/management teams are not motivated/encouraged							

Last reviewed March 2018

**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
COMMUNITY ENGAGEMENT	Organisational lack of customer focus.	Loss of community support	Public Consultation Policy.	Moderate	Possible	Medium	GM EMT Council	Further staff development in community engagement to progress corporate capability.	Ongoing
	Lack of awareness of need to be inclusive of community engagement.	Negative public outcry	Existing Communications Strategy.					Implementation of Lean Management principles to Council (with customer focus).	Training continuing in quality improvement
	Inappropriate methods of communication utilised.	Negative media coverage	Employment of Communications Officer.					Review of Communication Strategy	To commence
	Untimely engagement.	Suspicion directed toward council	Project based consultation with communication/consultation plan.					Review of Customer Service Charter	To commence
	Prioritisation of financial resources.	Confrontational attitude of stakeholders	Council social media presence.						
	Resources (staff) unskilled in community engagement.	Impact on staff and elected members – stress, moral & culture	Public questions and statements at formal meetings						
	Lack of integration of community expectation with organisational ability to deliver.	Division between council and community	Workshop opportunities to discuss topical issues						
	Unwillingness to listen and properly consider feedback.	Reactionary responses/impact on service delivery	Community survey						
	Reluctance to delegate decision making.		Regular Mayors message						
	Lack of organisational buy in. Lack of stakeholder buy in.		Staff training in IAP2 (International Association for Public Participation Australasia).						
	Misunderstood purpose.		Maintained community engagement data base.						
	Pre-emptive community feedback.		Community panel established						
			Business database developed						

Last reviewed March 2018

**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
CUSTOMER SERVICE STANDARDS AND LEVELS	Undefined service standards.	Over/under servicing	Maintenance intervention standards.	Minor	Likely	Medium	GM EMT Council	Benchmarking against other councils.	Ongoing
	Ad hoc/inconsistent customer service.	Inefficiency and waste	Infrastructure standards - Local Government Association Tasmania (LGAT)/Institute of Public Works Engineering Australia (IPWEA).					Community engagement to test Service Standards.	Commenced
	Inadequate community engagement on service standards.	Inability to deliver services	Council Policies & GM					Continuous improvement process implementation, refinement & embedding	Commenced
	Support systems and procedures under developed.	Loss of community support	Directives determine specific levels for some services.					Defining Service Standards.	Commenced
			Transparency of standards for some services - community acceptance of some standards.					Develop standard workflows and costings.	Commenced
			Community surveys					Engrain customer service standards into organisational culture.	Commenced
			OCI/OEI assessments					Customer Service Charter.	To commence
			Support for employees					Physical changes to customer service/admin centre	To commence
			Management intervention at times					Dealing with difficult customers training	To commence
								Cultural awareness training "Bridges out of Poverty"	To commence

Last reviewed March 2018



**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
ORGANISATIONAL/ CORPORATE CULTURE	Lack of strategy and purpose.	Poor business processes	Leadership.	Moderate	Possible	Medium	GM EMT Council	Councillor engagement and involvement in setting strategic customer service standards.	Ongoing
	Substandard business processes.	Inefficiencies and waste	Living the Values training.					Customer Service Charter.	To commence
	Lack of organisational leadership.	Missed/lost business/organisational opportunities	Elected member professional development.					Lean management practices implemented	Commenced
	Individual values not aligned to organisational values.	Risk averse decision making	Professional networking.					Ongoing elected member professional development.	Ongoing
	Aggressive behaviour and assertion of self over organisation.	Lack of accountability	Workforce social networks.					Organisational reviews	As required
	Unethical behaviours.	Lack of initiative	Corporate Strategic Plan.					Review and restructure of internal organisational training.	As required
	Toleration of poor individual and/or group behaviours.	Unhappy staff - Disengagement	Customer Service Charter.					Review of resource sharing – action plan	Commenced
	Inconsistent and biased decision making.	Organisation a safe haven for poor performers	Integration of the Murchison Plan.						
	Poor/inconsistent performance management practices.	Health risks to employees – includes absenteeism and increase in workers compensation claims	Empowerment of staff to make decisions at the lowest possible level.						
	Integrity - ethics and behaviour.	Staff turnover	Developed Strategic Plan.						
	Favouritism.	Inability to attract and retain talented staff and elected members	Organisational structure						
		Disproportionate use of human resources to achieve goals	Leadership development program						
		Impedes delivery of goals and objectives of Council.	OCI/OEI Development "Leadership Impact"						
		Mission, Vision & Values for organisation not clear							

