

ORDINARY MEETING OF COUNCIL

MINUTES
OPEN MEETING

16 November 2020

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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 COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD ON MONDAY 16 NOVEMBER 2020, COMMENCING AT 6.00PM

	From	То	Time Occupied
Open Council	6.00PM	6.28PM	28MINS
Planning Authority	6.28PM	6.31PM	3MINS
Open Council	6.31PM	7.48PM	77MINS
Closed Council	7.48PM	8.15PM	27MINS
Open Council	8.15PM	8.16PM	1MIN
TOTAL TIME OCCUPIED			136mins

AUDIO RECORDING OF COUNCIL MEETINGS POLICY

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

ACKNOWLEDGEMENT OF COUNTRY

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

1.0 RECORD OF ATTENDANCE

1.1 ATTENDANCE

Mayor Robby Walsh
Councillor Maureen Bradley
Councillor Gary Bramich
Councillor Andrea Courtney
Councillor Mary Duniam
Councillor Celisa Edwards
Councillor Darren Fairbrother
Councillor Kevin Hyland

IN ATTENDANCE

Shane Crawford - General Manager
Daniel Summers - Director Infrastructure and Development Services
Tracey Bradley - Director Community and Engagement
Samantha Searle - Director Organisational Performance
Ashley Thornton - Manager Development and Regulatory Services
Sally Blanc - Executive Officer

1.2 APOLOGIES

Nil received.

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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 Council Chambers, 21 Saunders Street, Wynyard on Monday 19 October 2020, 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 BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

3.0 DECLARATIONS OF INTEREST

Councillor and Agenda Item Number

Cr Darren Fairbrother – Item 9.2 Destination Action Plan and General Tourism update. Participated in "Get Closer" Campaign

Staff and Agenda Item Number

Nil

4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

4.1 ANNOUNCEMENTS BY MAYOR

The Mayor made the following announcements:

- He congratulated the Deputy Mayor on her appointment to Deputy Chief Representative of the Cradle Coast Authority.
- He acknowledged that Penguin won the Tidy Towns Award for Tasmania and congratulated the Central Coast Council on their win.
- He noted that the Spring Loaded Festival event won the Tasmanian Act of Kindess category in the Tidy Towns Awards. The Mayor noted the hard work of staff to pull together this event in a short period of time to replace the Tulip Festival which had to be cancelled because of COVID-19 restrictions. He acknowledged the enormous amount of work required to organise and coordinate all of the events which made up the festival and encouraged many visitors to our region.

4.2 MAYOR'S COMMUNICATIONS

12/10/20	Citizenship Ceremony	
12/10/20	Councillor Workshop	
13/10/20	Table Cape Tulip Farm Spring Loaded Video for Mayors Message	
13/10/20	Meeting with General Manager	
13/10/20	North West Community Markets Meeting	
17/10/20	Annual Awards – Somerset Fire Brigade	
19/10/20	Council Meeting	
20/10/20	Meeting with General Manager	
20/10/20	North West Community Markets Meeting	
23/10/20	McGrath Foundation Fundraiser with Mayor Kons	
26/10/20	Meeting with General Manager	
27/10/20	TasWater Owner Representatives Meeting – pre-AGM discussion	
27/10/20	North West Community Markets Meeting	
3/11/20	Meeting with General Manager	
3/11/20	Council AGM	
3/11/20	Councillor workshop	
4/11/20	Business North West meeting with guest speaker Rebecca White	
4/11/20	TasWater AGM and General Meeting	
6/11/20	Keep Australia Beautiful Awards	
6/11/20	DEPUTY MAYOR – Hellyer College Celebration Assembly	
9/11/20	Councillor Workshop	

MOVED BY	CR DUNIAM
SECONDED BY	CR HYLAND

That Council note the Mayors Communications

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

4.3 REPORTS BY DELEGATES

Nil received.

4.4 NOTIFICATION OF COUNCIL WORKSHOPS

Councillor Attendance Records

Meetings attended during 2020/21 (to 9 November 2020)

	Ordinary Meetings 2020/21 (4)	Special Meetings / AGM 2020/21 (2)	Workshops 2020/21 (12)	Weeks Leave Approved
Mayor Robert Walsh	4	2	9	
Deputy Mayor Mary Duniam	4	2	12	
Cr Maureen Bradley	4	2	12	
Cr Gary Bramich	4	2	12	
Cr Andrea Courtney	3	1	11	
Cr Celisa Edwards	4	1	12	
Cr Darren Fairbrother	4	2	12	
Cr Kevin Hyland	2	2	6	5

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

That the Council note the following Councillor Workshops

3/11/20	Councillor Allowances	
	Unpaid Rates	
	Local Roads & Infrastructure Grants	
	Survive & Thrive Grants	
	Oldina Reserve	
	Christmas Lights Competition	
9/11/20	Multi-Purpose Facility – Café Lease	
	Sisters Beach Camping	
	Sisters Beach Community Centre Process	
	ANZAC Park progress	
	Roads to Recovery overview	

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY	
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND	

5.0 PUBLIC QUESTIONS AND STATEMENTS

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

5.1.1 MR B WALSH - KATELYN DRIVE FIRE BREAK

QUESTION

Mr Walsh asked if stumps would be cleared once the firebreak was cleared so that a play space could be developed for children. He noted that he believed that one block was supposed to be set aside for a playground on the original Katelyn Drive subdivision plans and that there has since been two further subdivisions west of Big Creek with no play area.

The Director Infrastructure and Development Services took the question on notice but noted there would be a need to investigate where might be an appropriate space to put green/play space and then review through the budget process.

OFFICERS RESPONSE

There is no current Annual Plan task to consider whether this space could be considered for open space recreation or action and budget to develop it as such. It would need careful consideration and options to be presented to Council to consider whether this would be a suitable use of the space. The matter can be revisited upon completion of the fire break.

5.1.2 MRS J OVERALL - SOMERSET CBD

QUESTION

Mrs Overall of Somerset asked if Council could please advise why changes were made to the panel installations in the Somerset mini mall. She noted that the plans viewed by the community clearly outlined the design of the panels and they have ended up smaller and transparent and do nothing for the appeal of the space and provide no added wind protection. She also noted the change to the colour of the of the roof. She noted that this is very frustrating to the community and asked why the plans were changed without any communication or explanation.

The Director of Community and Engagement advised that following some delays the Artwork would be installed on the panels in November and they would no longer be transparent.

The question regarding change of colour for the roof and size of panels was taken on notice.

OFFICERS RESPONSE

The glass panel windbreaks have not changed in size since their inception in February 2017. The first drawing with the location of these wind breaks showed three units only, however, four units have been installed. The glass windbreaks will display some local artworks which will be installed in December. Although the glass windbreaks were installed in June 2020, the footings for these windbreaks were installed in 2017.

The delay with the installation of the windbreaks was due to the delay with the construction of the canopy structure, as installing the windbreaks prior to the canopy construction would impede access.

The original canopy structure for the plaza had a mirror-like reflective soffit. Council decided not to proceed with this proposed design in 2018 due to the high cost and the anticipated high maintenance to the mirror-like soffit. Council requested options for an alternative canopy design. Three options were provided in February 2019 showing basic images for each option. Council elected to proceed with a bladed louvre soffit structure, yellow or gold in colour, as shown below.

5.1.3 MS S ROBERTSON - NOTICE BOARDS

QUESTION

Mrs Robertson of Wynyard noted that the notice board at the Post Office was inaccessible and out of date. She asked that this be moved onto Goldie Street and that Council erect two others at Park Street IGA and between Noah's and French Sticks.

The General Manager advised that Council was currently developing a signage strategy and that the matter of noticeboards would be addressed within the strategy. He took on notice to investigate the status of the existing notice board at the post office

OFFICERS RESPONSE

The Council community noticeboard located in Goldie Street, by the side of the Post Office building, will be maintained through increased routine checking to ensure all notices are current.

There are three community noticeboards within 80m of each other in central Goldie Street - one located on the wall in the entry of Woolworths, one outside "Nuts About Health" and the one located at Civic Park.

Council can provide some additional promotion of the boards consisting of:

- Social Media Posts;
- internal education via the staff newsletter;
- notification on the digital communication board;
- notification sent to community groups such as Live Well, U3A, Rural Health, Garden Club etc.

The Somerset community plaza will have a new notice board as part of the public art installations. This is in addition to the notice board in the milk bar in Somerset.

Council's proposed signage strategy will provide further consideration of communication in the community.

5.1.4 MR N HIGGINS - D/A APPROVAL 30B OLD BASS HIGWAY

Item 7.1.1 in the October agenda stated:

"The previous application for the subject site, DA 45/2019, was submitted to council as a discretionary application under s57 of the Land Use Planning and Approvals Act 1993 (LUPAA). Discretionary planning applications, such as DA 45/2019 are required to be advertised for two weeks. During this period of public exhibition council is able to receive representations in regard to the proposal.

A number of representations were received in relation to DA 45/2019. The applicant and representors were advised that a report would be prepared by the Planning Department for Council to consider at its next public meeting (Tuesday 28 January 2020).

Council was advised by the applicant that they wished to withdraw their application prior to the Council meeting report being written. Formal assessment of DA 45/2019 ceased at this stage and representors were advised that the proposal had been withdrawn by the applicants and would not be proceeding to the January Council meeting.

In the event that a previously withdrawn application is resubmitted to Council, it is assessed as a new application and, if discretionary, advertised in accordance with relevant requirements.

Council received a new application for the subject site earlier this year, DA 29/2020. Upon assessment by the Planning Department, it was determined that the proposal was able to meet the Acceptable Solution for all applicable Standards of the Waratah-Wynyard Interim Planning Scheme 2013 (Planning Scheme).

The full internal assessment undertaken by the Planning Department was reviewed by an independent planner who confirmed via email that the revised proposal met the criteria for a permitted application under s58 LUPAA.

Consequently, the application fell under s58 LUPAA and was deemed to be a permitted application. LUPAA does not permit Council to refuse to issue permits for permitted applications. These applications do not require advertising and/or notification of adjoining landowners.

Copies of documents associated with permitted applications are not available to members of the general public, unless the landowner/applicant has given their written consent to Council to provide copies of these documents. Following requests from Council, the applicant will not consent to release of documentation relating to this matter.

To summarise, the original application submitted was discretionary and required advertising to the public for representations to be received whereas the new application, with its differences that meet the Acceptable solutions for all applicable standards of the Wynyard Interim Planning Scheme 2013, did not allow members of the public the same opportunity for representation".

All of the questions submitted have been answered in the information above, with the exception of the date in which DA 45/2019 was withdrawn. Official notification, via email, of the withdrawal was received on 17 January 2020.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING

5.2.1 MR C HUTCHISON - DUAL NAMING IN WARATAH-WYNYARD

QUESTION

Would it be a consideration for Councillors, with the support of staff, to workshop and initiate the creation of a temporary working group that facilitates communication with local community members in this municipality and representative groups such as (but not limited to) CHAC, TAC, BHAC, and WCAC to identify any work being done for first nations dual naming in Waratah-Wynyard?

The goals could be to support interested stakeholders in the process of developing a set of agreed upon dual names for the region, with the ultimate goal of sending a community-led, council endorsed proposal to the Place Names Advisory Panel.

According to the DPIPWE web link, "Submissions are required to be received by the Registrar of Place Names prior to the end of March each year."

(also refer Statement received in writing).

OFFICERS RESPONSE

There is no annual plan action or progress towards dual naming within Waratah-Wynyard.

Dual naming is an integral part of the Tasmanian Place Naming Guidelines. All dual naming must be submitted, investigated and approved by the Place Names Advisory Panel. The Tasmanian Aboriginal and Dual Naming Policy can be accessed via the following link:-http://www.dpac.tas.gov.au/ data/assets/pdf file/0008/189314/Aboriginal and Dual Naming Policy.pdf

The matter can be discussed at a workshop to determine whether a subsequent report and motion is prepared to progress the proposal.

Details of how any proposed temporary working group will be established and administered will need to be determined including, but not limited to, selection of stakeholders, meeting dates, Council staff commitment and the public consultation process.

5.2.2 MR C HUTCHISON - OLDINA RESERVE

QUESTION

The Senior Management Report on page 109 of the September Council meeting minutes states that the General Manager "Met with representatives of the Friends of the Oldina Reserve to discuss the reserve, outcomes of meetings with Sustainable Timbers Tasmania and the Oldina coupe."

Can Council please update the community on the work that is being done to support community proposals for the Oldina Reserve, **OR** detail what plan this Council will put in place to begin managing this space, following the neglect and mismanagement by Sustainable Timber Tasmania in recent years

OFFICERS RESPONSE

The Oldina Reserve remains in the ownership and management of Sustainable Timbers Tasmania.

Council have sought information as to their plans for the site including ongoing maintenance and improved security and have agreed to participate in a process to develop a long-term strategy for the site.

Local residents who have an interest in the Reserve and the Oldina Coupe, have been briefed on progress and will be key stakeholders in future discussions.

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

5.3.1 MR C HUTCHISON - FREEDOM CAMPING

Mr Hutchison of Preolenna asked what alternative sites has Council short listed for public camping (regulated) in the municipal area now that the Sisters Beach Option is not progressing.

The Director of Community and Engagement advised that Council was considering options with the Myalla Recreation Ground and has a motion previously determined by Council to review camping at the Wynyard Showgrounds.

5.3.2 MR C HUTCHISON - OLDINA RESERVE

Mr Hutchison of Preolenna asked if Council had ever had discussions with Sustainable Timbers Tasmania about Council taking over the management of Oldina Reserve and if Council had ever costed the maintenance and management costs of the reserve.

The General Manager advised he was unsure of previous discussions but could confirm that discussions had commenced with Sustainable Timbers Tasmania regarding the future of the reserve and that they would be looking at short and long term plans. The General Manager advised that no current costs of maintenance were available but this would be part of the ongoing discussions.

5.3.3 MS S ROBERTSON - PEDESTRIAN CROSSING GOLDIE STREET

Ms Robertson of Wynyard asked when the pedestrian crossing would be completed in Goldie Street.

The General Manager advised that quotes were currently being considered and then it will depend on when contractors are available to complete the work. Completion is expected to be, most likely, between Christmas and Easter.

5.3.4 MR N HIGGINS - D/A 29/2020

Mr Higgins of Wynyard asked council to advise the difference between the original development application (D/A 45/2019A) that was assessed as a "discretionary" application and development application (D/A 29/2020) that was assessed as an "acceptable solution" application.

The Manager Development and Regulatory Services took the question on notice.

5.3.5 MR N HIGGINS - D/A 29/2020

Mr Higgins of Wynyard asked if Council would provide any information regarding the traffic management plan submitted as part of D/A 29/2020 and any action to be undertaken by Council to facilitate the new development's increased traffic through the junction.

The Manager Development and Regulatory Services took the question on notice.

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

5.4.1 C HUTCHISON - NAMING OF ROADS

In September, you as a majority voted for no change to a road name change request from community members.

In October, you voted to change the road name from *Fosters Road* to *Forsters Road*. Whilst some might highlight the inconsistency, I really appreciate your openness to changing your perspective as you feel compelled – whatever your motivation may be. In the September discussion, Cr. Fairbrother highlighted:

"What are we, as Council, about? What are we as Council there for? Are we there to do the popular thing, or are we here to make the hard decision and do the right thing? What's the highest bar and to me it's more important to me as a Councillor to do the right thing than what it is to do the popular thing.

"I think that when it comes to the name of roads and places in this municipality, I think ... we should rightly go back to our Aboriginal indigenous people and sort of say is there any history there? If there is, we use that, if not we default to early European settlers."

Given that the majority of you now understand the historical importance of road and place naming in this municipality (some might say a 'Road to Damascus' encounter that created a sudden change of heart), it provides room for Councillors & Staff to pursue further proposals of this sort should community members provide adequate information justifying any such proposals.

Over the past few years, and especially in recent times, dual naming has become quite an important focus for many in the community, especially those with connections to First Nation culture and heritage.

Here are a number of articles highlighting the push:

Various communities -

October 21 2020 — https://www.abc.net.au/news/2020-10-21/tasmanian-aboriginal-community-split-over-dual-naming/12796772

Circular Head municipality -

October 18 2020 - https://www.theadvocate.com.au/story/6973256/dual-names-for-coast-landmarks-open-for-public-comment/

Burnie City Council municipality -

July 24 2019 - https://www.theadvocate.com.au/story/6291418/the-pataway-plan-dual-name-pitched-for-burnie/

Earlier this year, at the April Council Meeting, Council's street naming and addressing policy, which was partially guided by the State government's Tasmanian Place Names Guidelines, which includes detailed processes around accepting dual names.

All Councillors voted for the Council policy, and Cr. Duniam made a point that

"Many areas overseas and within Australia now including dual place naming, particularly Aboriginal or First Nation acknowledgement. While this is not included at this point in time for consideration, there will be a time in the future when this Council will receive applications for dual naming of places."

In the Waratah-Wynyard municipality, there exists a number of geographical landmarks that have local first nations names for these that have been recorded and highlighted by historians, one source being Ian McFarlane, a local Historian who has written extensively on NW Tribes and Tasmanian Aboriginal History.

From his text – Beyond Awakening: the Aboriginal tribes of north west Tasmania, highlights the various Aboriginal place names of North West Tasmania. Appendix 7 in the text provides a comprehensive list of the Aboriginal name and the equivalent English name and an annotated version has been forwarded to Councillors.

Here is a short list of the names of our area. The dots signify the syllables to assist with pronunciation:

- Boat Harbour Pat.ten.gara
- Boat Harbour (west point at the cave) Pare.toy.lare
- Cam River near Coast <u>Moot.te.way.nart.ye</u>
- Cam River Inland Pee.wum.gar; Tee.rul.ler; Ill.rang.gar
- Fossil Bluff Pen.ner.wood.de.ker
- Hellyer River Kar.ne.ket.tel.lay
- Inglis River (various) Lar.rap.pee; <u>Par.mone.er</u>; Ple.luke.her.we; Pay.then woo.de.ker; <u>Par.mone.er</u>
- Inglis River Estuary <u>Lar.hope.pe</u>
- Mount Bischoff Par.ten.na.ma.na
- Mount Ramsay Be.wal.lay
- Sisters Creek Kartee; Oyare; Pay.en.wood.ic
- Sisters Creek Bush Moun.roune.er
- Sisters Island Ly.run.te
- Table Cape Time.le.ner; Toin.be.noke
- Table Cape to Wet Cave Point Par.rap.pe
- Wet Cave Point to high rocky point west and near Sisters Creek Par.rap.pe

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

5.5.1 MR C HUTCHISON - FREEDOM CAMPING AND MOUNTAIN BIKING

Mr Hutchison of Preolenna made a statement regarding opportunities and ideas for freedom camping options in the municipal area.

He also made a statement about the opportunity and benefits of introducing mountain biking trails in the municipal area and referenced various reports and other sites in the state.

5.5.2 MS S ROBERTSON - COUNCIL MEETING SOUND

Mrs Robertson of Wynyard made a statement regarding quality of sound for live recordings of council meetings and asked that council review its system

5.5.3 MR N HIGGINS - PLANNING FORUM

Mr Higgins of Wynyard read the following statement:

"As you are all aware, I am holding a public meeting on Friday, to which you are all more than welcome. I would like to reiterate that it is NOT my intention to be critical of the Councillors, Council or Planning Department. To the contrary, I wish to support and improve your ability to perform the job that we voted you to do. To this end, this meeting is an attempt, a minor and flawed one maybe, but an attempt nevertheless, to apply pressure on those that create the standards to which we must all adhere, to change the threshold at which Development Applications change from Acceptable Solutions to Discretionary.

I appreciate the nest of vipers that this will stir up in the Developers World, but unless we the community stand up to the developers and get a bit of LOCAL say in how our communities are developed, then we WILL suffer the consequences of development that is completely unsuitable for, and detrimental to the area.

What those changes will be, I cannot say and is for a whole other process. However, if those changes are not a result of public consultation process that is transparent and NOT overrun by Developers interest then they will be meaningless,

I would exhort council to call for the government to allow a full and open process to examine these issues. It is in yours and therefore our interests that you do so.

6.0 PLANNING AUTHORITY ITEMS

PLANNING AUTHORITY OPENED AT 6.28PM

6.1 PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS

Nil received.

6.2 PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS

Nil received.

6.3 DWELLING EXTENSION AND OUTBUILDING LOCATED AT 66 OLD BASS HIGHWAY, WYNYARD - DA23/2020

To: Council

Reporting Officer: Town Planner

Responsible Officer: Manager Development and Regulatory Services

Report Date: 30 October 2020

File Reference: 7077991

Supporting Documents: 1. Application Documents

2. Representation 🔠

3. Signed Extension of Time 📆

4. TasWater Conditions

5. TasRail Notes 📆 🗓

PURPOSE

The purpose of this report is for Council to consider the merits of the application DA23/2020 against the requirements of the *Waratah-Wynyard Interim Planning Scheme 2013* (Planning Scheme).

BACKGROUND

The subject site is located at 66 Old Bass Highway, Wynyard and comprises an area of 850m². It is located within the General Residential zone as are properties to the south, east and west. The site has a right of way arrangement over property identified as 68 Old Bass Highway and this property provides access to a cluster of lots on the northern side of the Old Bass Highway.

The subject site identified as 66 Old Bass Highway is bound to the north with a Crown owned reserve along the foreshore. The neighbouring property to the west of the lot at 64 Old Bass Highway has a current access license and a benefitting right of way over 66 Old Bass Highway and is the only access to this property.

A locality plan identifying the subject property is provided in Figure 1 below.



Figure 1: Subject site. Sourced: MapInfo

DETAILS

The applicant is seeking approval for a dwelling extension to include a new garage, patio entrance, foyer, and residential lift to the south-east of the dwelling with a new patio area located at the south west of the existing dwelling and enclosing the existing under cover area to the west. The application further details a new deck located on the northern elevation and enclosing the current decking area to create a sunroom style area, and a new outbuilding (shed) with attached undercover BBQ area located in the north-eastern corner of the lot.

The subject site has been treated as an internal lot for the purposes of assessment as access is provided along an access handle of a neighbouring property to the south identified as 68 Old Bass Highway via a benefiting right of way. This also provides access to a number of other lots on the northern side of the Old Bass Highway. Further to this the subject site has a burdening right of way registered on the title that provides the only legal access to the property at the west identified as 64 Old Bass Highway. The property at the west also has a Crown license in order to traffic the Crown Reserve to the north for access purposes. It is also worth noting that the subject site identified as 66 Old Bass Highway also has a Crown lease over an irregular portion of the Crown Reserve to the north.

The proposed outbuilding and BBQ area is located alongside the right of way registered on the title and has no eaves on this side to ensure no overhanging of the right of way will occur.

CONSULTATION PROCESS

The consultation process was the public exhibition period set out in the *Land Use Planning* and *Approvals Act 1993* (LUPAA) and involved notification of adjoining land owners, public notices on-site and advertising in a daily newspaper. The application was placed on public exhibition for a period of 14 days as required under LUPAA. The period for representations closed on 26 October 2020. One (1) representation has been received. A map demonstrating the relationship between the subject site and the representor's property is shown in Figure 2.

The representation and planning responses to the issues raised are provided below. While every effort has been made to include all issues raised, this summary should be read in conjunction with the representations which are included as an enclosure to this report.

Representor - Mr M Breaden

Issues raised:	Response:
Concerns the right of way access is to be kept clear during the construction stage of the new proposal, as the access is narrow. Many of the family members have varying jobs and volunteer roles with the need to access the right of way being required.	The right of way recorded on the title is to be kept clear at all times. This includes during the construction phase of the development. However, it should be noted that this is a civil matter between parties.
Stormwater arrangements. Can the current stormwater system handle the additional stormwater discharge?	Stormwater is currently contained within the title boundaries of the property, utilising the sandy soil. A condition has been recommended from Council's engineering department that the development will need to continue to contain stormwater arrangements within the title boundaries.

INTERNAL REFERRALS Engineering Services Department

The application was referred to the Engineering Services Department. The following conditions were recommended:

- (1) In the course of undertaking the development/use there is to be no damage caused to any Council owned infrastructure or property.
- (2) Loading and unloading of vehicles is to be confined to within the boundaries of the property.
- (3) Vehicular access to and egress from the site is to occur only in a forward motion.
- (4) All costs associated with the proposed development including those related to infrastructure extensions or upgrades to Council' assets are to be met by the Developer.
- (5) All stormwater is to be fully contained within the boundaries of the property.

Note:

An "Activity within the Road Reservation" permit must be obtained from Council for all activity within the Road Reservation.

Environmental Health

The following environmental health notes were recommended.

Note: This development/use is not to result in the generation of environmental harm or nuisance as defined in the *Environmental Management and Pollution Control Act 1994*.

EXTERNAL REFERRALS

The application was referred to TasWater on 4 September 2020. The response was received on 9 September 2020 and requests conditions to be attached to any permit granted.

The application was referred to Crown Land Services on 4 September 2020. The response was required by the 18 September 2020 and no response had been received at the time of writing this report. It is therefore assumed that Crown Land Services have no further comments, notes or conditions to place on any permit.

The application was referred to TasRail on the 4 September 2020. The response was received on 10 September 2020 confirming that TasRail has no objection to the proposal, however requested TasRail's standard notes be placed on any permit.

PLANNING ASSESSMENT

The subject site is zoned General Residential under the *Waratah-Wynyard Interim Planning Scheme 2013*. The use is a Residential Use which is a No Permit Required use within the zone, should the application meet all the relevant acceptable solutions of the planning scheme. The proposal does not meet all relevant acceptable solutions of the planning scheme and is therefore submitted as a discretionary application under Section 57 of LUPAA and assessed under the Waratah-Wynyard Interim Planning Scheme 2013 and relevant State Policies and Acts. Section 57(1) (b) of LUPAA allows Council to relax or waive the provisions of its Planning Scheme under a discretionary status. The applicant is applying for discretion under the following clauses: -

- Setbacks and building envelope for all dwellings 10.4.2 (P1, P2, P3);
- Site coverage and private open space for all dwellings 10.4.3 (P2);
- Privacy for all dwellings 10.4.6 (P1); and
- Suitability of a site or lot for use or development 10.4.9 (P1, P2).

An assessment of the proposal against the applicable clauses for the General Residential Zone and relevant Codes is provided below.

10.4.2 Setbacks and building envelope for all dwellings

Α1

Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m into the frontage setback, must have a setback from a frontage that is:

- (a) if the frontage is a primary frontage, at least 4.5 m, or, if the setback from the primary frontage is less than 4.5 m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or
- (b) if the frontage is not a primary frontage, at least 3 m, or, if the setback from the frontage is less than 3 m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; or
- (c) if for a vacant site with existing dwellings on adjoining sites on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or
- (d) if the development is on land that abuts a road specified in Table 10.4.2, at least that specified for the road.

Р1

A dwelling must:

- (a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and
- (b) if abutting a road identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.

Planning Comments:

The proposed dwelling extension located to the south of the existing dwelling, including a new garage at the south-east and a new screened extension at the south west, do not meet the frontage setback of 4.5m and therefore must address the performance criteria.

The proposed new garage portion of the dwelling extension located at the south-eastern corner of the dwelling will have a setback measuring 3.84m from the southern boundary. Whilst the screened extension portion of the dwelling extension located to the south-western side of the dwelling will have a setback of 3.48m from southern boundary.

Properties identified as 64A Old Bass Highway and 70 Old Bass Highway both have portions of the dwelling located within the primary frontage or southern boundaries of the site. All three of the sites have titles that are orientated east to west rather than in a north to south axis and therefore it is difficult to provide a building area that meets the setback requirements.

The proposed dwelling extensions are considered compatible with the existing dwellings in this cluster of residentially developed lots on the northern side of Old Bass Highway streetscape, given the topography and lot arrangement.

The subject lot does not adjoin a road identified in Table 10.4.2 subject to this clause (listed as Bass Highway).

The proposal complies with the performance criteria.

A2

A garage or carport must have a setback from a primary frontage of at least:

P2

A garage or carport must have a setback from a primary frontage that is compatible with the existing garages or carports in the street, taking into account any topographical constraints.

- (a) 5.5 m, or alternatively 1 m behind the façade of the dwelling; or
- (b) the same as the dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or
- (c) 1 m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10 m from the frontage.

Planning Comments:

The proposed new garage portion of the dwelling extension is located between 3.1m and 3.8m of the frontage of the site and therefore must address the performance criteria.

It is not uncommon for garages to the north of Old Bass Highway to be located within the frontage setback of Old Bass Highway due to the topography of the sites, including the access arrangements, making the most of the location to the coastal reserve and the orientation of some of these lots, including the subject site.

Properties identified as 60 and 70 Old Bass Highway both have their garages within the frontage setback. The subject property at 66 Old Bass Highway will be consistent with the garages and carports on Old Bass Highway and will remain predominantly out of site when viewed from the street given the internal nature of the lot.

The proposal complies with the performance criteria.

А3

A dwelling, excluding outbuildings with a building height of not more than 2.4 m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m horizontally beyond the building envelope, must:

- (a) be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by:
 - (i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5 m from the rear boundary of a lot with an adjoining frontage; and
 - (ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3 m above natural ground level at the side boundaries and a distance of 4 m from the rear boundary to a building height of not more than 8.5 m above natural ground level; and
- (b) only have a setback within 1.5 m of a side boundary if the dwelling:
 - (i) does not extend beyond an existing building built on or within 0.2 m of the boundary of the adjoining lot; or

Р3

The siting and scale of a dwelling must:

- (a) not cause unreasonable loss of amenity by:
 - (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or
 - (ii) overshadowing the private open space of a dwelling on an adjoining lot; or
 - (iii) overshadowing of an adjoining vacant lot; or
 - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and
- (b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.

(ii) does not exceed a total length of 9 m or one-third the length of the side boundary (whichever is the lesser).

Planning Comments:

The subject title identified as 66 Old Bass Highway does not have a frontage to a road, however access is provided over 68 Old Bass Highway via a right of way and therefore for the purposes of assessment the frontage has been treated as the southern boundary of 66 Old Bass Highway.

The application for a dwelling extension does not fit within the building envelope at the front boundary and rear boundary, with the outbuilding and associated BBQ area not fitting within the building envelope at the rear boundary. The proposal therefore must address the performance criteria.

The proposed new outbuilding and BBQ area is located in the north-eastern corner of the lot, setback 3.019m from the eastern side boundary to remain clear of the registered right of way on the title. The shared boundary to the east has a tennis court located on-site. Shadowing caused by the proposed new outbuilding and undercover BBQ area will be predominantly contained within the title boundary, with some spill on to the tennis court after 3pm in the afternoon. Overshadowing will not impact a habitable room in the adjoining dwelling or the private open space of the adjoining lot located further east. The applicant provided sun shadowing diagrams at the winter solstice as a worst-case scenario to demonstrate any shadowing caused by the new proposal.

These shadow diagrams provided, also indicated that the proposed dwelling extensions located to the south of the existing dwelling will cast very little additional shadowing than the current building from midday onwards, with some additional shadowing cast in the morning over 64A Old Bass Highway located at the south. This shadow cast as shown in the sun shading diagrams is limited to the morning and appears to be located over the adjoining property's constructed driveway, not the private open space or habitable rooms of the dwelling.

The proposed extension at the northern elevation of the dwelling will enclose the current deck to become a sunroom, with a new deck on the first floor running alongside the northern rear boundary of the site. No further shadow will be cast from the proposed extension at the north of the dwelling and this portion of the dwelling will not be visible from neighbouring lots.

Visual impact caused by the scale, bulk and proportions of the outbuilding and undercover BBQ area when viewed from the east will be kept to a minimum, as the building will be single storey in height reaching a maximum height of 4m. Remnant vegetation continues to occur along this boundary and currently assists with screening any traffic using the right of way from the property at the eastern side. This not proposed to change.

Visual impact from the proposed new dwelling extensions will be kept to a minimum as the new extensions will assist with breaking up the proportions of the current southern elevation. A lift shaft will be the only portion that will be two storeys in height, which will be almost centrally located on the southern elevation, with a new single storey garage to the south east and a single storey undercover area to the south west. The undercover area will have a skillion roof assisting with reducing the proportions when viewed from the south. The proposed skillion roof over the garage will step away from the southern boundary, also assisting with reducing the bulk and proportions of the extension.

Separation distance from the proposed new outbuilding and BBQ area and the nearest adjoining dwelling will be approximately 7.5m. Separation distances between dwellings in this cluster of residentially developed lots on the northern side of Old Bass Highway have separation distances that range from 3.2m to approximately 12m. However, most common separation distances in the area are between 5.7m to 8.5m and therefore separation of the new outbuilding and BBQ area is considered compatible with that in the prevailing area.

The proposed separation distance between the new garage extension and the dwelling to the south at 64A Old Bass Highway ranges between 4.5m and 5.3m. Whilst the screened undercover extension at the south west of the dwelling will have a separation distance of approximately 9.6m to the nearest dwelling to the west. These separation distances are also considered to be compatible with the varying range of separation distances in the area.

The proposal complies with the performance criteria.

10.4.3 Site coverage and private open space for all dwellings

A2

A dwelling must have an area of private open space that:

- (a) is in one location and is at least:
 - (i) 24 m^2 ; or
 - (ii) 12 m², if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and
- (b) has a minimum horizontal dimension of:
 - (i) 4m; or
 - (ii) 2m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and
- (c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom);
- (d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and
- (e) is located between the dwelling and the frontage, only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north, excluding any dwelling located behind another on the same site; and
- (f) has a gradient not steeper than 1 in 10; and
- (g) is not used for vehicle access or parking.

P2

A dwelling must have private open space that:

- (a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is:
 - (i) conveniently located in relation to a living area of the dwelling; and
 - (ii) orientated to take advantage of sunlight.

Planning Comments:

Currently the lot identified as 66 Old Bass Highway has a limited amount of private open space located within the title boundary and does not meet the relevant dimensions located at the north of the lot. Therefore, the proposal is to address the performance criteria.

It is worth noting that the current property has an existing deck that is located directly north of the dwelling, and this has been relied upon for an area for private open space that is accessed by the family room of the main dwelling. However, the proposal details a new extension to this portion of deck by enclosing this area to become a sunroom, and then provide new patio decking to the north.

Both the proposed sunroom and new decking area on the first floor range from approximately 1.4m deep to 4.8m deep and approximately 17m in length. This area is accessed easily and conveniently from living areas of the dwelling, is orientated to the north and is capable of being used for outdoor relaxation, dining, entertaining and child's play.

The proposal complies with the performance criteria.

10.4.6 Privacy for all dwellings

Α1

A balcony, deck, roof terrace, parking space, or carport (whether freestanding or part of the dwelling), that has a finished surface or floor level more than 1 m above natural ground level must have a permanently fixed screen to a height of at least 1.7 m above the finished surface or floor level, with a uniform transparency of no more than 25%, along the sides facing a:

- (a) side boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 3 m from the side boundary; and
- (b) rear boundary, unless the balcony, deck, roof terrace, parking space, or carport has a setback of at least 4 m from the rear boundary; and
- (c) dwelling on the same site, unless the balcony, deck, roof terrace, parking space, or carport is at least 6 m:
 - from a window or glazed door, to a habitable room of the other dwelling on the same site; or
 - (ii) from a balcony, deck, roof terrace or the private open space, of the other dwelling on the same site.

Ρ1

A balcony, deck, roof terrace, parking space or carport (whether freestanding or part of the dwelling) that has a finished surface or floor level more than 1 m above natural ground level, must be screened, or otherwise designed, to minimise overlooking of:

- (a) a dwelling on an adjoining lot or its private open space; or
- (b) another dwelling on the same site or its private open space; or
- (c) an adjoining vacant residential lot.

Planning Comments:

The proposed new dwelling extension has a new deck area located at the first floor that is greater than 1m above natural ground level and does not meet the rear boundary setback. Therefore, the application must address the performance criteria.

The proposed new decking area does not adjoin an area of private open space as defined within the planning scheme or an adjoining vacant residential lot and therefore the proposal is considered to meet the performance criteria.

10.4.9 Suitability of a site or lot for use or development

Α1

A site or each lot on a plan of subdivision must -

Р1

A site or each lot on a plan of subdivision must -

- (a) have an area of not less than 330m² excluding any access strip; and
- (b) if intended for a building, contain a building area of not less than 10.0m x 15.0m

(a) be of sufficient area for the intended use or development without likely constraint or interference for –

- (i) clear of any applicable setback from a frontage, side or rear boundary;
- (ii) clear of any applicable setback from a zone boundary;
- (iii) clear of any registered easement;
- (iv) clear of any registered right of way benefiting other land;
- (v) clear of any restriction imposed by a utility;
- (vi) not including an access strip;
- (vii) accessible from a frontage or access strip; and
- (viii) if a new residential lot, with a long axis within the range 30° east of north and 20° west of north

- (i) erection of a building if required by the intended use;
- (ii) access to the site;
- (iii) use or development of adjacent land;
- (iv) a utility; and
- (v) any easement or lawful entitlement for access to other land; and
- (b) if a new residential lot, be orientated to maximise opportunity for solar access to a building area

Planning Comments:

The subject site is not able to fit a building envelope orientated north to south with dimensions measuring 15m x 10m meeting the relevant setbacks from a side rear and front boundary, as the site is orientated east to west. Therefore, the application must address the performance criteria.

The site has a sufficient area of 850m²; however, it is orientated east to west. Many lots in the General Residential zone are in fact smaller in area than this lot but can accommodate the building envelope.

The site is in excess of the minimum lot size and is considered sufficient in size in order to provide for the existing dwelling and its proposed dwelling extension and outbuilding.

Erection of extensions to the building are not located any closer to the rear boundary being the coastal reserve than the current dwelling.

Access to the site will continue to be provided via right of way arrangement as is the existing arrangement to this settlement cluster on the northern side of the Old Bass Highway Wynyard. This is recorded on all titles, benefiting and burdening from the right of way. The dimensions and size of the right of way remain suitable for residential use to this site.

The use and development of adjacent land to the east are freehold titles which are residentially developed, as are the lots to the south and west. Currently the lot to the west also has a benefit to the right of way which continues through the subject lot and an access license over the Crown Reserve at the north to provide the only access to this property.

The lot has a sewer main and associated easement running along the southern boundary. The application was also referred to TasWater for any further conditions and they form Part B of the recommended conditions for any planning permit. The new dwelling extension is located to the south of the existing dwelling and is approximately 1.4m from the sewer main.

The subject site also has a right of way burdening the title in which benefits the property immediately to the west of the site. The proposed new outbuilding and undercover BBQ area are proposed to be located as close as possible to this right of way without blocking this access. The proposal drawings also indicate that this outbuilding will not have eaves on this particular side to ensure that the right of way is kept clear.

The proposal complies with the performance criteria.

A2
A site or each lot on a subdivision plan must have a separate access from a road —

(a) across a frontage over which no other land has a right of access; and

- (b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or
- (c) by a right of way connecting to a road -
 - (i) over land not required as the means of access to any other land; and
 - (ii) not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and
- (d) with a width of frontage and any access strip or right of way of not less than -
 - (i) 3.6m for a single dwelling development; or
 - (ii) 6.0m for multiple dwelling development or development for a non-residential use; and
- (e) the relevant road authority in accordance with the Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan

- (ii) by an access strip connecting to a frontage, if for an internal lot; or
- (iii) by a right of way connecting to a road over land not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard;
 - (iv) the dimensions of the frontage and any access strip or right of way must be adequate for the type and volume of traffic likely to be generated by –
- a. the intended use; and
- the existing or potential use of any other land which requires use of the access as the means of access for that land; and
 - (v) the relevant road authority in with the accordance Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a subdivision plan; or
- (b) It must be unnecessary for the development to require access to the site or to a lot on a subdivision plan

Planning Comments:

The subject site identified as 66 Old Bass Highway, Wynyard is accessed by a right of way over property identified as 68 Old Bass Highway, Wynyard. The subject lot does not have its own individual access provided to the site and therefore must address the performance criteria.

The access is considered reasonable and secure and is registered on the titles of each property benefiting and burdened by the right of way arrangement providing access to the immediate titles on the northern side of Old Bass Highway.

The dimensions of the right of way are considered adequate for standard residential use of these sites and the anticipated frequency of the residential users will not increase as part of this application.

Access to 66 Old Bass Highway is via the rail corridor. TasRail confirmed they had no objection to the application and requested their standard notes be placed on any permit.

The proposal complies with the performance criteria.

STATUTORY IMPLICATIONS

Land Use Planning and Approvals Act 1993

The Council is established as a Planning Authority by definition under Section 3(1) of the Land Use Planning and Approvals Act 1993 (the Act) and must enforce the Waratah-Wynyard Interim Planning Scheme 2013 (the Planning Scheme) under S.48 of the Act.

In accordance with section 57 of this Act and Council's Planning Scheme, this proposal is an application for a discretionary permit. Council may approve or refuse discretionary permit applications after considering both Council's Planning Scheme and the public representations received.

STRATEGIC IMPLICATIONS

There are no significant strategic implications identified.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications to Council other than those ordinarily associated with administering the Planning Scheme.

RISK IMPLICATIONS

There is limited risk for the Council acting as Planning Authority, provided that decisions made are in accordance with the Planning Scheme.

Should the Planning Authority wish to make a decision against the professional advice provided, the reasons will need to be detailed.

LUPAA provides for penalties against a Planning Authority that fails to enforce its planning scheme (ss. 63a and 64). Going against advice provided in the planning report, without seeking alternate qualified advice, may create unnecessary risk for the Council in exercising its statutory functions as a Planning Authority.

Should a decision by the Planning Authority be contrary to professional advice provided and the matter is taken to the appeal tribunal, Council would need to obtain separate professional advice to represent Council through the appeal process.

COMMENT

MOVED BY	CR HYLAND
SECONDED BY	CR DUNIAM

That Council, in accordance with Section 51 and Section 57 of the Land Use Planning and Approvals Act 1993 and the Waratah-Wynyard Interim Planning Scheme 2013, approve DA23/2020 for a dwelling extension and outbuilding located at 66 Old Bass Highway subject to the following conditions: -

PART A CONDITIONS:

- (1) The development is to be generally in accordance with the application as submitted and endorsed documents as listed:
 - a) Proposal Plans with Project Number 219063 and pages 1-9, as prepared by EnviroPlan and dated 21 November 2019.
- (2) In the course of undertaking the development/use there is to be no damage caused to any Council owned infrastructure or property.
- (3) Loading and unloading of vehicles is to be confined to within the boundaries of the property.
- (4) All costs associated with the proposed development including those related to infrastructure extensions or upgrades to Council' assets are to be met by the Developer.
- (5) Vehicular access to and egress from the site is to occur only in a forward motion.
- (6) All stormwater is to be fully contained within the boundaries of the property.
- (7) All structures are to be fully within the boundaries of the property and not obstruct adjoining easements or Crown Land.