Last reviewed March 2018

**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
ORGANISATIONAL OBJECTIVES - EFFECTIVE HUMAN RESOURCES	No Corporate Plan.	Inability to deliver agreed service levels	Resource Sharing.	Moderate	Possible	Medium	GM EMT Council	Alignment of pay and performance.	Ongoing
	Skill set distribution.	Business delays	Professional development programs.					Develop Corporate 4 year delivery Plan.	To commence
	Critical skills shortage.	Lack of consistency of delivery of service	Recruitment of specialist HR capacity.					Complete development of Service Standards.	Commenced
	Succession planning.	Loss of corporate knowledge due to excessive staff turnover	Restructure and review of Position Descriptions.					Human resource performance metrics and cost management.	To commence
	Lack of workforce planning.	Inability to attract and retain/develop and retain a skilled and capable workforce	Limited Performance Review process.					Identify skills to deliver services.	To commence
	Lack of understanding of work flow.	Overwork	Audit panel					Internal controls - policies and procedures.	Commenced
	Lack of role clarity.	Staff burnout	Integrated planning cycle					Continuous improvement plan	Commenced
	Lack of adaptability.	Safety issues	Shared EMT decision making					Workforce Development Plan	Commenced
	Lack of recognition and reward (non financial).	Contempt	Employee training and development.						
	Improper feedback and inadequate rewarding of poor behaviour.	Loss of skilled staff	Leadership development - emerging leaders - ongoing development programs - coaching - mentoring.						
	Lack of performance management.	Inability to recruit for vacant positions	Maintain currency of professional standards and practices.						
	Lack of career development.	Recruitment costs							
	Failure to adhere to Workplace Health & Safety and other corporate practices.								
	Insufficient skills to meet core duties at peak periods.								

Last reviewed March 2018

**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
FINANCIAL SUSTAINABILITY	Loss or reduction in external funding sources (TasWater dividends, freezing of FAG Grants)	Long term financial unsustainability	Long Term Financial Plan.	Moderate	Unlikely	Medium	GM EMT Council	Development of Service Standards.	Ongoing
	Unplanned capital revenues with unplanned operational capacity.	Ability/Inability to own the future and remould organisation according to availability of funding	Strategic Asset Management Plan.					Review and improve service standards post Service Standards.	To commence
	Funding of depreciation.	Operational deficits	Documented budget process					Induction of new Councillors	To commence
	Lack of understanding of council's financial position.	Run down of cash reserves	External annual audit					IT Review	Commenced
	Limited commercial revenue raising capacity.	Intervention of other forms of government	Established external audit panel						
	Limited community capacity to pay higher rates.	Application of restrictive financial guidelines	Scheduled financial reviews by EMT						
	Local election cycle – lack of ability to think long term.	Inability to achieve goals and projects	Integrated Planning Framework						
	Lack of clear strategic priorities.	Inability to meet community expectations/loss of confidence	Access to financial information to make decisions						
	Lack of project specification, costing and management.		Ongoing review of Long Term Financial Plan (LTFP) and Strategic Asset Management Plan (SAMP) including scenario analysis.						
	Cost shifting.		Decision making informed by SAMP/ LTFP & Asset Mgt. policy & principles						

Last reviewed March 2018

**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
COUNCIL DECISIONS MADE IN CONFLICT WITH QUALIFIED ADVICE	Lack of knowledge and understanding. Community pressure. Appropriate advice not available at time of decision making. Councillor self-interest. Biased advice. Conflict of interest. Vested interest. Lack of risks identified by Officers in Reports. Lack of training or outdated training/knowledge.	Increase in legal risks Potential financial repercussions Media challenge to decision making Loss of community cohesion and support Loss of cohesion in decision making group - Council Loss of Officer confidence Negative effect on staff morale	Seek independent advice or external second opinion to avoid Officer bias. Opportunity to register Conflict of Interest. Current training and professional development. Local Government association of Tasmania (LGAT) membership. Integrity Commission training to Elected Members and Officers. High quality, relevant Councillor workshops Quality Council reports General Manager qualified advice Professional advice when required	Moderate	Possible	Medium	GM EMT Council	Ongoing Elected Member professional development; <ul style="list-style-type: none"> <li>Ensuring unbiased democratic Council decision making</li> <li>Ethical decision making</li> <li>Public duty</li> <li>Vested interest</li> <li>Emotional attachment</li> <li>No emotional attachment</li> </ul>	Ongoing

Last reviewed March 2018



**Strategic Risk Register 2018 – Waratah-Wynyard Council**

Risk	Contributing Factors	Consequences	Mitigating Practices/Controls	Consequence	Likelihood	Risk Rating	Risk Owner	Risk Solution	Status
INFORMATION PROVISION	Poor business systems across the organisation.	Compromised integrity and reliability of data and information	Engagement of Information Technology Officer.	Minor	Possible	Low	GM EMT Council	Information Technology Review	Commenced
	Lack of business systems technological integration.	Inability to sustain critical business processes	Engagement of Information Management Officer.					Conduct systems/procedures review as part of service reviews and standards	Commenced
	Poor implementation and training for existing systems resulting in suboptimal utilisation of software capabilities.	Potential exposure to litigation	Utilisation of standalone software systems for most applications.					Implementation of ECM to centrally store the majority of council records.	Commencing in 2017
	Lack of Information Technology and Knowledge Management Strategies.	Duplication of information	Suite of existing service strategies based on socio economic demographic data.						
		Inaccuracy of information utilised	Migration towards electronic records management.						
		Lack of evidence based decision making	Corporate knowledge.						
		Inability to react in a timely manner							
		Inability to forecast and plan for future events							
		Inability to identify trending							
		Rework							
		Resource shared staff required to use different software at CHC & WWC							
		Inability to share data across CHC & WWC due to incompatible systems							