PART B CONDITIONS:

(1) The person responsible for the activity must comply with the conditions contained in Schedule 2 of Permit Part B which the Regulated Entity (trading as TasWater) has required the planning authority to include in the permit, pursuant to section 56Q of the Water and Sewerage Industry Act 2008, reference TWDA 2020/01384-WWC (attached).

TasRail Notes: -

- Stormwater or effluent is not permitted to be discharged onto rail land or into the
 rail drainage system. Should there be a requirement for a service or asset to be
 installed on rail land in order to connect into an authorised stormwater or other
 outlet, a separate TasRail Permit is required and will only be approved subject to
 terms and conditions (costs apply). A Permit Application Form is available by
 contacting property@tasrail.com.au
- Although the railway line through this area is currently non-operational, it is reserved for future transport use. For this reason TasRail recommends any person building, developing or purchasing property near rail corridor land take into account potential exposure to train and/or transport noise and vibration particularly in relation to building design, material specifications and lifestyle. It should also be noted that TasRail is required to ensure that planning and development proposals do not impede or preclude future transport use of the rail corridor.
- No obstruction, installation or works of any kind are permitted inside railway land for any purpose including for structures, unauthorised vehicles, drainage, water pipes, stormwater discharge, electrical or service infrastructure, storage of materials, vegetation clearing, inspections etc. All access enquiries should be directed to property@tasrail.com.au

- As per the Rail Infrastructure Act 2007, the Rail Infrastructure Manager (TasRail) may remove and dispose of unauthorised or unlawful service infrastructure and take such other action as it sees fit. Where this occurs, TasRail may recover its costs of doing so as a debt due to TasRail from that person and retain if applicable any proceeds of disposal. No action lies against TasRail for removing or disposing of the unauthorised or unlawful service infrastructure.
- Using or creating an unauthorised railway crossing is unsafe and strictly prohibited.
 All access enquiries should be directed to property@tasrail.com.au
- As railway land is Crown Land, the Rail Infrastructure Manager is not required to contribute to the cost of boundary fencing.
- Access to the railway corridor or rail land for any purpose is strictly prohibited without a Permit issued by TasRail.

Notes: -

The following is provided for information only and does not constitute condition(s) of permit.

- Should any access be required to the site via Crown Land Reserve, please contact Property Services, Department of Primary Industries, Parks, Water and Environment for relevant access approval on Phone: (+613) 6169 9015 or Email: PropertyServices@parks.tas.gov.au
- This project must be substantially commenced within two years of the issue of this permit.
- The applicant is advised to consult with a building surveyor to ensure the development is constructed in accordance with *Building Act 2016*.
- This permit is based on information and particulars set out in Development Application DA 23/2020. Any variation requires an application for further planning approval of Council.
- This development/use is not to result in the generation of environmental harm or nuisance as defined in the *Environmental Management and Pollution Control Act* 1994.
- Attention is drawn to existing or proposed electricity infrastructure, please be sure
 to contact TasNetworks on 1300 137 008 to ensure these works do not impede on
 existing electricity easements and are at a safe distance from powerlines. Failure
 to do so could result in the relocation of electricity assets at your cost.
- Under Section 61 (4) of the Land Use Planning and Approvals Act 1993, the applicant has the right to lodge an appeal against Council's decision. Notice of appeal should be lodged on the prescribed form together with the required fee within fourteen days after the date on which notice of the decision was served on that person, to the Resource Management and Planning Appeal Tribunal, G.P.O. Box 2036, Hobart, 7001. Updated Notices of Appeal are available on the Tribunal's website at www.rmpat.tas.gov.au.

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND



DA 23/2020 66 Old Bass Highway WYNYARD

Proposal: Dwelling Extension & Outbuilding Discretionary Matter: Setbacks and building envelope for all dwellings 10.4.2 (P1, P2, P3), Site coverage and private open space for all dwellings 10.4.3 (P2), Suitability of a site or lot for use or development 10.4.9 (P1, P2)

REPRESENTATIONS CLOSE ON: Monday 26 October 2020

Please Note:

All documents contained herewith are for public viewing only and must not be removed from the Council offices.

7077991

Documents Enclosed	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
Application Form													
Site Notice]												
Location Map													
Titles]												
Planning Report by Applicant													
Architectural Drawings Project	1												
No 219063 Dated 19.02.2020													



PLANNING PERMIT APPLICATION APPLICATION FOR PLANNING APPROVAL UNDER SECTION 51, LAND USE PLANNING & APPROVALS ACT 1993

PERMITTED APPLICATION - Assessment and determination of a permit	\$250.00 plus \$1.15 per \$1,000 of value for			
application under S58 Land Use Planning and Approvals Act 1993	use or development			
DISCRETIONARY APPLICATION Assessment and determination of a permit	\$350.00 plus \$1.50 per \$1,000 of value for			
application under S57 Land Use Planning and Approvals Act 1993	use or development + advertising fee			
Level 2 "Environmental Activity – Additional charge to permit application	\$460.00 + advertising fee by quote			
Advertising fee will be reimbursed if no advertising is required				
Please refer to www.warwyn.tas.gov.au (Council Services – Planning Services – Planning Fees) for-all other fees				

Is a ha	rd copy of plann	ing permit and endorsed documents required? Yes NoX						
1.	Value of work (inc GST) \$120000Contract Price Estimate .X						
2.	Development A	ddress 66 Old Bass Highway, Wynyard						
3.	Full Name of Applicant(s)							
	Contact Details	Address: PO Box 546, Somerset 7322						
	Email Address .	admin@enviroplanaustralia.com.au						
	*	Mobile						
4.	•	the contact address recorded above to be applied for all future Council e? (including rates/animal control etc)? YesX No						
5.	WHERE THE APPLICANT IS NOT THE OWNER In accordance with Section 52 of the Land Use Planning and Approvals Act 1993 if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application. In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.							
	Full Name	Owner (see authorisation below) Mitchell & Maureen O'Brien, Neil Rigby Telephone – Home 0417 774 361						
	Address	PO Box 323, Somerset 7322 Telephone Work/Business						
	Applicant's Notific	ation to Owner Vells (EnviroPlan) Full Name of Applicant(s)						
	of 71a Bass	Highway, Somerset 7322						
	I/We understand not obtain or at	Applicant's Address have notified the owner(s) of the property(ies) of the intention to make this application. I that in accordance with Section 52(2) of the Land Use Planning and Approvals Act 1993 a person must tempt to obtain a permit by wilfully making, or causing to be made, any false representation or or orally or in writing. 19/02/2020						

Planning Permit Application Form –ECM 1029767 File 014.10

6.	Proposed Development (Fully describe intended use of land or premises) Proposed extension to dwelling & attached structure. Also 2 garages Supporting Information if necessary to explain special features of the proposal. (Attach separate sheet if required) See Planning Report							
7.								
	 To include – a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable: i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements; ii. a full description of the proposed use or development; iii. a full description of the manner in which the use or development will operate; iv. a site analysis and site plan at an acceptable scale; v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200; ivi. are parking facilities and capacity; viii. area of clearing of trees and bushland; ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s). b. A full copy of your title shall also accompany the application. Title Certificate x Title Plan x Schedule of Easements c. Relevant engineering pre-lodgement approvals 							
8.	Access Stormwater Present use of site and/or buildings – full description Residential							
9.	Car Parking Floor Area Site Area Existing on site 2 Existing m² m² Total no. proposed 2 Proposed m²							

Planning Permit Application Form - Updated 28.6.2019 -ECM 1029767 File 014.10

•		s and Developments on	7
day to Friday:	of operation are proposed?		
-	From	a.m. to	p.m.
Saturday:	From	a.m. to	p.m.
Sunday:	From	a.m. to	p.m.
Saturday: From a.n			
ing			
osed			
des visiting or de	livering to or from the site?		
	No.	Trips per day	
type of machine	ery is to be installed or used?		
	No.		
BY APPLICANT	(mandatory)		
information and understand that essary to facilitate	materials provided with the development the Council may make such copies of the e a thorough consideration of the Permi ght owner for the communication and re for the purposes of assessment of that ap action taken against it in respect of br	nt application may be mand e information and material it Application. I have obt eproduction of the plans oplication. I indemnify the	de availab als as in its ained the accompar Waratah-'
ment application for any claim or		n relation to an applicatio	
ment application for any claim or ion or material pi knowledge that ed by the Genera			
ment application for any claim or ion or material pi knowledge that ed by the Genera	mit or other approval given by the council		
men for			wledge that Section 20(a) of the Local Government Act 1993 provides the pay the General Manager to enter land without notice in relation to an application a licence, permit or other approval given by the council.

Waratah-Wynyard Council – Minutes – Ordinary Meeting of Council – 16 November 2020 – Page 38

Planning Permit Application Form - Updated 28.6.2019 -ECM 1029767 File 014.10



NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for the following development:-

No.: DA 23/2020

LOCATION: 66 Old Bass Highway WYNYARD

APPLICANT: Micheal Wells (EnviroPlan)

ZONING: General Residential

USE CLASS: Residential

PROPOSAL: Dwelling Extension & Outbuilding

Discretionary Matter: Setbacks and building envelope for all

dwellings 10.4.2 (P1, P2, P3), Site coverage and private open space for

all dwellings 10.4.3 (P2), Suitability of a site or lot for use or

development 10.4.9 (P1, P2)

The application and associated plans and documents will be available for inspection during normal office hours for a period of 14 days from the date of this notice at the Council Office, Saunders Street, Wynyard or can be viewed on the Council website www.warwyn.tas.gov.au.

Any person who wishes to make representations in accordance with the Land Use Planning and Approvals Act 1993, must do so during the 14-day period.

Representations in writing will be received by the General Manager, PO Box 168, Wynyard, 7325, email council@warwyn.tas.gov.au by **Monday 26 October 2020.**

Dated Saturday 10 October 2020.

Shane Crawford GENERAL MANAGER



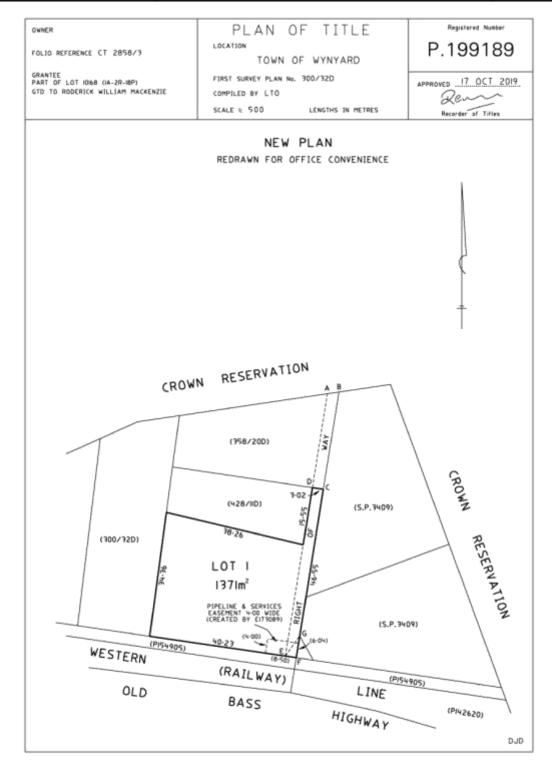


FOLIO PLAN

RECORDER OF TITLES







Search Date: 18 Aug 2020

Search Time: 02:14 PM

Volume Number: 199189

Revision Number: 02



RESULT OF SEARCH

RECORDER OF TITLES





SEARCH OF TORRENS TITLE

VOLUME	FOLIO
199189	1
EDITION	DATE OF ISSUE
4	23-Oct-2019

SEARCH DATE : 18-Aug-2020 SEARCH TIME : 02.13 PM

DESCRIPTION OF LAND

Parish of ELLIOTT, Land District of WELLINGTON Lot 1 on Plan 199189 Derivation: Part of Lot 10168 Gtd to R W Mackenzie Prior CT 2858/3

SCHEDULE 1

C81992 TRANSFER to NEIL JAMES RIGBY Registered 25-Feb-1998 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any BENEFITING EASEMENT: a right of carriageway over the land marked A.B.C.D. on Plan No. 199189

BURDENING EASEMENT: a right of carriageway (appurtenant to the lands comprised in Certificates of Title Volume 787 Folio 81 and Volume 904 Folio 52) over the land marked C.D.E.F. on Plan No. 199189

BURDENING EASEMENT: a right of carriageway (appurtenant to the land comprised in Indenture of Conveyance registered No. 33/6546) over the land marked E.F.G. on Plan No. 199189

E173089 BURDENING EASEMENT: a services easement in favour of Tasmanian Water & Sewerage Corporation Pty Ltd over the land marked Pipeline Easement & Services Easement 4.00 wide on Plan 199189 (Subject to provisions)

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations



RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME	FOLIO				
80019	1				
EDITION	DATE OF ISSUE				
5	16-May-2017				

SEARCH DATE: 19-Feb-2020 SEARCH TIME: 03.32 PM

DESCRIPTION OF LAND

Parish of ELLIOTT, Land District of WELLINGTON Lot 1 on Diagram 80019 (formerly being 358-20D) Derivation: Part of Lot 10168 Gtd. to R W Mackenzie Prior CT 2960/99

SCHEDULE 1

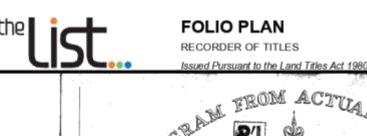
M623885 TRANSFER to MITCHELL JOHN O'BRIEN and MAUREEN EDNA O'BRIEN Registered 16-May-2017 at 12.01 PM

SCHEDULE 2

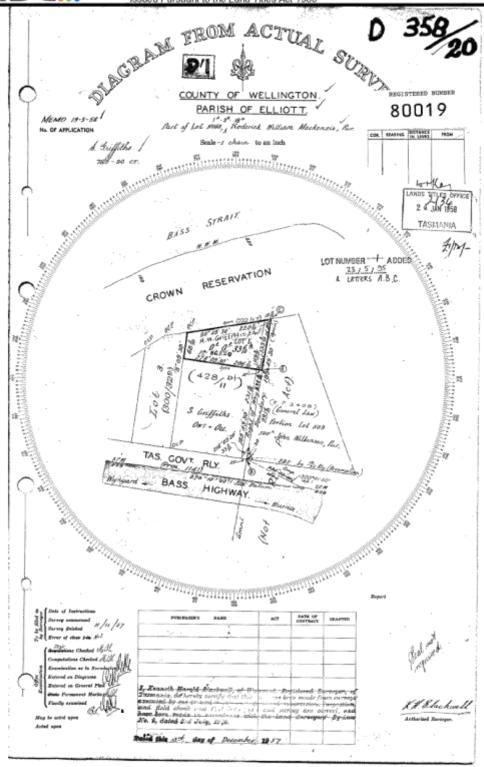
Reservations and conditions in the Crown Grant if any
BURDENING EASEMENT: Right of Carriageway [appurtenant to the
land comprised in Certificate of Title Volume 787
Folio 81) over the Right of Way passing through the
said land within described
BENEFITING EASEMENT: A right of carriage way over the Right of
Way marked A B on Diagram 80019
BURDENING EASEMENT: Right of Carriageway [appurtenant to the
land comprised in Certificate of Title Volume 904
Folio 53) over the Right of Way passing through the
said land within described
A86220 FENCING CONDITION in Transfer

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations







Search Date: 19 Feb 2020

Search Time: 03:34 PM

Volume Number: 80019

Revision Number: 02



Application for Planning Permit

Proposed Extension to Dwelling & Two Garages

In the

General Residential

66 Old Bass Highway, Wynyard

Supporting Documentation

19/02/2020

CONSULTANT DETAILS



Mr. Micheal Wells GradDipUrbRegPlan.BEnvDes
Town Planner, Bushfire Assessor, Building Designer, Fire Engineer (IFE)
Bushfire Accreditation No: BFP-128



Mr. Jeremy Lee Cadet Town Planner

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Document Status

Revision No	Author	Vetting	Signature,	Date
1	J. Lee	M. Wells	WIN	19/02/2020

Engagement & Invoicing Directions

EnviroPlan Australia (the Agent) has been engaged by Maureen & Mitchell Obrien (the Permit Holder) to prepare documentation for a planning permit located on land known as 66 Old Bass Highway, Wynyard. Any Permit issued is affixed to land and not an individual.

The services rendered by the Agent are strictly limited to the preparation of documentation in order to obtain planning permissions only. The Agent is not to be considered as the "permit holder" as part of any permit condition issued by any Authority and is not responsible for any costs incurred through a Permit Holder enacting a permit condition.

In such circumstances where the primary *Permit Holder* named above sells land or otherwise relinquishes the land; the new permit holder is the party responsible for all costs and invoices incurred by enacting any permit issued that is affixed to the land.

The Land - Site

Title & Description

The Certificate of Title for the subject site is C/T: 80019/1, PID: 7077991. A copy of the title is provided as Annexure A.

The street address is 66 Old Bass Highway, Wynyard and Maureen & Mitchell O'Brien are the owners.



Figure 1 - Location of land 66 Old Bass Highway, Wynyard

The 0.085 ha property fronts onto Old Bass Highway and is located on northern side of the road via a Right of Way.

Existing Use and Development

The current use of land is residential. Currently there is a dwelling and associated structures located on the property.

Site Analysis

Topography

The land is relatively flat and sits on a plateaued area.

Drainage

Stormwater and sewerage is disposed of via municipal reticulation mains that are located throughout the area.

Land Capability

The land is not within a delineated area of the Land Capability Survey Tasmania and is not zoned as agricultural land nor is it in agricultural use; therefore this provision is not applicable.



Figure 2 - Land Capability of site - source: www.thelist.tas.gov.au

Access

Access to the subject land is off Bass Highway via a Right of Way over a formed rural roads crossover.

Reticulated Services

Water, sewerage and stormwater reticulation services are located within the subject area. The site is already connected to these services and no modifications or extensions are proposed as part of this development.

Surrounding Property Use

- North Burntwood Point;
- East residential uses;
- South residential uses; and
- West residential uses.

Lands Limitations

No land limitations have been identified within the property boundaries.



Figure 3 - Landslide Layer, 66 Old Bass Highway, Wynyard - source: www.thelist.tas.gov.au

Proposal

The applicants, Maureen & Mitchell Obrien are seeking to construct a Proposed Extension to the Dwelling & Two Garages under the State Planning Provisions and the Waratah-Wynyard Local Provisions Schedules of the Tasmanian Planning Scheme.

The proposal is for an extension to the southern side of the existing dwelling, an extension to an existing structure attached to the western side of the dwelling and two garages.

A copy of the proposal plans is included as Annexure C.

The applicant is applying to the Council, as the Planning Authority, to utilise its discretion and approve the development in accordance with the provisions of Section 57 of the Land Use Planning and Approvals Act 1993.

Planning Scheme Provisions

The applicable planning instrument is the Waratah-Wynyard Interim Planning Scheme 2013 and the subject land is zoned as General Residential.

The relevant sections of the Planning Scheme are listed below for discussion. The relevant issue and item identifier is provided and states whether the proposal meets the Acceptable Solutions (AS) or the Performance Criteria (PC) for each relevant section.

The clauses that are not applicable to the proposal have not been discussed.

The applicable Scheme standards for development in the General Residential Zone are described in the following relevant sections of the Waratah-Wynyard Interim Planning Scheme 2013:

10.0 General Residential Zone

- 10.1.1 Zone Purpose Statements
- 10.1.2 Local Area Objectives
- 10.1.3 Desired Future Character Statements

10.2 Use Table

10.3 Use Standards

10.4 Development Standards

- · 10.4.1 Residential density for multiple dwellings
- · 10.4.2 Setbacks and building envelope for all dwellings
- · 10.4.3 Site coverage and private open space for all dwellings
- · 10.4.4 Sunlight and overshadowing for all dwellings
- · 10.4.5 Width of openings for garages and carports for all dwellings
- 10.4.6 Privacy for all dwellings
- 10.4.7 Frontage fences for all dwellings
- · 10.4.9 Suitability of a site or lot for use or development
- · 10.4.10 Dwelling density for single dwelling development

Part E Codes

- E2 Airport Impact Management Code
- E9 Traffic Generating Use and Parking Code

Part F Special Area Plans

 There are no specific area plans in relation to the Waratah-Wynyard Interim Planning Scheme 2013

10.0 General Residential Zone

10.1 Zone Purpose

10.1.1 Zone Purpose Statements

10.1.1.1-To provide for residential use or development that accommodates a range of dwelling types at suburban densities, where full infrastructure services are available or can be provided.

10.1.1.2-To provide for compatible non-residential uses that primarily serve the local community.

10.1.2 Local Area Objectives

This zone applies for land at -

- (a) Suburban residential area make efficient use of land and optimise available and planned infrastructure provision through a balance between infili and redevelopment of established residential areas and incremental release of new land.
- (b) Suburban residential areas provide equivalent opportunity for single dwelling and multiple dwelling developments and for shared and supported accommodation through private, public, and social investment.
- Suburban residential areas enable opportunity for convenient access to basic level services and facilities for education, health care, retail, social, and recreation purposes;
- (d) Suburban residential areas provide small-scale employment opportunities in home occupation and home based business
- (e) The amenity and character of suburban residential use is commensurate with the location of housing and support activity within a shared urban setting, and is to take into account —
 - (i) the likely impact on residential use from the occurrence and operation of non-housing activity;
 - (ii) the effect of location and configuration of buildings within a site on -
 - a. apparent bulk and scale of buildings and structures:
 - b. opportunity for on-site provision of private open space and facilities for parking of vehicles;
 - c. opportunity for access to daylight and sunlight;
 - d. visual and acoustic privacy of dwellings; and
 - e. consistency of the streetscape; and
 - the relationship between new sensitive use and the use of land in an adjoining zone

10.1.3 Desired Future Character Statements

Use or development in a suburban residential area is to provide -

- (a) housing as a predominant but not exclusive form of development;
- (b) choice and diversity in the design, construction, and affordability of buildings;
- (c) buildings that are typically of one or two storeys;
- (d) buildings that are set apart from adjacent buildings to -
 - (i) reduce apparent bulk and scale;
 - (ii) enable each an opportunity for access to sunlight, and
 - (iii) assist visual and acoustic privacy between adjoining dwellings;
- (e) a streetscape in which buildings are setback consistently from the frontage;
- (f) site coverage that retains sufficient external ground area for recreation, service activity, and vehicle parking; and
- (g) an ordered pattern of lots and a well-connected internal road network

10.2 Use Table

10.3 Use Standards

10.4 Development Standards

10.4.2 Setbacks and building envelope for all dwellings

Objective:

To control the siting and scale of dwellings to:

- (a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and
- (b) assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and
- (c) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and
- (d) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.

Performance Criteria P1

A dwelling must

- (a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and
- (b) If abutting a road identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.

Discussion

The proposal has an extension to the structure attached to the dwelling that is compatible with other dwellings on Old Bass Highway in particular with 151, 149, 147 Old Bass Highway where the buildings are within 4.5m to a frontage boundary remaining consistent with P1 above.

Performance Criteria P2

A garage or carport must have a setback from a primary frontage that is compatible with the existing garages or carports in the street, taking into account any topographical constraints.

Discussion

The proposed garage is located within 5.5m of the primary frontage which is due to the constraints of existing structures and easements on the site however the proposed structures would not have an adverse visual effect from the road due to the location of the site from the road remaining consistent with P2 above.

Performance Criteria P3

The siting and scale of a dwelling must:

- (a) not cause unreasonable loss of amenity by:
 - reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or
 - (ii) overshadowing the private open space of a dwelling on an adjoining lot; or
 - (iii) overshadowing of an adjoining vacant lot, or
 - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and
- (b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.

Discussion:

The proposed extensions to the existing dwelling will not cause a reduction in sunlight to habitable rooms to adjacent dwellings and would not increase the existing overshadowing to private open spaces to adjoining land as seen in the submission plans.

10.4.3 Site coverage and private open space for all dwellings Objective:

To provide:

- (a) for outdoor recreation and the operational needs of the residents; and
- (b) opportunities for the planting of gardens and landscaping, and
- (c) private open space that is integrated with the living areas of the dwelling; and
- (d) private open space that has access to sunlight

Acceptable Solutions A1

Dwellings must have:

- (a) a site coverage of not more than 50% (excluding eaves up to 0.6 m); and
- (b) for multiple dwellings, a total area of private open space of not less than 60 m² associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and
- (c) a site area of which at least 25% of the site area is free from impervious surfaces.

Discussion:

The proposal does not create the site coverage of the dwelling to be more than 50% and at least 25% of the site area is free from impervious surfaces as demonstrated in the proposal plans. Additionally, the proposal is not a multiple dwelling application and satisfies A1 above.

Performance Criteria P2

A dwelling must have private open space that:

- (a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is:
 - (i) conveniently located in relation to a living area of the dwelling, and
 - (ii) orientated to take advantage of sunlight.

Discussion:

The proposal intends to utilise the existing private open spaces to the north of the dwelling. The private open space has an area that is convieniently located in relation to the living area and is orientated to take full advantage of the sunlight remaining consistent with P2 above

10.4.4 Sunlight and overshadowing for all dwellings Objective:

To provide:

- (a) the opportunity for sunlight to enter habitable rooms (other than bedrooms) of dwellings; and
- (b) separation between dwellings on the same site to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.

Acceptable Solutions A1

A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).

Discussion:

The existing dwelling has at least one habitable room other than a bedroom in which a window faces north which is demonstrated in the submission plans complying with A1 above.

Acceptable Solutions A2

A multiple dwelling that is to the north of a window of a habitable room (other than a bedroom) of another dwelling on the same site, which window faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A), must be in accordance with (a) or (b), unless excluded by (c):

- (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4B):
 - at a distance of 3 m from the window; and
 - vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal.
- (b) The multiple dwelling does not cause the habitable room to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June
- (c) That part, of a multiple dwelling, consisting of:
 - (i) an outbuilding with a building height no more than 2.4 m; or
 - protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple

Discussion:

Not applicable - the proposal is not a multiple dwelling application.

Acceptable Solutions A3

A multiple dwelling, that is to the north of the private open space, of another dwelling on the same site, required in accordance with A2 or P2 of subclause 10.4.3, must be in accordance with (a) or (b), unless excluded by (c):

- (a) The multiple dwelling is contained within a line projecting (see Diagram 10.4.4C):
 - at a distance of 3 m from the northern edge of the private open space; and
 - vertically to a height of 3 m above natural ground level and then at an angle of 45 degrees from the horizontal.
- (b) The multiple dwelling does not cause 50% of the private open space to receive less than 3 hours of sunlight between 9.00 am and 3.00 pm on 21st June.
- (c) That part, of a multiple dwelling, consisting of:
 - an outbuilding with a building height no more than 2.4 m; or
 - protrusions (such as eaves, steps, and awnings) that extend no more than 0.6 m horizontally from the multiple dwelling.

Discussion

Not applicable - the proposal is not a multiple dwelling application.

10.4.5 Width of openings for garages and carports for all dwellings Objective:

To reduce the potential for garage or carport openings to dominate the primary frontage.

Acceptable Solutions A1

A garage or carport within 12 m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6 m or half the width of the frontage (whichever is the lesser).

Discussion:

The proposed garages that face the primary frontage does not have an opening greater than 6m as demonstrated in the submission plans complying with A1 above.

10.4.6 Privacy for all dwellings

Objective:

To provide reasonable opportunity for privacy for dwellings

Performance Criteria P1

A balcomy, deck, roof terrace, parking space or carport (whether freestanding or part of the dwelling) that has a finished surface or floor level more than 1 m above natural ground level, must be screened, or otherwise designed, to minimise overlooking of:

- (a) a dwelling on an adjoining lot or its private open space; or
- (b) another dwelling on the same site or its private open space; or
- (c) an adjoining vacant residential lot.

Discussion:

Not applicable - the balcony is an existing structure that is aligned to the rear boundary to take advantage of sea views.

Performance Criteria P2

A window or glazed door, to a habitable room of dwelling, that has a floor level more than 1 m above the natural ground level, must be screened, or otherwise located or designed, to minimise direct views to:

- (a) window or glazed door, to a habitable room of another dwelling; and
- (b) the private open space of another dwelling; and
- (c) an adjoining vacant residential lot.

Discussion:

Not applicable – the windows and doors are within an existing structure that is aligned to the rear boundary to take advantage of sea views.

Acceptable Solutions A3

A shared driveway or parking space (excluding a parking space allocated to that dwelling) must be separated from a window, or glazed door, to a habitable room of a multiple dwelling by a horizontal distance of at least:

- (a) 2.5 m; or
- (b) 1 m if:
 - (i) It is separated by a screen of at least 1.7 m in height; or
 - (ii) the window, or glazed door, to a habitable room has a sill height of at least 1.7 m above the shared driveway or parking space, or has fixed obscure glazing extending to a height of at least 1.7 m above the floor level.

Discussion:

The application complies with A3 above

10.4.7 Frontage fences for all dwellings

Objective:

To control the height and transparency of frontage fences to:

- (a) provide adequate privacy and security for residents: and
- (b) allow the potential for mutual passive surveillance between the road and the dwelling; and
- (c) provide reasonably consistent height and transparency.

Acceptable Solutions A1

A fence (including a free-standing wall) within 4.5 m of a frontage must have a height above natural ground level of not more than:

- (a) 1.2 m if the fence is solid; or
- (b) 1.8 m, if any part of the fence that is within 4.5 m of a primary frontage has openings above a height of 1.2 m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).

Discussion

The proposal does not contain any frontage fences and is not applicable to the provision.

10.4.9 Suitability of a site or lot for use or development

Objective:

The minimum properties of a site and of each lot on a plan of subdivision are to -

- (a) provide a suitable development area for the intended use;
- (b) provide access from a road; and
- (c) make adequate provision for connection to a water supply and for the drainage of sewage and stormwater

Performance Criteria P1

A site or each lot on a plan of subdivision must -

- (a) be of sufficient area for the intended use or development without likely constraint or interference for -
 - (i) erection of a building if required by the intended use;
 - (ii) access to the site:
 - (iii) use or development of adjacent land;
 - (iv) a utility; and
 - (v) any easement or lawful entitlement for access to other land; and
- (b) if a new residential lot, be orientated to maximise opportunity for solar access to a building area

Discussion:

The subject site has sufficient area for the proposed structures for a residential use as demonstrated in the submission plans. The access to the site will remain unchanged as part of this application and the proposal does not interfere or constrain the use or development of adjacent lands. The proposal does not have interfere with a utility or easements which is demonstrated in the submission plans remaining consistent with P1 above.

Acceptable Solutions A2

A site or each lot on a subdivision plan must have a separate access from a road -

- (a) across a frontage over which no other land has a right of access; and
- (b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or
- (c) by a right of way connecting to a road -
 - (i) over land not required as the means of access to any other land; and
 - not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and
- (d) with a width of frontage and any access strip or right of way of not less than -
 - (i) 3.6 m for a single dwelling development; or
 - (ii) 6.0 m for multiple dwelling development or development for a non-residential use; and

(e) the relevant road authority in accordance with the Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan

Discussion:

The proposal has an existing access via right of way connecting to Old Bass Highway which will remain unchanged as part of this application.

Acceptable Solutions A3

A site or each lot on a plan of subdivision must be capable of connecting to a water supply provided in accordance with the Water and Sewerage Industry Act 2008

Discussion:

The subject site has an existing connection to a reticulated water supply complying with A3 above.

Acceptable Solutions A4

A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and waste water to a sewage system provided in accordance with the Water and Sewerage Industry Act 2008

Discussion:

The subject site has an existing connection to a reticulated sewer system complying with A4 above.

Acceptable Solutions A5

A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater to a stormwater system provided in accordance with the Urban Drainage Act 2013

Discussion:

The proposal site has an existing connection to a reticulated stormwater system complying with A5 above.

10.4.10 Dwelling density for single dwelling development

Objective:

Residential dwelling density [R2] is to -

- (a) make efficient use of suburban land for housing;
- (b) optimise utilities and community services; and
- (c) be not less than 12 and not more than 30 dwellings per hectare

Acceptable Solutions A1

- (a) The site area per dwelling for a single dwelling must -
 - (i) be not less than 325m2; and

Discussion:

The proposal site has an area greater than 325m2 complying with A1 above.

10.4.11 Development other than a single or multiple dwelling

10.4.11.1 Location and configuration of development Objective

The location and configuration of a development is to -

- (a) provide consistent separation between the development area on adjacent sites and between development and a road;
- (b) provide consistency in the apparent scale, bulk, massing, and proportion of adjacent buildings.
- (c) provide sufficient site area for open space, service activity and vehicle parking;
- (d) provide for the façade of a residential building to remain the dominant architectural element in the streetscape; and
- (e) separate adjacent buildings to provide reasonable opportunity for daylight and sunlight to habitable rooms and to private open space areas

Performance Criteria P1

The setback of a wall of a building from a frontage or boundary must be -

- (a) consistent with the streetscapes; and
- (b) required by a constraint imposed by -

 - size and shape of the lot;
 orientation and topography of land;
 - (iii) arrangements for connection to a utility;
 - (iv) arrangements for vehicular and pedestrian access;
 - (V) any requirements of a conservation or urban design outcome detailed in a provision in this planning scheme;
 - (vi) a utility; or
 - (vii) any lawful and binding requirement
 - a. by the State or a council or by an entity owned or regulated by the State or a council to acquire or occupy part of the site; or
 - b. an interest protected at law by an easement or other regulation

Discussion:

The setback of the shed and BBQ area are consistent with the streetscape as seen within the surrounding area with setbacks to boundaries reduced at 60, 62, 64, 64a 68 & 70 Old Bass Highway. The setbacks are required due to the constraints of built form on the existing allotment where the proposal seeks to enhance amenity within the subject lot creating privacy and screening from passing traffic remaining consistent with P1 above.

Performance Criteria P2

Building height and location of a building in relation to a frontage and site boundaries must -

- (a) minimise likelihood for overshadowing of a habitable room or a required minimum area of private open space in any adiacent dwelling:
- (b) minimise the apparent scale, bulk, massing and proportion relative to any adjacent building
- (c) be consistent with the streetscape;
- (d) respond to the effect of the slope and orientation of the site; and
- (e) provide separation between buildings to attenuate impact

Discussion:

The existing building is outside of the building envelope to the north of the site. There is no increase in the footprint of the main structure toward the north and it does not overshadow the private space of any adjacent dwelling. The proposal does not cause a bulking or massing issue and is consistent with the surrounding streetscape. It responds to the orientation of the site and seeks to attenuate any impacts both existing and proposed by seeking to provide amenity to the existing dwelling

Acceptable Solutions A3

Site coverage must -

- (a) not be more than 50%; or
- (b) not be more than any building area shown on a sealed plan of subdivision

Discussion:

The site coverage is not more than 50% as demonstrated on the submission plans.

Performance Criteria P4

A garage, carport or an external car parking area and any area for the display, handling, or storage of goods, materials or waste, must –

- (a) be consistent with the streetscape;
- (b) be required by a constraint imposed by size, shape, slope, orientation, and topography on development of the site; and
- (c) provide durable physical screening to attenuate appearance of the parking or loading area from a frontage and adjacent land.

Discussion:

The proposed garage and shed are consistent with the streetscape where 68 & 70 Old Bass Highway also has car parking and garages forward of the building line. It is required due to the shape of the land and the existing built forms on site and is offset to the frontage of the site by fencing between the southern neighbour and the subject property complying with P4 above.

Acceptable Solutions A5

Other than for a dwelling, the total width of openings in the frontage elevation of a garage or carport (whether freestanding or part of any other building) must be the lesser of —

- (a) 6 m; or
- (b) Half the width of the frontage

Discussion:

The total width of the openings is less than 6m as demonstrated on the submission plans.

10.4.11.2 Visual and acoustic privacy for residential development Objective:

The location and configuration of development is to minimise likelihood for -

- (a) Overlooking of a habitable room, balcony, deck, or roof garden in an adjacent dwelling;
- (b) Intrusion of vehicle noise from an access strip or communal driveway

Performance Criteria P1

Likelihood for overlooking from a door or window in a habitable room from any part of a balcony, deck, roof garden, parking space, or carport of a building must be minimised by –

- (a) physical separation from the door, window balcony, deck roof garden, parking space, or carport in an adjacent dwelling;
- (b) off-set from a door or window to a habitable room in an adjacent dwelling;
- (c) effective use of screening other than vegetation; or
- (d) effect of topography and natural features

Discussion:

Not applicable – the proposal uses the existing balcony and provides screening to enhance privacy as demonstrated on the submission plans.

Acceptable Solutions A2

An access strip or shared driveway, including any pedestrian pathway and parking area, must be separated by a distance of not less than 1.5 m horizontally and 1.5 m vertically from the door or window to a dwelling or any balcony, deck, or roof garden in a dwelling.

Discussion:

The proposal complies with A2 above

10.4.12 Setback of development for sensitive use

Objective:

Development for a sensitive use is to -

- (a) minimise tikelihood for conflict, interference, and constraint between the sensitive use and the use or development of land in a zone that is not for a residential purpose;
 and
- (b) minimise unreasonable impact on amenity of the sensitive use through exposure to emission of noise, fumes, light and vibration from road, rail, or marine transport

Acceptable Solutions A1

A building containing a sensitive use must be contained within a building envelope determined by -

- (a) the setback distance from the zone boundary as shown in the Table to this clause; and
- (b) projecting upward and away from the zone boundary at an angle of 45° above the horizontal from a wall height of 3.0m at the required setback distance from the zone boundary

Discussion:

Not applicable - the sensitive use is subject to the provision and is not seen in the Table to the clause.

Performance Criteria P2

Development for a sensitive use must -

- (a) have minimal impact for safety and efficient operation of the transport infrastructure; and
- (b) incorporate appropriate measures to mitigate likely impact of light, noise, odour, particulate, radiation or vibration emissions; or
- (c) be temporary use or development for which arrangements have been made with the relevant transport infrastructure entity for removal without compensation within 3 years

Discussion

The site is within 50 m of a railway corridor but this corridor is defunct and not in use. Therefore the development is compliant to the clause.

Part E Codes

E1 Bushfire-Prone Areas Code - Not Applicable

The proposal is not a hazardous use, a vulnerable use or a subdivision and therefore is not subject to the provisions of the Code.

E2 Airport Impact Management Code

The proposal is located within the areas defined within the Air Navigation Services – Aircraft Operations Surfaces on planning scheme maps and is therefore applicable to the code.

E2.5 Use Standards

E2.5.1 Exposure to Aircraft Noise

The proposal is located approximately 1.18 miles (1.9 km) ('as the crow flies') east of the main runway. This approach to the runway is seldom used as the predominant wind conditions on the north-west coast of Tasmania are westerly and this approach is only used in easterly conditions.

Assuming the typical glideslope of 3° to the approach to the runway and a rate of decent of 300 ft per nautical mile to remain on that glideslope; the aircrafts glideslope should be 1020 ft (311m) above the proposed building on approach (factoring in site elevations AHD to the AHD of the airport).

The predominant commercial aircraft used at the **Burnie Airport** is the twin turboprop engined Saab 340 passenger aircraft (of all versions) used by Regional Express Airlines (REX) and the aircraft features "active noise control" as a standard feature of the aircraft. The engine noises of the Saab 340 are:

Fly-over noise: 78.5 EPNdB
 Sideline noise: 85.9 EPNdB
 Approach noise: 91.5 EPNdB

Source: Saab Aircraft Datasheet 340C

Whilst there is no noise decrease or sound drop per meter, there is a sound level drop of 6 dB per doubling of distance. In calculating noise attenuation by distance (point source), the Sound Pressure Level (SPL) at 311 m from the source is 78.5 dB(A) which supports figures described in the Saab Aircraft Datasheet 340C figures for fly-over noise (predominant exposure in westerly conditions).

The Saab 340 series (and all aircrafts of this size) are a 'Group B' sized aircraft with an approach speed of 91 – 120 knots (168.532km/h - 222.24km/h). Therefore the time of exposure to aircraft noise is approximately one minute per event – not hours of continuous exposure that could cause harm.

The effects of continuous dB exposure for site is between 80-90dB which could cause damage over a continuous 8 hour exposure. Therefore, given the seldom approach noise on easterly conditions where damage is like to occur with continuous expose — the likelihood of aircraft to cause harm to human health or to interfere with the amenity of the site is extremely unlikely.

E2.5.1 Exposure to Aircraft Nose

Objective

- (a) The likelihood for aircraft noise to cause harm to human health or to unreasonably interfere with the amenity of non-airport use is to be minimised; and
- (b) Non-airport use is to minimise likely interference or constraint on the operation of an airport

Acceptable Solutions - A1

- (a) The use must be -
 - An 'Acceptable' use class for the applicable ANEF noise exposure level as shown on the Table to this clause; or
 An 'Acceptable' use class subject to conditions for the ANEF noise exposure level as shown on the Table to this
- (b) Building construction must satisfy AS 2021 (2000) with respect to interior noise levels for the use class; and
- (c) The owner of the site has given written consent for an agreement in accordance with Part 5 of the Land Use Planning and Approvals Act 1993 to be registered on the title indicating likely exposure of use or development to noise nuisance from operations at the airport.

Discussion:

The internal fit-out of the proposal shall comply with the AS 2021 (2000) with respect to interior noise levels for a residential dwelling.

E2.6 Development Standards

E2.6.1 Information Requirements

In addition to the requirements of clause 8.1, the following information is required to show:

- (a) whether the use or development is likely to penetrate operational airspace;
- (b) whether the use or development is likely to impact operation of aviation facilities;
- (c) location of the site relative to ANEF contours;
- (d) whether the site is within a public safety area;
- (e) any strategy to manage or mitigate likely adverse effect of the use or development on:
 - (i) operational airspace or the function of aviation facilities; and
 - (ii) human health, public safety, and amenity from aircraft operation and aviation facilities at the airport

The proposal is an existing structure that has received previous Council approvals. The proposal itself is for the internal fit-out of an existing dwelling and therefore there is no change to the overall height of existing circumstances and therefore the proposal is not likely to penetrate operational airspace or impact on the operation of aviation facilities.

The location of the subject site is within the flight path for fly-over and seldom approach and features on the centreline to the primary runway on Map 11.

It is unlikely that the proposal will have a significant adverse effect on human health, public safety or amenity or operational airspace or the function of aviation facilities.

E2.6.2 Protection of operational airspace

Objective:

Development is to maintain -

- (a) efficient operation and safety of aircraft in operational airspace; and
- (b) function of aviation facilities

Acceptable Solution - A1

Use or development must not -

- (a) penetrate the Obstacle Limitation Surface (OLS); or
- (b) interfere with operation of aviation facilities

Discussion:

The use or development does not penetrate the OLS of aircraft operations and is sited under the canopy level of surrounding trees. Likewise the development does not interfere with the operation of aviation facilities as it is a residential dwelling.

E2.6.3 Public Safety Areas

Objective:

The likelihood for risk to use from the effect of aircraft accidents near the end of a runway in association with take-off or landing is to be minimised.