Last reviewed March 2018

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#### **ADMINISTRATION - USE OF CORPORATE SEAL**

13/3/18	Final Plan & Schedule of Easements	7309688, 7039696 – 11-13 Bells Parade Somerset (Boundary Adjustment)
4/4/18	Final Plan & Schedule of Easements	152 & 254 Broomhalls Rd Sisters Creek, boundary reconfiguration

#### **SUMMARY OF CORRESPONDENCE CIRCULATED**

Nil

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## **11.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING**

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015; Regulation 15*

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

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

- (a) personnel matters, including complaints against an employee of the council and industrial relations matters*
- (b) information that, if disclosed, is likely to confer a commercial advantage on a person with whom the Council is conducting, or proposes to conduct business;*
- (c) commercial information of a confidential nature, that if disclosed, is likely to-
  - (i) prejudice the commercial position of the person who supplied it; or*
  - (ii) confer a commercial advantage on a competitor of the council; or*
  - (iii) reveal a trade secret;**
- (d) contracts, and tenders, for the supply and purchase of goods and services and their terms, conditions, approval and renewal;*
- (e) the security of –
  - (i) the council, councillors and council staff; or*
  - (ii) property of the council;**
- (f) proposals for the council to acquire land or an interest in the land or for the disposal of land;*
- (g) information of a personal nature or information provided to the council on the condition it is kept confidential;*
- (h) applications by councillors for leave of absence;*
- (i) relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;*
- (j) the personal hardship of any person who is resident, or is a ratepayer in, the relevant municipal area.*

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

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

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

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

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MOVED BY	CR DUNIAM
SECONDED BY	CR FRIEDERSDORFF

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

<i><b>Matter</b></i>	<i><b>Local Government (Meeting Procedures) Regulations 2015Reference</b></i>
<i>Confidential Report R15 (2) – Confirmation of Closed Minutes of Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Issues Raised By Councillors</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Councillor Questions Received In Writing</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Received In Writing</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Taken On Notice From Previous Meeting</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Councillor Questions Without Notice</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2) - Notices Of Motion</i>	<i>15 (2)</i>
<i>Confidential Report R15 (2)(h) - Leave Of Absence Request - Councillors</i>	<i>15 (2)(h)</i>
<i>Confidential Report R15 (2)(c) - Cheques And EFT's as at 31 March 2018</i>	<i>15 (2)(c)</i>
<i>Confidential Report R15 (2)– Closed Senior Management Report</i>	<i>15 (2)</i>

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		



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**12.0 CLOSURE OF MEETING TO THE PUBLIC**

Legislative Reference:

*Local Government (Meeting Procedures) Regulations 2015; Regulation 15*

MOVED BY	CR DUNIAM
SECONDED BY	CR FRIEDERDORFF

**That the Council RESOLVES BY AN ABSOLUTE MAJORITY to go into Closed Meeting to consider the following matters, the time being 6.34PM:-**

<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015Reference</b>
<i>Confidential Report R15 (2) – Confirmation of Closed Minutes of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Issues Raised By Councillors</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Received In Writing</i>	15 (2)
<i>Confidential Report R15 (2) - Response(s) To Councillor Questions Taken On Notice From Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) - Councillor Questions Without Notice</i>	15 (2)
<i>Confidential Report R15 (2) - Notices Of Motion</i>	15 (2)
<i>Confidential Report R15 (2)(h) - Leave Of Absence Request - Councillors</i>	15 (2)(h)
<i>Confidential Report R15 (2)(c) - Cheques And EFT's as at 31 March 2018</i>	15 (2)(c)
<i>Confidential Report R15 (2)– Closed Senior Management Report</i>	15 (2)

The MOTION was put and was CARRIED unanimously

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR DUNIAM
CR FAIRBROTHER	CR FRIEDERSDORFF		

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**13.0 RESUMPTION OF OPEN MEETING**

At 6.55pm the Open Meeting was resumed.

**14.0 PUBLIC RELEASE ANNOUNCEMENT**

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

Min. No.	Subject	Decisions/Documents
20.2	Change of Date for June Council Meeting	Motion Carried. Date changed to 25 June 2018

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 6.55pm.

Confirmed,

MAYOR  
21 MAY 2018