Performance Criteria - P1

The airport operator or agency must advise it is satisfied the use or development does not unduly increase:

- (a) direct risk to people in an aircraft and on the ground;
- (b) secondary incidents arising from damage to ground facilities in the event of an aircraft incident; and
- (c) any requirement for the location, design and control of the use or development

Discussion:

The use or development does not penetrate the OLS of aircraft operations and is sited under the canopy level of surrounding trees. Likewise the development does not interfere with the operation of aviation facilities as it is a residential dwelling. A letter from the General Manager of the Burnie Airport is attached as **Annexure E** to this application.

E3 Clearing and Conversion of Vegetation Code - Not Applicable

The proposal does not seek to modify any existing native vegetation communities, habitats or areas of vegetation and therefore this Code is not applicable to this application.

E4 Change in Ground Level Code – Not Applicable

The proposal does not after any ground levels to existing or natural ground levels and therefore this Code is not applicable to this application.

E5 Local Heritage Code - Not Applicable

The proposal does not contain any heritage issues and therefore this Code is not applicable to this application.

E6 Hazard Management Code - Not Applicable

The proposal site is not subject to coastal inundation, erosion or recession and is not located within a watercourse, wetland or stormwater disposal area and therefore this Code is not applicable to this application.

E7 Sign Code – Not Applicable

The proposal does not contain any signage as part of the application and therefore this Code is not applicable to this application.

E8 Telecommunication Code – Not Applicable

The proposal is for a residential dwelling and does not contain any telecommunications infrastructure and therefore this Code is not applicable to this application.

E9 Traffic Generating Use and Parking Code

E9.5 Use Standards

E9.5.1 Provision for parking

Objective:

Provision is to be made for convenient, accessible, and usable vehicle parking to satisfy requirements for use or development without impact for use or development of other land or for the safety and operation of any road

Acceptable Solution - A1

Provision for parking must be -

 the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code;

Discussion:

The car parking on site provides for 2 car parking spaces complying with the provision.

E9.5.2 Provision for loading and unloading vehicles

Objective:

Provision is made for conveniently located and accessible areas for the loading and unloading of goods and materials and for the pick-up and set-down of passengers from vehicles

Acceptable Solution - A1

There must be provision within a site for -

- (a) on-site loading area in accordance with the requirement in the Table to this Code; and
- (b) passenger vehicle pick-up and set-down facilities for business, commercial, educational and retail use at the rate of 1 space for every 50 parking spaces

D					

Enclosure 1 Application Documents

Not applicable - the development is in the general residential zone

E9.6.1 Design of vehicle parking and loading areas

Objective:

Vehicle circulation, loading, and parking areas-

- (a) protect the efficient operation and safety of the road from which access is provided;
- (b) promote efficiency, convenience, safety, and security for vehicles and users; and
 (c) provide an appropriate layout and adequate dimension to accommodate passenger or freight vehicle associated with use of the site

Acceptable Solution - A1.1

All development must provide for the collection, drainage and disposal of stormwater; and

Acceptable Solution – A1.2

Other than for development for a single dwelling in the General Residential, Low Density Residential, Urban Mixed Use and Village zones, the layout of vehicle parking area, loading area, circulation aisle and manoeuvring area must

- Be in accordance with AS/NZS 2890.1 (2004) Parking Facilities Off Street Car Parking;
 Be in accordance with AS/NZS2890.2 (2002) Parking Facilities Off Street Commercial Vehicles;
 Be in accordance with AS/NZS 2890.3 1993) Parking Facilities Bicycle Parking Facilities;

- (d) Be in accordance with AS/NZS 2890.6 Parking Facilities Off Street Parking for People with Disabilities;
- Each parking space must be separately accessed from the internal circulation aisle within the site; Provide for the forward movement and passing of all vehicles within the site other than if entering or leaving a loading or parking space; and
- (g) Be formed and constructed with compacted sub-base and an all-weather surface.

Discussion:

The proposal is an existing dwelling that collects and disposes of stormwater complying with A1.1 above. A1.2 is not applicable to the development.

Acceptable Solution - A2

Design and construction of an access strip and vehicle circulation, movement and standing areas for use or development on land within the Rural Living, Environmental Living, Open Space, Village, or Environmental Management zones must be in accordance with the principles and requirements for in the current edition of Unsealed Roads Manual — Guideline for Good Practice ARRB

Discussion:

Not applicable - the site is within the General Residential zone.

E10 Water and Waterways Code - Not Applicable

The proposal is located approximately 49 metres away from the nearest water body to; exceeding the 30 metre requirement and therefore the Code is not applicable to this application.

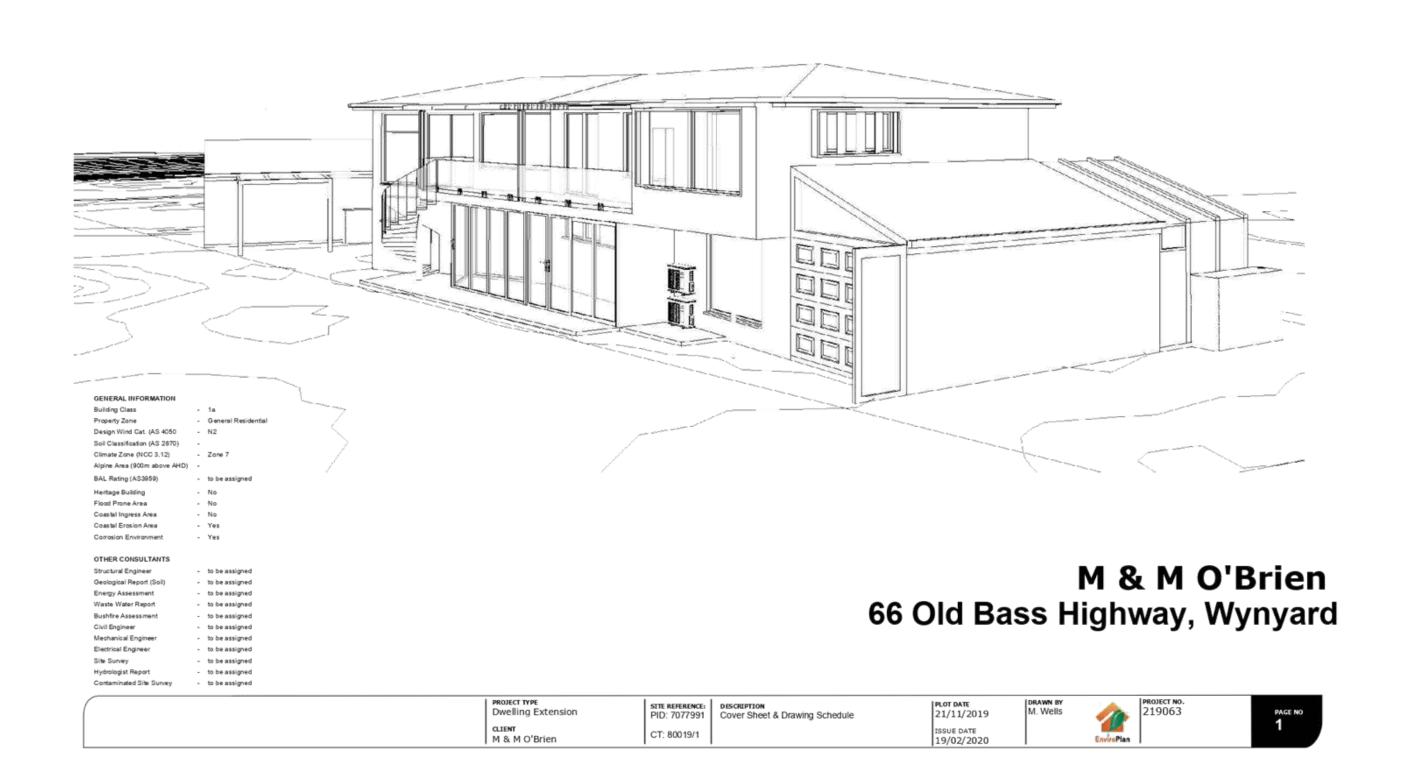
Conclusion

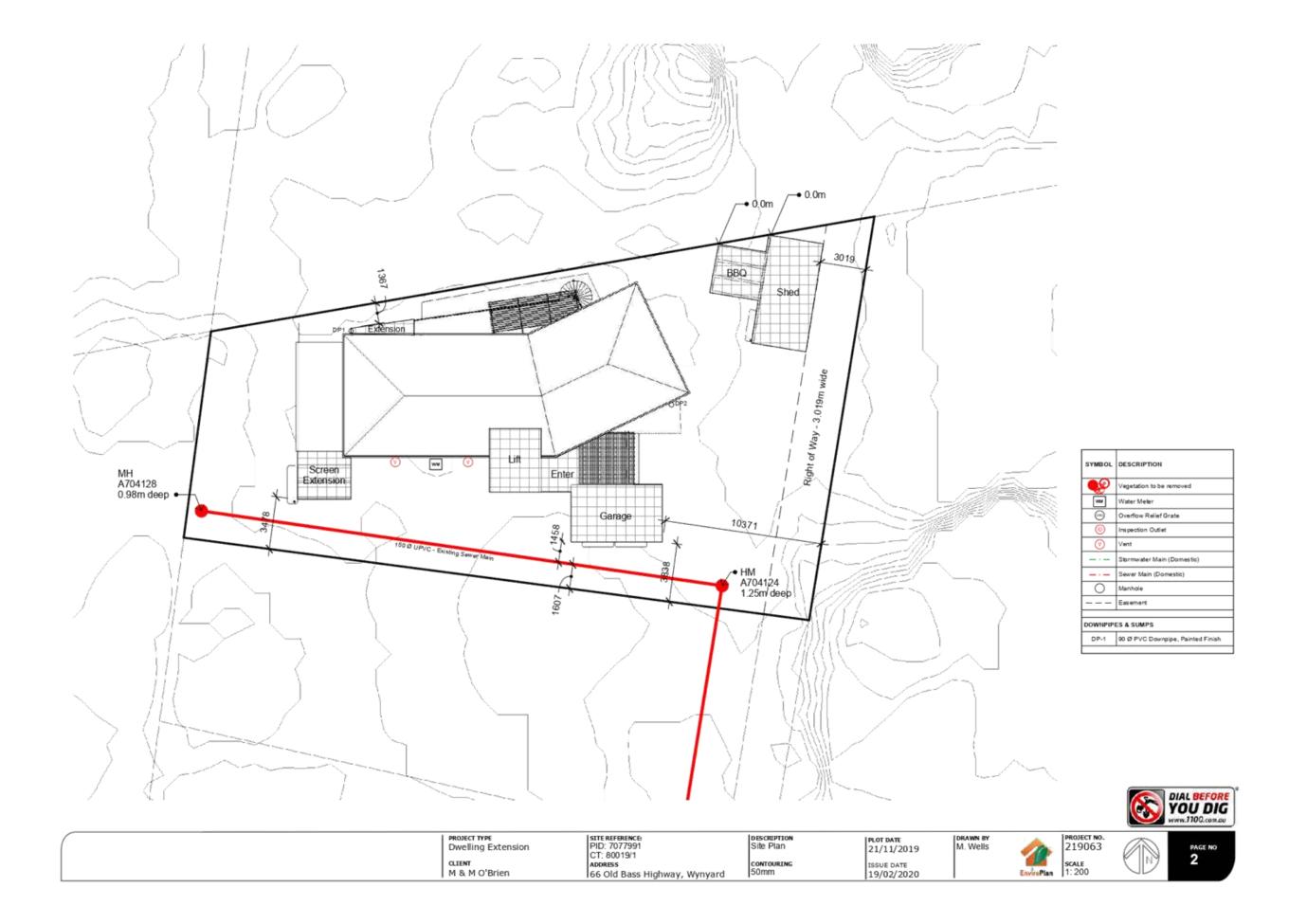
This supporting documentation demonstrates that the proposal of a dwelling extension and shed supports and furthers the Planning Scheme aims and objectives, relevant Clauses and Schedules as set out for development within the General Residential Zone.

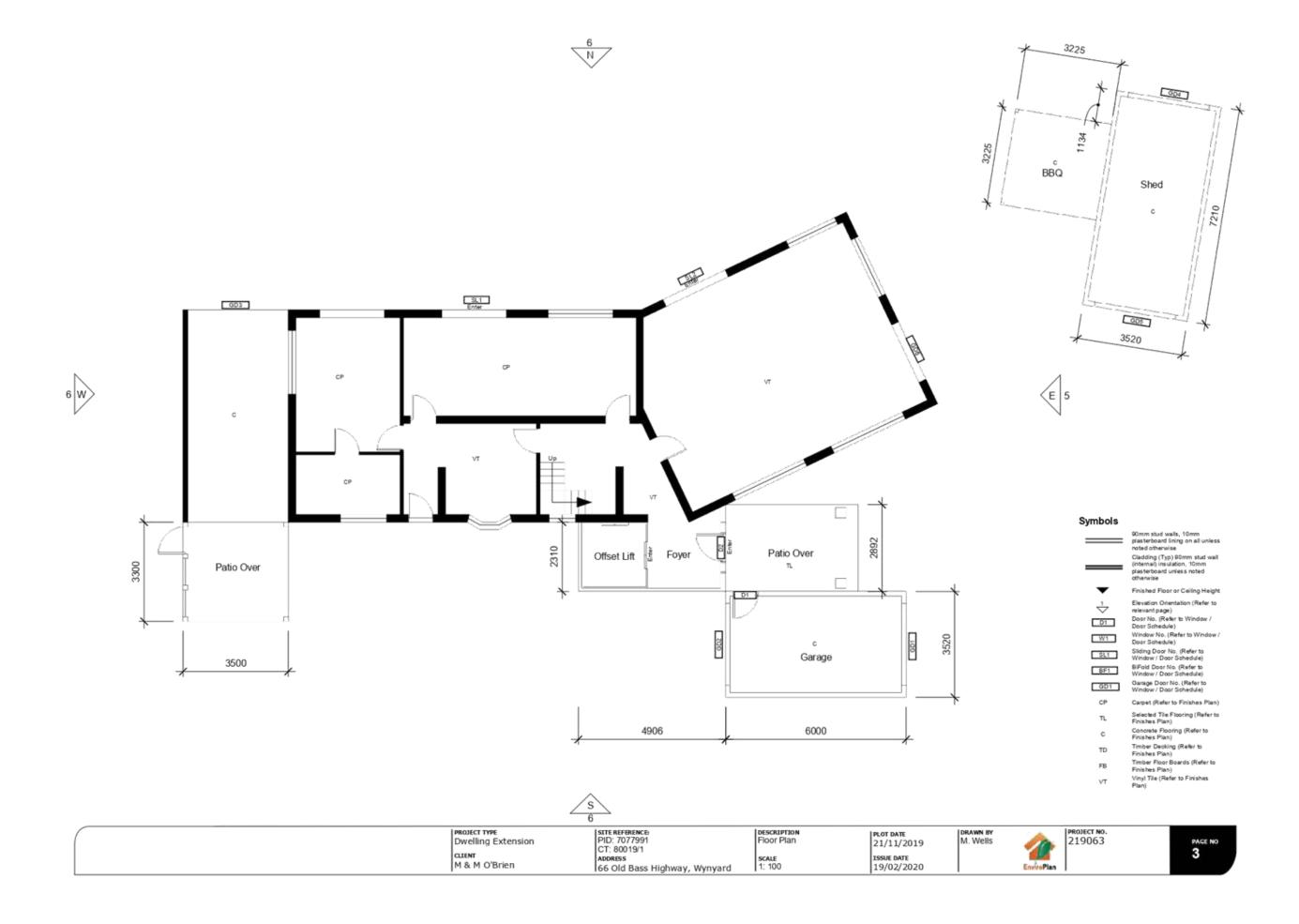
Where the proposal does not comply with the Acceptable Solution (AS) it has been demonstrated that the Performance Criteria (PC) are satisfied and there is not an unreasonable loss of amenity as a consequence of this proposal. Therefore Council are requested to exercise its Discretionary powers in relation to this development.

With the above in mind, a planning permit for a dwelling extension and shed at 66 Old Bass Highway, Wynyard is respectfully sought from the Planning Authority.

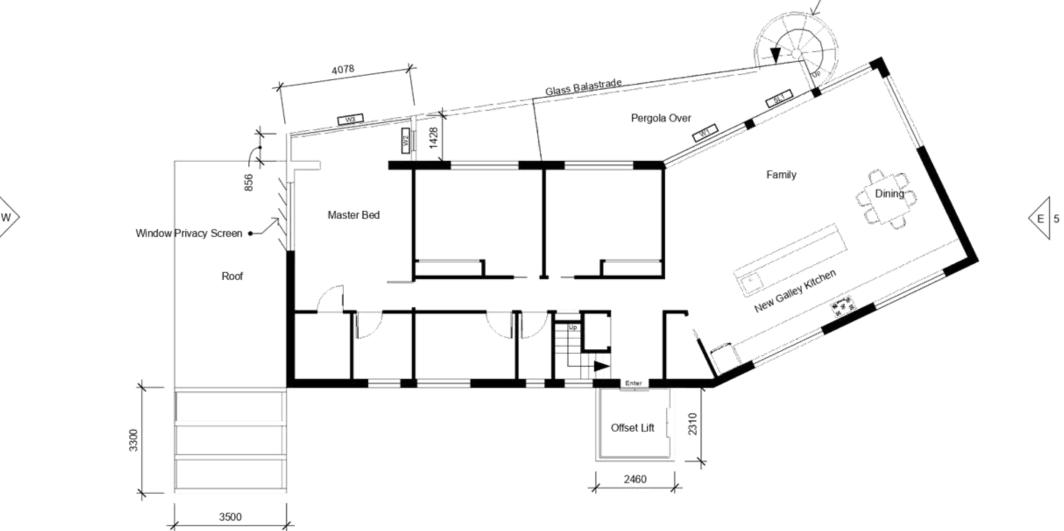












Symbols

90mm stud walls, 10mm
plasterboard lining on all unless
noted otherwise
Cladding (Typ) 90mm stud wall
(internal) insulation, 10mm
plasterboard unless noted
otherwise





Finished Floor or Ceiling Height







Elevation Orientation (Refer to relevant page)
Door No. (Refer to Window / Door Schedule)
Window No. (Refer to Window / Door Schedule)
Silding Door No. (Refer to Window / Door Schedule)
BiFold Door No. (Refer to Window / Door Schedule)
Garage Door No. (Refer to Window / Door Schedule)
Garage Door No. (Refer to Window / Door Schedule)

GD1

Carpet (Refer to Finishes Plan)

Selected Tile Flooring (Refer to Finishes Plan)
Concrete Flooring (Refer to Finishes Plan)
Timber Decking (Refer to Finishes Plan)
Timber Floor Boards (Refer to Finishes Plan)
Vinyl Tile (Refer to Finishes Plan)

PROJECT TYPE Dwelling Extension CLIENT M & M O'Brien

SITE REFERENCE: PID: 7077991 CT: 80019/1 ADDRESS 66 Old Bass Highway, Wynyard

Floor Plan SCALE 1: 100

PLOT DATE 21/11/2019 19/02/2020

→ Spiral Staircase

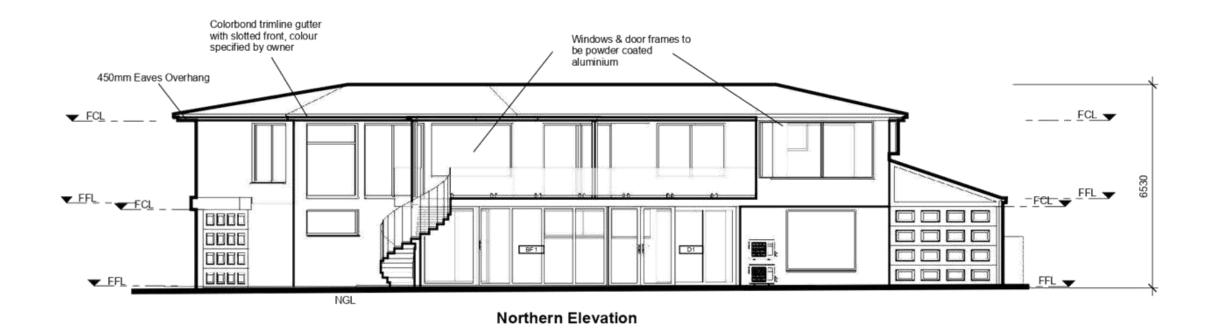
M. Wells

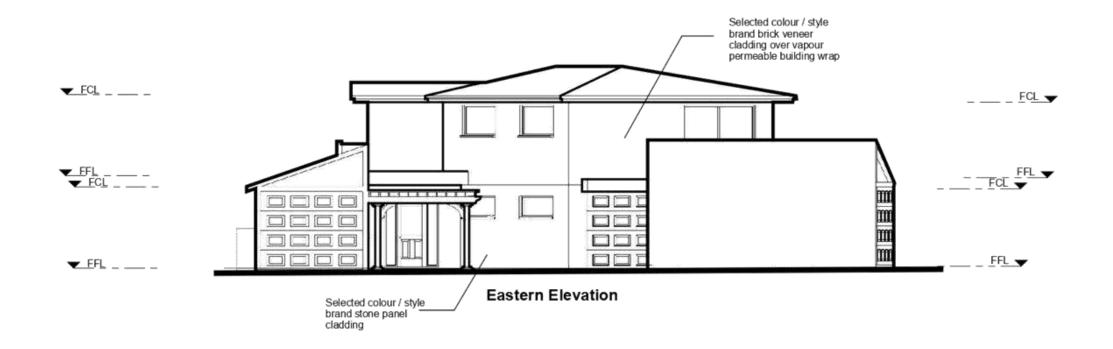
EnviroPlan

PAGE NO

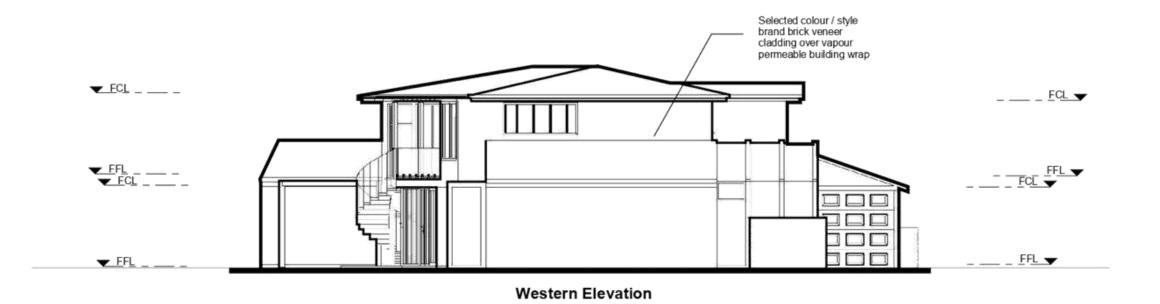
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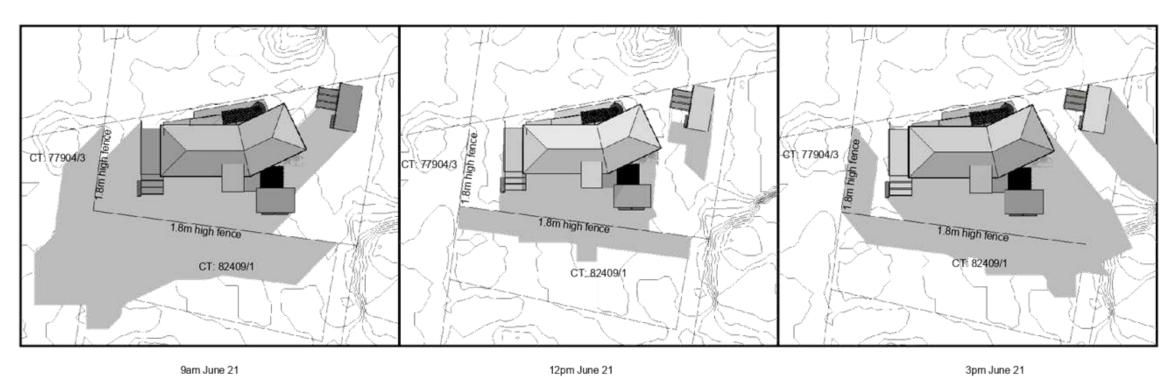






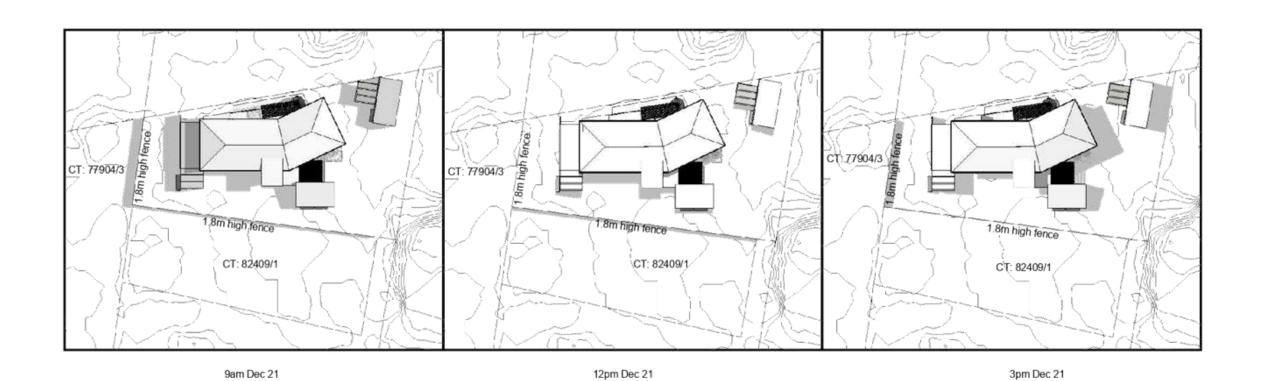


Winter Solstice



19/02/2020

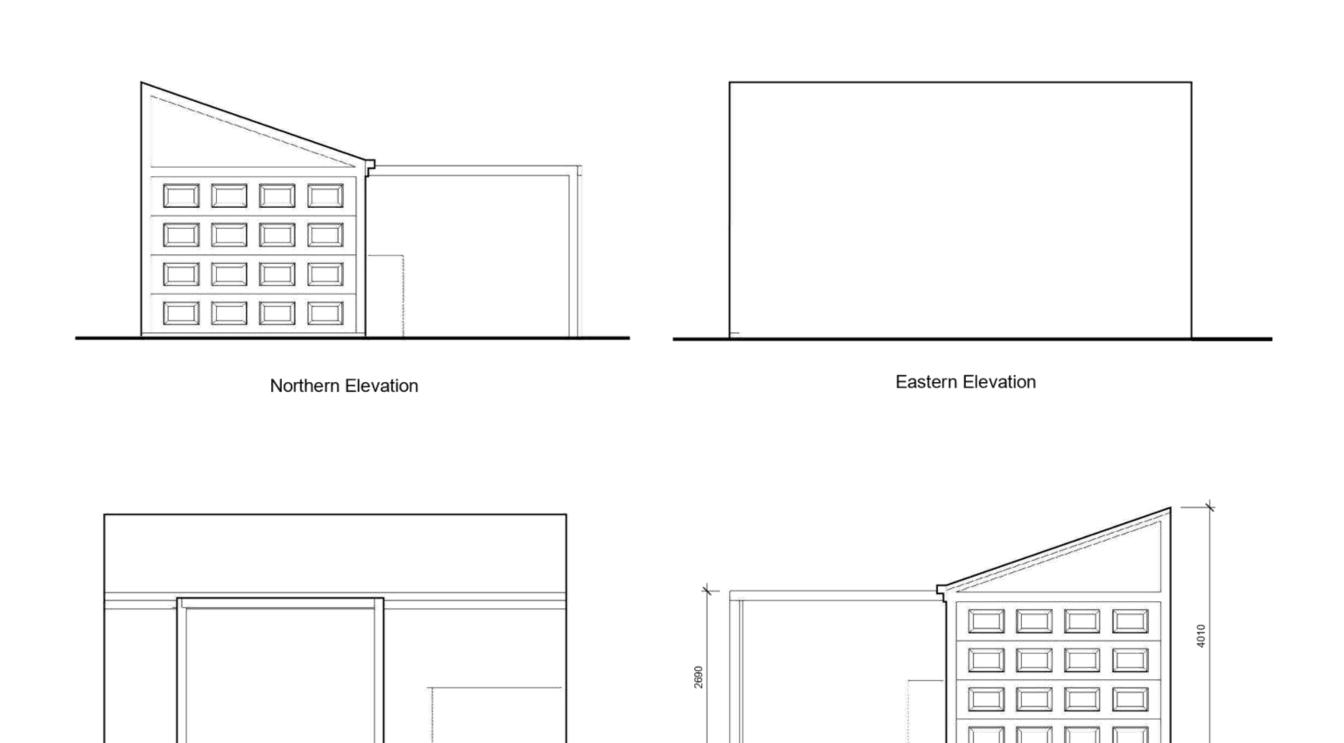
Summer Solstice











PROJECT TYPE
Dwelling Extension CLIENT M & M O'Brien

Western Elevation

SITE REFERENCE:
PID: 7077991
CT: 80019/1
ADDRESS
66 Old Bass Highway, Wynyard

DESCRIPTION
Shed & BBQ area
Elevations
SCALE
1: 50

PLOT DATE 21/11/2019 19/02/2020 M. Wells

Southern Elevation

RE-ISSUE DATE 01/10/2020

ркојест No. 219063

Rebecca Plapp

From: Mark Breaden <mark.breaden@epiroc.com>

Sent: Sunday, 25 October 2020 6:00 PM

To: Council

Subject: REF DA 23/2020

Attn. The General Manager Waratah-Wynyard Council

Good afternoon,

I am writing following receipt of your letter regarding Notice Of Application For Planning Permit location 66 Old Bass Highway Wynyard.

My wife Jill, daughter Chelsea, son Luke and I are adjoining land owners living at 64 Old Bass Highway.

The only access to our property is via a right of way across 66 Old Bass Highway, the access is narrow being in place for many years, suitable for one way traffic only, and certainly no passing.

We are all employed and have different working hours.

Our concern is with the right of way being kept clear during the build project so we can pass freely as required. As well as work, we are all involved in the local community through sport and volunteering, requiring use of the right of way.

Can we please request that unless transiting to 66 Old Bass Highway the access is kept clear.

My daughter Chelsea is especially concerned, she works shift at Burnie Hospital in radiology, and is regularly on call, day and night. The shift changes have little notice and when on call has 30 minutes to be in the hospital.

The application also refers to connecting to the existing storm water reticulation. Can the current system handle the additional storm water discharge from the new proposed structures?

Thank you in advance for considering our concerns.

Best regards,

Mark Breaden

Product Manager - Service Exchange

Epiroc

Epiroc Australia

Visitor's address: 26 Besser Crescent Camdale

7320 Tasmania

Postal address: P.O.Box 321

Burnie 7320

Phone: +613 64351503 - Mobile: +61 0419550965

E-mail: mark.breaden@epiroc.com

epirac.com

Follow us at: Facebook - Linkedin - Twitter - YouTube - Instagram

United in performance. Inspired by innovation.

Agreement for Extension of Time

In accordance with Section 57 (6) of the Land Use Planning and Approvals Act 1993 I

Micheal Wells (EnviroPlan)

of

PO Box 546 SOMERSET TAS 7322

hereby grant the Planning Authority an extension of time until the 23 day of November 2020,

Ref. No. 7077991 & DA 23/2020

Signed	_phull	(Applicant)
-	Micheal Wells (EnviroPlan)	_ (Applicant)
	28/10/2020	(Date)
Signed	Aho	
	ASHLEY THORNTON, per Council of	delegation
	(Manager Development & Regulatory	/ Services)
	28-10-2020	(Date)



Submission to Planning Authority Notice

DA 23/2020		Council notice date	04/09/2020		
TWDA 20	020/01384-WWC		Date of response	09/09/2020	
Amanda (Craig Phone No.		0448 469 386		
Response issued to					
WARATAH WYNYARD COUNCIL					
council@warwyn.tas.gov.au					
Development details					
66 OLD BASS HWY, WYNYARD			Property ID (PID)	7077991	
Dwelling Extension & Outbuilding					
Schedule of drawings/documents					
Prepared by Drawing/document No.			Revision No.	Date of Issue	
219063 Page no. 2 Site Plan				19/02/2020	
	TWDA 20 Amanda (WARATAI council@ ails 66 OLD B Dwelling	TWDA 2020/01384-WWC Amanda Craig WARATAH WYNYARD COUNCIL council@warwyn.tas.gov.au ails 66 OLD BASS HWY, WYNYARD Dwelling Extension & Outbuilding ings/documents Drawing/docume	TWDA 2020/01384-WWC Amanda Craig Phone No. WARATAH WYNYARD COUNCIL council@warwyn.tas.gov.au ails 66 OLD BASS HWY, WYNYARD Dwelling Extension & Outbuilding ings/documents by Drawing/document No.	TWDA 2020/01384-WWC Date of response Amanda Craig Phone No. 0448 469 386 WARATAH WYNYARD COUNCIL council@warwyn.tas.gov.au ails 66 OLD BASS HWY, WYNYARD Property ID (PID) Dwelling Extension & Outbuilding ings/documents by Drawing/document No. Revision No.	

Conditions

Pursuant to the Water and Sewerage Industry Act 2008 (TAS) Section 56P(1) TasWater imposes the following conditions on the permit for this application:

56W CONSENT

Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater
the applicant or landowner as the case may be must make application to TasWater pursuant to
section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of
the development which is built within a TasWater easement or over or within two metres of
TasWater infrastructure.

DEVELOPMENT ASSESSMENT FEES

The applicant or landowner as the case may be, must pay a development assessment fee of \$211.63 to TasWater, as approved by the Economic Regulator and the fee will be indexed, until the date paid to TasWater.

The payment is required within 30 days of the issue of an invoice by TasWater.

Advice

General

For information on TasWater development standards, please visit http://www.taswater.com.au/Development/Development-Standards

For application forms please visit http://www.taswater.com.au/Development/Forms

Service Locations

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.

A copy of the GIS is included in email with this notice and should aid in updating of the documentation. The location of this infrastructure as shown on the GIS is indicative only.

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- (a) A permit is required to work within TasWater's easements or in the vicinity of its infrastructure.
 Further information can be obtained from TasWater
- (b) TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit <u>www.taswater.com.au/Development/Service-location</u> for a list of companies
- (c) TasWater will locate residential water stop taps free of charge
- (d) Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

56W Consent

The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) will need to show footings of proposed buildings located over or within 2.0m from TasWater pipes and will need to be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans will need to also include a cross sectional view through the footings which clearly shows;

- (a) Existing pipe depth and proposed finished surface levels over the pipe;
- (b) The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and:
- (c) A note on the plan indicating how the pipe location and depth were ascertained.

TasWater have a small number of townships that are on Boil Water and Do Not Consume Alerts. Please visit http://www.taswater.com.au/News/Outages--Alerts for a current list of these areas.

Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

Authorised by

Jason Taylor

Development Assessment Manager

TasWater Contact Details					
Phone	13 6992	Email	development@taswater.com.au		
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au		

Rebecca Plapp

From: Jennifer Jarvis <Jennifer.Jarvis@tasrail.com.au>
Sent: Thursday, 10 September 2020 7:33 PM

To: Sally McMahon
Subject: Planning Applications

Attachments: Oct 2019 TasRail Std Notes - Non-Op Lines.docx

Hello Sally

Thank you for notifying TasRail of the below planning applications:

- DA23-2020 Outbuilding 66 Old Bass Highway, Wynyard
- DA124/2020 Dwelling 43 Boat Harbour Siding, Boat Harbour
- DA130/2020 Dwelling Extension and Outbuilding 139 Old Bass Highway, Wynyard
- DA138/2020 Outbuilding and Demolition of Existing Outbuilding 60 Old Bass Highway, Wynyard

TasRail has reviewed the available documentation for each of the above applications and has no objections to the proposals.

We do however request that a copy of the attached TasRail Standard be included with any Permit or Approval issued by the Council.

Should you have any questions or concerns with our response, please don't hesitate to contact me.

Kind regards

Jennifer Jarvis





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Please consider the environment before printing this e-mail

This e-mail and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by return e-mail, delete this e-mail and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorised and may be illegal. Opinions, conclusions, views and other information in this message that do not relate to the official business of the Tasmanian Railway Pty Ltd are the views of the individual sender and shall be understood as neither given nor endorsed by Tasmanian Railway Pty Ltd.

TasRail Standard Notes for Non-Operational Lines (as at 26 September 2019)

- Stormwater or effluent is not permitted to be discharged onto rail land or into the rail drainage
 system. Should there be a requirement for a service or asset to be installed on rail land in order
 to connect into an authorised stormwater or other outlet, a separate TasRail Permit is required
 and will only be approved subject to terms and conditions (costs apply). A Permit Application
 Form is available by contacting property@tasrail.com.au
- Although the railway line through this area is currently non-operational, it is reserved for future
 transport use. For this reason TasRail recommends any person building, developing or
 purchasing property near rail corridor land take into account potential exposure to train and/or
 transport noise and vibration particularly in relation to building design, material specifications
 and lifestyle. It should also be noted that TasRail is required to ensure that planning and
 development proposals do not impede or preclude future transport use of the rail corridor.
- No obstruction, installation or works of any kind are permitted inside railway land for any
 purpose including for structures, unauthorised vehicles, drainage, water pipes, stormwater
 discharge, electrical or service infrastructure, storage of materials, vegetation clearing,
 inspections etc. All access enquiries should be directed to property@tasrail.com.au
- As per the Rail Infrastructure Act 2007, the Rail Infrastructure Manager (TasRail) may remove
 and dispose of unauthorised or unlawful service infrastructure and take such other action as it
 sees fit. Where this occurs, TasRail may recover its costs of doing so as a debt due to TasRail
 from that person and retain if applicable any proceeds of disposal. No action lies against TasRail
 for removing or disposing of the unauthorised or unlawful service infrastructure.
- Using or creating an unauthorised railway crossing is unsafe and strictly prohibited. All access
 enquiries should be directed to property@tasrail.com.au
- As railway land is Crown Land, the Rail Infrastructure Manager is not required to contribute to the cost of boundary fencing.
- Access to the railway corridor or rail land for any purpose is strictly prohibited without a Permit issued by TasRail.

PLANNING AUTHORITY CLOSED AT 6.31PM

7.0 MATTERS RAISED BY COUNCILLORS

7.1 RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

7.1.1 CR DUNIAM - COASTAL EROSION REPORT

QUESTION

Cr Mary Duniam noted Cr Courtney's question from the previous council meeting and the officer's response and asked what council liability was in this area if using outdated reports.

The General Manager took the question on notice

OFFICERS RESPONSE

Council has an obligation to comply with relevant legislation of the day and in doing so will mitigate any risk. In the question above, compliance with the obligations to uphold the planning scheme under LUPAA would be met. The question raised may be more of an ethical question rather than a legal compliance or liability question.

The State Government have recently updated their website relating to Coastal Hazards. The information now states:

7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

Nil received.

7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

7.3.1 CR COURTNEY - EROSION CONTROL REPORT

Cr Courtney noted that DPIPWE advise on their website that they will provide information and advice regarding erosion control matters. She asked that we find out when the report (referred to in Questions Taken on Notice Item 7.1.1) will be released so councillors can make decisions fully informed of risks.

The Director of Infrastructure and Development Services took the question on notice.

7.3.2 CR FAIRBROTHER - SEABROOK SUBDIVISION

Cr Fairbrother asked is there anything council can do to facilitate completion of subdivision.

The General Manager advised that Council could reach out to land owners to get update, however it should be noted that efforts to-date have been unsuccessful. He advised that Councillors can be updated on the matter at a workshop.

7.3.3 CR FAIRBROTHER - BASS HIGHWAY UPGRADES BOAT HARBOUR

Cr Fairbrother asked that the Mayor write to the Minister for State Growth regarding the plight of the property owner at the site of Bass Highway upgrades at Boat Harbour. Following the department's decision to leave the house in its current location, the owner is in an untenable position. If this were a new application for approval it would be rejected and therefore should not be allowed to occur.

The Mayor agreed to write a letter.

7.3.4 CR FAIRBROTHER - PLANNING SCHEME AMENDMENTS

Cr Fairbrother asked if it was correct that some revisions had been made to Planning Scheme submission that Councillors had not seen before it was sent back to the Planning Commission.

The General Manager advised that questions and queries were received from the Planning Commission and responses were provided to these queries. Matters were administrative and technical wording issues. He agreed to provide a list of the information provided to councillors.

7.3.5 CR FAIRBROTHER - SHAREWASTE PROGRAM

Cr Fairbrother asked if council could download and utilise the ShareWaste application to monitor activity in the municipal area.

The Director of Infrastructure and Development Services took the question on notice.

7.3.6 CR COURTNEY - EXPENDITURE MONITORING

Cr Courtney asked if the General Manager could advise how Councillors could be provided with further information and detail of purchases, in light of proposed changes to the purchasing policy.

The General Manager advised that officers will review the financial reports and report at a future Councillor workshop.

)	NOTICE OF MOTION		
	Nil received.		

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 SISTERS BEACH PUBLIC CAMPING EXPRESSION OF INTEREST

To: Council

Reporting Officer: **Director Community and Engagement**

Responsible Manager: General Manager Report Date: 6 November 2020

File Reference: 12

Enclosures: Sisters Beach Public Camping expression of interest 📆 1.

PURPOSE

To advise Council of the outcomes of the expression of interest process for an interested party to develop and operate a public camping site in Sisters Beach

BACKGROUND

At the 22 June 2020 Council meeting, Council adopted a motion to:

- 1. Note the feedback from the Sisters Beach public camping discussion paper
- 2. Commence an expression of interest process for an interested party to develop and operate a public camping site in Sisters Beach

DETAILS

The Sisters Beach Public Camping expression of interest opened 9 September 2020 and closed 9 October 2020.

A document was developed to provide a framework for submissions including:

- 1. Introduction
- 2. Project Information
- 3. Expression of interest conditions
- 4. Assessment

In addition, key reports were also provided to offer context for the expression of interest.

This included:

- 2015 Sisters Beach Open Space Plan
- Open Space Sport and Recreation Plan Camping issues paper
- 2019 Freedom Camping Options Report
- 2020 Sisters Beach Freedom Camping survey responses

There was also provision for further information requests if a potential applicant required clarification or to discuss a proposal.

Over the expression of interest period there were no enquiries received from the public.

The information provided to support the expression of interest process was detailed, with additional contextual reports provided and an ability for potential applicants to get personalised clarification and support.

Given the level of interest in public camping demonstrated by the survey responses to the Public Camping in Sisters Beach discussion paper it is surprising that no enquiries were received.

This may be due to the timing of the expression of interest process during COVID and a decline in the economic optimism. Border closures could also have been a factor.

Consideration of a further expression of interest process in 2022 may attract a potential applicant.

Should Council receive an expression of interest in the interim and the proposal met the criteria outlined in the documentation Council could consider this at the time.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 5: Economic Prosperity
Desired Outcomes
Tourists and residents visit and appreciate our natural environmental attractions and unique surroundings.
Our Priorities
5.9 Actively manage community and economic growth through community engagement.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:		
Tourism	Memorable visitor experiences all year round – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.		
Natural resource management	Managing abundant, natural and productive resources — Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.		
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.		

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:	
Tourism Plan (2011- 2020)	Annual Plan Action	
Open Space, Sport and Recreation Plan 2017-2027	Adopted September 2017	

POLICY IMPLICATIONS

Council has adopted the following documents in relation to public camping:

- Sisters Beach Open Space Plan 2015
- Open Space Sport and Recreation Plan 2015 2026
- Freedom Camping Options Report 2019

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Public camping has been a contentious issue and may draw criticism from the community, particularly in areas where public camping does not occur

CONSULTATION PROCESS

The consultation period for the Sisters Beach Public Camping expression of intertest was four weeks. The expression of interest was promoted through social and other media strategies.

There was coverage through radio and information was available on Councils web page.

Hard copies of the information were also available in Sisters Beach.

CONCLUSION

The provision of a public camping site at Sisters Beach has been discussed for some years. The public camping discussion paper sort feedback from the community which was considered and insightful. The expression of interest process did not attract an applicant or generate any enquiries. COVID and the economic uncertainty could have been a factor. A further expression of interest process in 2022 could be considered.

MOVED BY	CR DUNIAM
SECONDED BY	CR EDWARDS

That Council:

- Note there were no applications received from the Sisters Beach Public Camping expression process to develop and operate a public camping site in Sisters Beach; and
- 2. Consider conducting a new Sisters Beach Public Camping expression of interest in 2022

AMENDMENT

MOVED BY	CR FAIRBROTHER
SECONDED BY	CR BRAMICH

That Council:

- 1. Note there were no applications received from the Sisters Beach Public Camping expression process to develop and operate a public camping site in Sisters Beach; and
- 2. Consider conducting a new Sisters Beach Public Camping expression of interest post the Council election in 2022.

The AMENDMENT was put and was CARRIED.

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

AGAINST

CR BRADLEY	

AMENDED MOTION

MOVED BY	CR DUNIAM
SECONDED BY	CR EDWARDS

That Council:

- 1. Note there were no applications received from the Sisters Beach Public Camping expression process to develop and operate a public camping site in Sisters Beach; and
- 2. Consider conducting a new Sisters Beach Public Camping expression of interest post the Council election in 2022

The MOTION was put and was CARRIED.

IN FAVOUR

MAYOR WALSH		CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

AGAINST

CR BRADLEY	



PUBLIC CAMPING IN SISTERS BEACH

Expressions of Interest

Opens: Wednesday, September 9, 2020

Closes: Friday, October 9, 2020



1 INTRODUCTION

Waratah-Wynyard Council is inviting Expressions of Interest in operating a public camping site at Sisters Beach.

1.1 Purpose of the Expression of Interest

The Expression of Interest process invites proposals for the operation of public camping at Sisters Beach. The proposal should include information demonstrating relevant experience and professional and business capacity.

Responses to the Expression of Interest will be assessed by a panel (the Assessment Panel) against the assessment criteria outlined.

Respondents may also be invited to provide a presentation and/or be interviewed on their submission by the Assessment Panel.

2 PROJECT INFORMATION

2.1 Background

Public camping has been considered as part of several reports relating to Sisters Beach:

Sisters Beach Open Space Plan 2015 - recommended exploring options for freedom camping at Sisters Beach. 20150728 Sisters Beach Open Space Plan - pdf

Open Space Sport and Recreation Plan 2015 – 2026 (Camping Issue Paper) - recommended to evaluate a site for freedom camping at Sisters Beach, along Honeysuckle Avenue. OSSR - Camping Issues paper 270417.pdf

Freedom Camping Options Report 2019 - The report suggests consultation with community to determine need, identifying site requirements, determining the appropriate management model and preparing a budget for development of the site. Freedom Camping Options Report 7 May 2019.pdf

That report also proposed a 'Balanced Welcoming' approach to public camping which means as a community:

"We seek to be good hosts of our visitors and we seek them to be good guests when they come to our place. To achieve that we'll give a high level of warm, welcoming support and embrace their cultures, but we will also put in place the measures to protect the values and environments important to us."

One of the key objectives of the Council-formed Sisters Beach Working Group was to assist Council to progress community consultation on public camping at Sisters Beach. The Working Group agreed to provide input into the process however felt that the consultation needed to be driven by Council.

A public camping in Sisters Beach discussion paper was developed and distributed to the community for comment.

The public camping in Sisters Beach discussion paper was developed to enable broad comments rather than yes/no responses. The discussion paper provided background and general information about public camping and asked for feedback. The discussion paper was put on Council's website and promoted through social media, was on the Sisters Beach Community Association Facebook site and hard copies were available in the shop. Initially two community sessions were planned at Sisters Beach, however these did not go ahead due to COVID-19 restrictions. An alternative offer for phone interviews was provided. The discussion paper consultation period was one month and closed on April 30.

Council received ten written responses, one verbal response and 39 submissions through the website. 90% respondents listed a Sisters Beach address. The comments were constructive and provided details of why public camping at Sisters Beach was supported or not considered appropriate. A total of 66% of respondents supported the idea of public camping at Sisters Beach and 34% were not in favour of the idea.

Importantly, the detail in the responses provided good insights into the concerns of the community and the matters that would need to be considered if any action to progress public camping in Sisters Beach were to be taken in the future.

Supporters noted the increase of vibrancy in the community and the economic value to the community as positives. In addition, there were many suggestions on the management of public camping and how to make it work in Sisters Beach.

Opponents sighted issues including traffic management and the impacts on the singular access road into Sisters Beach. Also of concern was the impact on wildlife from increase in vehicle movements and the location being so close to the National Park. Rubbish, the risk of fire if the site was near bushland and the ability to regulate the area were other concerns raised.

The site identified in the discussion paper was a parcel of land off Honeysuckle Avenue, behind the Fire Station. There was an investigation of this site several years ago and at the time most requirements could be met, however there remains site study work to be completed before TasWater (adjacent property owner) will consider approval for the development. This work will only be undertaken only if a successful Expression of Interest was received for establishment of a public camping site.

At the 12 July 2020 Council meeting Council adopted a motion to:

- 1. Note the feedback from the Sisters Beach public camping discussion paper.
- Commence an expression of interest process for an interested party to develop and operate a public camping site in Sisters Beach.

The expression of interest process will enable Council to consider the viability and public interest in establishing a site at Sisters Beach. A 'balanced welcoming approach' to delivery of public camping will enable proponents to develop a proposal that is feasible and meets community expectations. Applications could come from a community group or an individual. The purpose would be to develop a site for which Council has no management responsibility but would set the performance criteria for the operation.

Given the level of interest in public camping evident by the submissions received in relation to this matter, communicating the proposal to the community will be critical to community acceptance and support. To assist respondents to understand the issues raised through a range of consultation processes a copy of relevant information has been provided as an attachment. Sisters Beach Freedom Camping - Survey Responses pdf

2.2 Concept

Public camping - more commonly known as freedom camping - is the use of public land for camping (with or without facilities) at no or low cost. Freedom camping refers to freedom of choice, not necessarily free of cost. The rules and provisions can vary from one site to another and facilities can be limited or wide-ranging.

There are a range of views about public camping. Even when there is ample supply in formal parks there is often still some demand for low cost public areas to stay. Council would consider provision of a public camping site at Sisters Beach by a community group or other organisation to 'manage' a site - however has not considered developing a site without a partnership such as this.

2.3 Location and Layout

Council is seeking respondents interested in undertaking the operation of a Public Camping area within the fenced site behind the Sisters Beach Fire Station which is Council-managed land. Council is open to suggestions in relation to physical configuration of the area.

2.4 Site Infrastructure

There is currently a dump point and compacted ground in the location.

2.5 Business model

Council will consider how a proposal may be an ongoing viable concern for both the operator and community.

2.4 Work Health & Safety

The successful operator:

- Would be required to comply with all workplace health and safety requirements.
- Must comply with all Acts, Practices, Codes and Regulations gazetted under State legislation that are relevant and specific to their activities. Relevant legislation includes, but is not necessarily limited to: Work Health & Safety Act 2012

Workers Rehabilitation and Compensation Act 1988 Work Health & Safety Regulations 2012

Environmental Management & Pollution Control Act 1994

 Be required to provide evidence that all onsite staff, volunteers including subcontractors have successfully completed an appropriate induction.

2.5 Risk Assessment

The successful operator would be required to identify hazards and prepare all appropriate risk assessments and maintain 'safe work procedures' for the duration of the agreement.

2.6 Insurances and Indemnities

Public Liability Insurance

The successful operator shall, at all times during the Agreement Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") to cover legal liability to third parties for personal injury or property damage as a result of an occurrence in connection with the business of the insured, as specified in the public liability policy/Annexure in the name of the Contractor providing coverage for an amount of at least \$20m.

Workers Compensation Insurance

The successful operator shall, at all times during the Agreement Term, be the holder of a current Workers Compensation Policy of Insurance ("The Workers Compensation Policy") in respect of the activities specified.

Principal's Indemnity

The successful operator agrees to indemnify and to keep indemnified the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the operators performance or purported

performance of its obligations under the Agreement and be directly related to the negligent acts, errors or omission of the operator.

The operator liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability.

Hold Harmless

The operator agrees to hold harmless the Council, its servants and agents, and each of them in connection with all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the operator against the Council, except to the extent that the Council is negligent.

The successful operator shall supply to the Council evidence of tenure of these policies and indemnities together with current premium receipts before site possession will be granted to the Operator.

3 EXPRESSIONS OF INTEREST CONDITIONS

3.1 Lodgement of submissions

Submission(s) are required to include the following statements:

Document Description	Due date
Proposal	9 October 2020
Preliminary Business Model proposal	9 October 2020
Professional Capacity, Experience and Customer Service	9 October 2020
Governance and Business Capacity	9 October 2020

Expressions of Interest shall be provided to Council by 9 October 2020 via either;

 Hard copy submission either delivered in person to Council Chambers 21 Saunders Street, Wynyard or, posted to PO Box 168 TAS 7325 and clearly marked

"Expression of Interest - "Public Camping Sisters Beach"

Email to council@warwyn.tas.gov.au

Further Information request

Interested parties are invited to make contact with any queries or to simply discuss their proposal further.

The contact for this project is:

Tracey Bradley Director Community & Engagement Waratah-Wynyard Council

Phone: (03) 64 438322

Email: tbradley@warwyn.tas.gov.au

4 ASSESSMENT OF EXPRESSIONS OF INTEREST

Waratah-Wynyard Council will review the proposals using the following criteria:

4.1 Alignment with Councils Objectives for this project

Provision of a public camping facility in Sisters Beach with a 'Balanced Welcoming' approach – this means as a community:

"We seek to be good hosts of our visitors and we seek them to be good guests when they come to our place. To achieve that we'll give a high level of warm, welcoming support and embrace their cultures, but we will also put in place the measures to protect the values and environments important to us."

4.2 Submissions in response to the EOI should address the Criteria from 1 - 4 below. Please note all criteria are of equal weighting and importance.

Criteria Category 1 - Proposal

Submissions should include a description of the proposed operating structure to be offered and the respondent's preference for duration of the agreement.

The EOI proposal needs to consider:

- · Clearly defined areas to protect natural features and protected species
- Self-contained vehicles only no tents or not self-contained vehicles
- Number of sites
- · Fee structure and payment procedure
- · Booking system
- · Length of stay
- Hours of operation
- Time restrictions for entry and exit
- · Access to dump point
- · Removal of all rubbish from the site
- Traffic Management
- Signage

Criteria Category 2 -Business Plan and Communication and Engagement Strategy

Respondents should undertake and submit a basic business plan to support the proposal.

Communication and Engagement Strategy – consider how the project will be communicated to the community.

Criteria Category 3 - Professional Capacity, Experience and Customer Service

Submissions should demonstrate capacity and experience in or understanding of similar projects. For example, submissions may include demonstrated experience or understanding of management and delivery of visitor services and tourism quality assurances, managing small business activities or customer service experience.

Criteria Category 4 - Governance and Business Capacity

Enclosure 1 Sisters Beach Public Camping expression of interest

The fourth criteria category to be addressed is governance and business capacity. Submissions should provide:

- Details of the operational structure, and personnel and their responsibilities involved in the operation;
- · Particulars of any current or known court proceedings against the respondent.

In addition, names and contact details of two (2) referees should be supplied including the respondent's consent for the Assessment Panel or Council to contact those referees for the purposes of assessing the respondent's submission.

9.2 DESTINATION ACTION PLAN AND GENERAL TOURISM UPDATE

To: Council

Reporting Officer: Manager Tourism and Marketing
Responsible Manager: Director Community and Engagement

Report Date: 10 November 2020

File Reference: 1
Enclosures: Nil

PURPOSE

To provide Council with an annual progress report on the Destination Action Plan and general tourism matters.

BACKGROUND

The Wynyard Destination Action Plan (DAP) was developed in 2017 through a joint initiative between Department of State Growth, the Cradle Coast Authority and the Waratah-Wynyard Council.

DAP's were developed for a number of Tasmanian destinations as an initiative of the Tasmanian Visitor Economy Strategy 2015-2021 (T21) Priority 4: Building capability, capacity and community'.

A core strategy is to recognise that visitors to the Cradle Coast Region are primarily attracted to destinations and experiences. Therefore, the development, marketing and management of the region's destinations are pivotal to the success of the whole region.

The priorities for the Wynyard DAP were established through a series of industry and community workshops led by Wayne Kaylor Thomson – a Consultant engaged by the Cradle Coast Authority. Council contributed \$1000 towards the project.

From these sessions, a working group consisting of 15 Wynyard business, industry and community members was formed to guide the staged 3-year implementation process.

Council adopted the Destination Action Plan in August 2017.

DETAILS

Initial interest in the planning phase of the DAP did not translate into active participation from industry in the implementation phase. Despite this, Council Officers progressed several priority actions and a significant number were completed.

Key projects included the development of the 'Loo with A View' Concept Plan, support for the Coastal Pathway and the development of a premier all-abilities playground (ANZAC Park Somerset).

In the past 12 months, funding that had been set aside by the State Government to support DAP projects has been diverted into the *Regional Tourism Projects Grants Program* 2020. The rationale behind this shift in funding direction is explained by the Department of State Growth below:

"In recognition of the current economic climate resulting from COVID-19, it was determined that project proponents would be unlikely to be able to provide the matched funding of at least two thirds of the grant request, as previously required in the DAP program criteria. In response to this the RTPP special release has removed the requirement for matched funds and has broadened the focus to support active tourism groups that are proposing projects that align with not only DAP and VES planning but other key tourism programs and strategies."

(ref:https://www.stategrowth.tas.gov.au/thsu/grants_and_funding/regional_tourism_projects_program_round_2)

Under this new grant program, Council has applied for a \$10,000 grant to pursue the 'Loo With a View' Business Plan. The outcome of this application is unknown at the time of writing this report.

GENERAL TOURISM UPDATE FOR 2020:

WOW National Award

A real highlight for the year was Wonders or Wynyard being awarded a Silver Medal at the Qantas Australian Tourism Awards Presentation Dinner in Canberra on Friday 6th March 2020.

The Australian Tourism Awards recognise and promote excellence across a range of categories, with finalists all having won their respective categories at the State level that year. Wonders of Wynyard received the honour of winning the Tasmanian Tourism Awards Visitor Information Category, for the 4th year in a row in November 2019 – securing a place at the Australian awards as a finalist.

Winning a Silver medal on the National stage is a huge achievement and testament to the role that the Wonders of Wynyard plays in our municipal area. The dedicated staff and volunteers have an outstanding reputation for delivering quality customer service – making visitors feel welcome, promoting local attractions and businesses and encouraging them to stay longer and spend more in the communities. The WOW was also recognised for its innovative business and marketing strategies, contribution to the local economy and quality of visitor experience.

Impact of COVID-19

COVID-19 has had a broad and significant impact on the tourism and hospitality industries not only in Tasmania, but across the nation and the world. Tourism Tasmania did not conduct the Tasmanian Visitor Survey for the March-June quarter, however WOW visitor numbers for July show a trend of roughly one quarter the traditional visitation numbers compared to the winter period in previous years. Anecdotally these figures were representative of the experience of the broader industry during the March-July period.

As a result of missing the end of the cruise season and closing the doors from late March to beginning July 2020, WOW figures were down between 20-30% for the financial year 19/20.

WOW staff were heavily impacted, being stood down from early April until re-opening on 1 July. Eligible staff accessed Council's Pandemic leave and a combination of annual leave and leave without pay during that 3 month period. All staff remained positive and connected to Council during the shutdown period and returned to their roles once the doors opened in

July. The cooperation and commitment shown by staff during an extremely difficult time is to be commended.

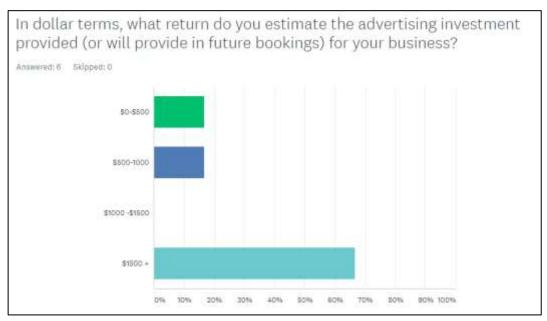
Marketing campaigns

Since September 2020, the Tasmanian tourism industry has been supported with the State Government Travel Voucher scheme, which has seen a rise in intrastate travel and a positive increase in visitation for regional communities.

To capitalise on this 'Make Yourself at Home' State-wide marketing push by Tourism Tasmania, Council ran a very successful campaign aimed at attracting Tasmanian's to Wynyard and Surrounds. The 'Get Closer' campaign ran throughout August, September and into October in the Mercury newspaper and Sunday Examiner. The advertisements were also widely distributed on social media.

Local operators were invited to participate with an adjoining full page advertisement each time Council ran a destination ad. The pages were fully subscribed each time. Businesses who participated were asked to complete a short survey after the advertisements ran. Six of the eleven businesses completed the survey, with 100% of respondents reporting they believed the advertising campaign represented a good return on investment for their business.

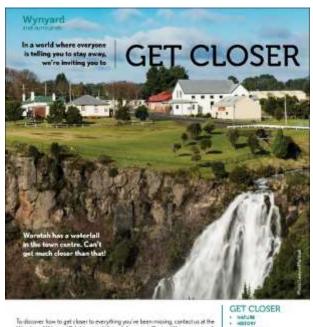
In dollar terms, two thirds reported in excess of \$1500 bookings as a direct result of the campaign.



Participants rated both the success of the campaign as a destination promotion and an individual business promotion as an average 4.3/5 rating. Participants were complimentary of Council for organising the opportunity to participate as a collective – acknowledging they would have been unlikely to participate if they had to organise individually.

This campaign was great value for money. Our reservations came from the retired market and been excellent to date. Two of the bookings have completed their stay and both couples visite collection.		as
8/28/2020 9:26 AM	View respondent's answers	Add tags ▼

Examples of 'GET CLOSER' advertisements



To discover how to get closer to everything you've been missing, contact us at the Wondow of Wynywel Enhistmen and Visitor Information Centric. We can asset with accommodation options, major, they trip ideas, information on local attractions, experiences, great making tractic and local markets (and also other local access).

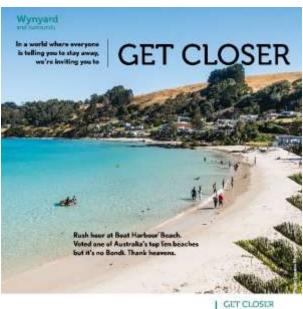


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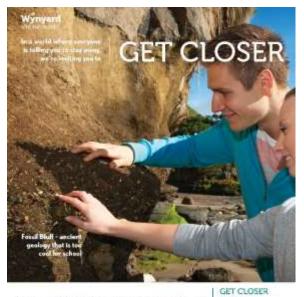
Wynyard







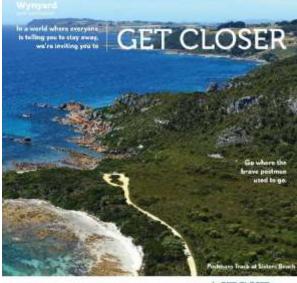




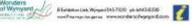




Wynyard









WAKE YOURSELF AT HOME





STATUTORY IMPLICATIONS

Statutory Requirements

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

Wynyard

MAKE YOURSELF AT NOME

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL

Desired Outcomes

Tourists and residents visit and appreciate our natural environmental attractions and unique surroundings.

Our Priorities

5.10 Develop a recognised brand and actively market the local government area.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Tourism	Memorable visitor experiences all year round – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:
Destination Action Plan	Adopted January 2017
Tourism Plan (2011- 2020)	Annual Plan Action

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Should the grant application for the Loo With A View Business Plan be unsuccessful, funds for this project will be sourced from the current operational budget.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

2020 was a tumultuous year for tourism, however with some highlights such as the success at National Tourism Awards and the positive impact of innovative new marketing strategies, the news is not all negative and there is the potential for smaller regional communities to recover more quickly than previously thought. Moving forward with reimagining tourism product to appeal to a new mix of visitors creates challenges, but also opportunities to position Wynyard and Surrounds in a new marketplace. Projects such as ANZAC park, the Coastal Pathway and Loo With A View will all assist in driving demand and supporting a positive visitor experience in the future.

MOVED BY	CR DUNIAM
SECONDED BY	CR FAIRBROTHER

That Council note the Destination Action Plan and Tourism annual update.

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

9.3 WASTE AND RESOURCE RECOVERY STRATEGY - WYNYARD WASTE TRANSFER STATION OPENING HOURS

To: Council

Reporting Officer: Project Manager

Responsible Manager: Director Infrastructure and Development Services

Report Date: 29 October 2020 File Reference: Waste Management

Enclosures: Nil

PURPOSE

To consider options relating to a change in opening hours at the Wynyard Waste Transfer Station (WTS) in accordance with the Waste and Resource Recovery Strategy.

BACKGROUND

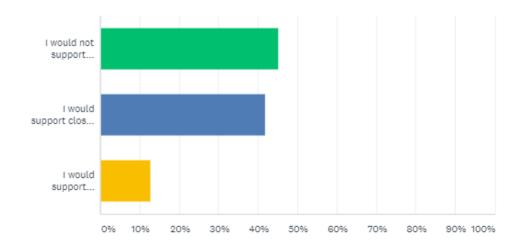
The Wynyard WTS is currently open seven days per week from 10am to 4pm. The site is managed by a contractor, although operational support is also provided by Council Works and Services staff. The WTS is located within a residential area which limits possible operating times in order to avoid noise pollution for nearby residents.

One of the actions endorsed within the Council's Waste and Resource Recovery Strategy 2019-2024 was to:

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

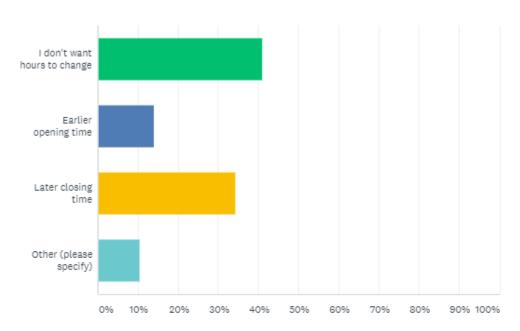
During February and March 2020, some of the Year 1 actions were progressed via a waste survey, including the review of WTS opening hours. Results of the survey were noted by Council in May and June 2020. The responses for the relevant questions are listed below, with the results shown graphically –

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



ANSWER CHOICES	RESPON	SES
I would not support changing the hours – keep it at 10am to 4pm daily	45.23%	261
I would support closing the Waste Transfer Station for one day during the week, so opening hours can be extended on other days	41.94%	242
I would support increasing the hours of the Waste Transfer Station and would be happy to pay an additional cost	12.82%	74
TOTAL		577

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



ANSWER CHOICES	RESPONSES	
I don't want hours to change	41.05%	227
Earlier opening time	14.10%	78
Later closing time	34.36%	190
Other (please specify)	10.49%	58
TOTAL		553

DETAILS

There are three main options for consideration when assessing an appetite for the change in WTS opening hours. They are:

- 1. Do nothing and maintain the current spread of hours (10am-4pm, 7 days per week)
- 2. Change hours but maintain existing total hours Change hours to a later opening time or close one day per week so the WTS can open at a different time (i.e. later closing time)
- 3. Increase hours Increasing hours and recovering additional costs through an equal increase in the waste utility charge. It is estimated that if opening hours were increased by seven hours each week every property may be charged an additional \$4 per annum to cover these expenses (equivalent to 7 cents per week)

To determine the community's appetite for a change in opening hours, questions were included within the Waste Survey conducted during February and March 2020. At the close of the survey, 604 responses were received. The following can be determined from the draft results:

- 1. Approximately 13% of respondents support an increased cost to allow for increased transfer station opening hours
- 2. Approximately 45% of respondents would not support a change in opening hours
- 3. Approximately 42% of respondents would support closing the transfer station one day a week to allow for hours to be extended on other days
- 4. When asked about preferences for opening hours, 41% did not want a change to opening hours, 34% preferred a later closing time, 14% preferred an earlier opening time and 10% have not agreed with either of these options.

In essence, the survey results do not point to a strong majority option for any change to operating hours. It should be noted that the survey was undertaken prior to gate fees being lifted at the WTS for Waratah-Wynyard residents, which could remove one of the barriers to waste disposal (cost). It is unclear whether this would affect the results of the survey significantly.

The opening hours at the WTS may also be influenced by other waste disposal options, such as:

a) Food Organics and Garden Organics (FOGO) collection – Included in the Waste and Resource Recovery Strategy to investigate the feasibility of this service

- b) Rural kerbside collection Included in the Waste and Resource Recovery Strategy to investigate the feasibility of this service
- c) Industry waste volumes that are disposed of directly to the Port Latta Landfill

Most of the above alternative disposal options are currently being explored through the Waste and Resource Recovery Strategy, with the outcomes of each yet to be determined by the Council. Ultimately, if implemented or made available, these alternatives can reduce the total waste volumes at the WTS, as well as the number of customers needing to access the WTS. In doing so, it may be less desirable to alter the opening hours at the WTS as community members would have access to alternative and more accessible options.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 7: Environment

Desired Outcomes

Our community uses the renewable and natural environment to meet its energy needs and assist in reducing the effects of global warming.

Tourists and residents visit and appreciate our natural environmental attractions and unique surroundings.

Our Priorities

7.1 Provide education to facilitate awareness and appreciation of built and natural assets.

GOAL 1: Leadership and Governance

Desired Outcomes

We make publicly transparent decisions on spending and future directions while encouraging community feedback.

Our Priorities

- 1.2 Strengthen our communication with the community using diverse communications channels relevant to the demographic.
- 1.5 Build our knowledge base to apply in decision-making processes.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.
Natural resource management	Managing abundant, natural and productive resources — Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely

Community Future Direction Theme	Key Challenges & Opportunities:		
	supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.		

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:	
Waste Strategy 2019-2024	Adopted August 2019	
iCEP (Integrated Council Environmental Plan 2020-2030	Adopted August 2020	

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

The community's appetite for a change in opening hours were measured by the results from the Waste Survey conducted in early 2020. The survey was largely made available online, however printed versions and telephone interviews were undertaken by request. The survey was advertised by multiple social media posts, the Council's website, and a mailout to ratepayers.

CONCLUSION

The community waste survey did not give a clear direction for the change in opening hours for the Wynyard WTS. In addition, other Waste Strategy actions under consideration, such as the rural kerbside collection and FOGO collection, may change the volume and customers at the WTS and subsequently the need for a change in WTS opening hours. It is therefore recommended that the Council revisit the opening hours in approximately 2023/24 to allow time to consider these options and better understand whether community beliefs in terms of opening hours change as a result.

MOVED BY	CR COURTNEY
SECONDED BY	CR FAIRBROTHER

That Council revisit the Wynyard Waste Transfer Station opening hours in 2023/24 or after progression of other Waste Strategy actions which may influence community beliefs towards a change in hours

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

 $War a tah-Wynyard\ Council-Minutes-Ordinary\ Meeting\ of\ Council-16\ November\ 2020-Page\ 107$

9.4 WASTE AND RESOURCE RECOVERY STRATEGY - FOGO FEASIBILITY STUDY

To: Council

Reporting Officer: Project Manager

Responsible Manager: Director Infrastructure and Development Services

Report Date: 29 October 2020 File Reference: Waste Management

Enclosures: 1. FOGO Feasibility Study

PURPOSE

To present to Council the findings from the FOGO Feasibility Study and the options for implementing a FOGO collection service within Waratah-Wynyard.

BACKGROUND

Council adopted it's five year Waste and Resource Recovery Strategy 2019-2024 in August 2019. The Strategy serves as Waratah-Wynyard Council's commitment to sustainable and affordable service delivery into the future for waste management. One of the actions for consideration within the Waste Strategy is to:

(1A) Explore opportunities to reduce organic waste to landfill

Currently, there are no local organics processing facilities to stockpile and process FOGO material collected into a suitable product such as compost. The closest processing facility for FOGO is in Launceston while Dulverton Waste Management (DWM) operate a GO (garden organics) only processing facility located near Latrobe.

Council engaged the specialist services of Mike Ritchie & Associates (MRA) in 2019 to undertake an analysis of the service options available for a kerbside collection service. This included a review of organics processing technologies, landfill gate fees, collection frequency, bin size, community attitudes and perceptions towards a FOGO service and a cost analysis of the options. The entire feasibility study was resource shared with Circular Head Council.

It was recognised during the development of the FOGO Feasibility Study that there are a number of factors which could influence decision making around extending services to include a kerbside FOGO collection. These factors include the Council's diversion goal within the Waste and Resource Recovery Strategy, regional targets, environmental benefits, the promotion of a circular economy, logistics, possible revenue offsets for use or sale of the end product and community affordability. State government policies and legislation reviews, such as the proposed legislated state waste levy (installed on tonnes of waste and likely funded via local governments), is also likely to influence decision-making around FOGO collection services. Similarly, the regional Cradle Coast Waste Strategy has a strong waste diversion goal, underpinned by exploration of FOGO servicing options expansion at the DWM facility.

DETAILS

The FOGO Feasibility Study involved a set of seven waste management scenarios which were assessed using a multi-criteria analysis tool (MCA). The MCA considered economic, social, environmental and governance factors and weighted according to the Council's strategic intent. The MCA included an assessment of community attitudes and beliefs as identified

through the results of the 2020 Waste Survey, the results of which were tabled by the Council in May and June 2020.

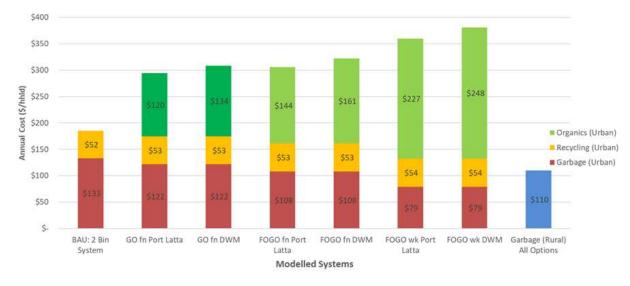
The seven scenarios included a comparison of the current business as usual (BAU) two-bin kerbside collection system, with transporting organics material to the DWM waste facility and a hypothetical infrastructure installation at the Port Latta Landfill, to be shared with Circular Head Council.

The seven options and the MCA results are included in the table below:

Option	System Options	Waratah-Wynyard MCA result	Waratah-Wynyard MCA Rank
1	BAU 2 bin system	59.8%	7
2	Fortnightly GO to Port Latta	69.8%	5
3	Fortnightly GO to DWM	65.0%	6
4	Fortnightly FOGO to Port Latta	80.3%	2
5	Fortnightly FOGO to DWM	75.1%	3
6	Weekly FOGO to Port Latta	82.1%	1
7	Weekly FOGO to DWM	74.4%	4

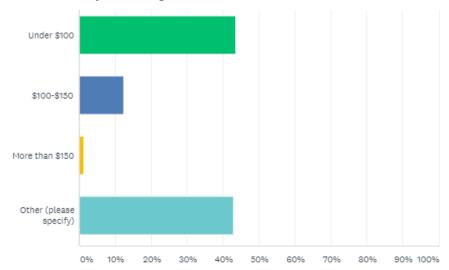
In summary, the highest ranked options from the MCA were either a weekly FOGO or fortnightly FOGO collection and transport to a hypothetical processing facility at Port Latta. The lowest ranked option from the MCA was the Council's current BAU.

In considering expansion of the service, the community's capacity to pay was considered as part of the FOGO Feasibility Study. The indicative average cost to households per year for each of the seven options is shown in the graph below, represented as the 10-year net present value:



In early 2020 a Waste Survey was conducted to understand the community's views in relation to a number of actions included within the Year 1 actions of the Waste and Resource Recovery Strategy. Over 600 responses to the survey were received. One of these questions related directly to the community's capacity/willingness to pay more for the extension of services to incorporate a FOGO kerbside collection. The responses for this question are listed below, with the results shown graphically:-

If a food and garden waste kerbside collection service is offered, there will be a cost to process the materials. This could be offset from the sale of compost and changes to current kerbside collection services. What is the maximum additional amount you are prepared to pay per year to include a food and garden waste kerbside collection?



ANSWER CHOICES	RESPONSES	
Under \$100	43.59%	245
\$100-\$150	12.28%	69
More than \$150	1.25%	7
Other (please specify)	42.88%	241
TOTAL		562

The majority of "other" responses (63%) did not want to pay any extra for the service.

It can be concluded from these results that the majority (55.87%) of the community would be prepared to pay for a new FOGO kerbside collection service with most (43.59%) preferring to pay less than \$100 per year. All options for an organics collection modelled within the FOGO Feasibility Study suggest an increase greater than \$100, excluding any offsets from sale or use of the end product. It should be noted that the survey was conducted pre-COVID19 and this might again influence the community's capacity to pay during times of hardship.

There are alternative diversion strategies for FOGO rather than a standard FOGO kerbside collection, although kerbside services are likely to produce the highest diversion rate. Education campaigns, when done well, can provide some limited momentum to drive athome compost systems and waste avoidance. Benefits for programs such as the 'Compost Revolution' could be explored as a way to offset ratepayer investment for compost systems. Other third-party programs offer opportunities for social connectivity by linking community members with compost hubs, whilst also providing ways for the household to measure their individual environmental impact in terms of waste diversion. These methods which focus on education and awareness campaigns are typically low cost for implementation and whilst they offer greater diversion potential over existing practices, they generally offer lower diversion rates compared to other options.

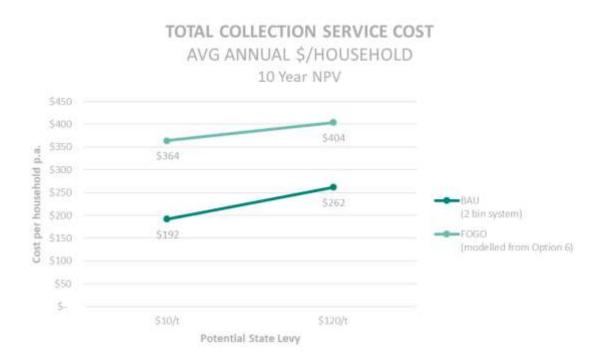
In terms of state policy, the Tasmanian Government's draft Waste Action Plan (WAP) provides a framework on ways to address waste and resource recovery challenges within the state. One aspect of the WAP is the establishment of a legislated state-wide waste levy to support ongoing waste and recycling activities within the state and promote a circular economy. It is not clear when this document will be finalised.

The introduction of a state waste levy is intended to provide a funding source for state waste and resource recovery initiatives and incentivise (via pricing levers) diversion of waste away from landfill.

The proposed state-wide waste levy is intended to replace voluntary waste levies for the region, currently \$5/tonne of waste to landfill for Waratah-Wynyard. A consulting firm was engaged to undertake an impact assessment of the state levy in order to understand the impact on various sectors of the economy in relation to a landfill levy; consideration of levy rate options; and suggesting a target levy rate that balances between WAP policy objectives and impacts to the community.

One of the key focus areas from within the WAP is the reduction of organic waste sent to landfill to reduce emissions. To achieve the targets set out within the WAP, infrastructure investment will be required to enable kerbside separation of organics materials and processing facilities for organics. Until the WAP is finalised, it is unclear what investment will be available in regional local communities to help support diversion activities however it is probable that it will include a focus on organics processing.

To understand the influence of possible state-wide pricing levers, a post feasibility study sensitivity analysis was conducted to consider the impact upon the modelled options 1 & 6 of the introduction of a state-wide waste levy at various \$/tonne price points: -



As can be seen in the above, the potential state-wide waste levy across the probable \$10-\$120/tonne range does not significantly change the outputs of the FOGO feasibility study i.e. it would result in an increase to households for waste services in all foreseeable scenarios.

Processing via Port Latta Landfill (hypothetical)

The FOGO Feasibility Study reviewed the potential of infrastructure being installed on remediated land at the Port Latta Landfill to enable local processing and retention of organics materials. The analysis suggested that the hypothetical gate fee for FOGO materials in this scenario is in the region of \$115/tonne. This would require an initial capital investment of approximately \$3.5 million by the infrastructure owner/s.

Processing via DWM

Disposing of FOGO materials at DWM will also attract a gate fee, intended to fund the costs of processing the materials. Expenses associated with transport is a large factor when considering these options. The DWM organics processing site is approximately 80kms from Wynyard central, in comparison the Port Latta Landfill is nominally half that distance. In either scenario, any offset to cost by the sale of the end product has not been determined however it should be noted that DWM have an existing market presence for product from their existing GO processing facility.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance

Desired Outcomes

We make publicly transparent decisions on spending and future directions while encouraging community feedback.

Our Priorities

- 1.2 Strengthen our communication with the community using diverse communications channels relevant to the demographic.
- 1.5 Build our knowledge base to apply in decision-making processes.

GOAL 7: Environment

Desired Outcomes

Our community uses the renewable and natural environment to meet its energy needs and assist in reducing the effects of global warming.

Our Priorities

7.1 Provide education to facilitate awareness and appreciation of built and natural assets.

Sustainable Murchison Community Plan 2040

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

Community Future Direction Theme	Key Challenges & Opportunities:
Natural resource management	Managing abundant, natural and productive resources — Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:
Waste Strategy 2019-2024	Adopted August 2019
iCEP (Integrated Council Environmental Plan 2020-2030	Adopted August 2020

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

The majority of all emissions associated with a kerbside collection arise from landfilled material. In landfill, the anaerobic decomposition of organic material creates significantly greater greenhouse gas emissions compared with the composting of organic materials at a compost facility.

As modelled in the feasibility study, emissions from waste management activities are predicted to reduce by 21%-29% if one of the FOGO-to-Port Latta options are used. Emissions are marginally higher (1%) if FOGO is taken to DWM due to the additional transport. This information is represented graphically below:

3,000 2,500 emissions (tCO2-e pa) 2,000 Landfill emissions 1,500 2,363 1,970 1,970 Process emissions 1,000 Collection emissions 500 83 145 60 63 BAU: 2 Bin System GO fn Port Latta GO fn DWM FOGO fn Port Latta FOGO fn DWM FOGO wk Port FOGO wk DWM Latta Modelled system

Figure 24 Waratah-Wynyard Council: Total emissions

FINANCIAL IMPLICATIONS

Financial implications vary depending on the options selected within the FOGO Feasibility Study. The recommendation to defer any implementation of a WWC kerbside FOGO collection service has nil financial implications.

RISK IMPLICATIONS

Council's Waste and Resource Recovery Strategy aims to divert 50% waste from landfill by 2024, which is in line with regional targets. The feasibility study suggests that a 54%-58% recovery rate could be achieved if a kerbside FOGO collection service is implemented. Without implementing FOGO diversion strategies, it is possible that Council will not meet this target.

If a kerbside FOGO collection service is implemented, there are risks of contamination and cost overruns in implementation and delivery. Both of these risks can be mitigated with careful planning and strong education and engagement campaigns.

CONSULTATION PROCESS

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

CONCLUSION

Assumptions made to the forecast scenarios within the feasibility study rely upon community take-up of a FOGO kerbside collection service and MRA have noted such in their recommendation for strong communications and education if Council is to proceed this way.

The state and regional waste strategies appear to strongly advocate FOGO diversion from landfill outcome. Noting the contents of the Food Organics and Garden Organics (FOGO) Feasibility Study now but deferring any implementation allows Council to consider the costs, benefits and impacts of the introduction of such a service at a later point into the future.

MOVED BY	CR FAIRBROTHER
SECONDED BY	CR COURTNEY

That Council note the contents of the Food Organics and Garden Organics (FOGO) Feasibility Study and given the current economic uncertainty:

- 1. Reject at this time, any implementation of a Waratah-Wynyard FOGO kerbside collection service; and
- 2. promote alternative methods to encourage the diversion of FOGO materials from landfill.

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND



FOGO Options Review

A submission to Circular Head and Waratah-Wynyard Councils

28/5/2020





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Document history

Title	Version no.	Status	Date
Circular Head and Waratah-Wynyard Councils FOGO Options Review	2	Final	28/5/2020

Disclaimer

This report has been prepared by Mike Ritchie and Associates Pty Ltd (trading as MRA Consulting Group (MRA)) for Circular Head and Waratah-Wynyard Shire Councils. MRA (ABN 13 143 273 812) cannot accept any responsibility for any use of or reliance on the contents of this document by any third party.

Circular Head and Waratah-Wynyard Councils - FOGO Options Review

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Glossary

Terminology	Description
BAU	Business As Usual
CAPEX	Capital Expenditure
CCM	Consolidated Cost Model
CHC	Circular Head Council
CPI	Consumer Price Index
Councils	Circular Head and Waratah-Wynyard Councils
fn	Fortnightly
FO	Food Organics
FY	Financial Year
FOGO	Food Organics and Garden Organics
GO	Garden Organics
Hhld/hh	Household
LGA	Local Government Area
LGV	Local Government Victoria
MCA	Multi-Criteria Analysis
MGB	Mobile Garbage Bin
MRA	MRA Consulting Group
MRF	Materials Recovery Facility
MWRRG	Metropolitan Waste and Resource Recovery Group, Victoria
NGAF	National Greenhouse Account Factors
NPV	Net Present Value
OPEX	Operating Expenditure
RRC	Resource Recovery Centre
SV	Sustainability Victoria
TS	Transfer Station
wk	Weekly
wwc	Waratah-Wynyard Council

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Executive Summary

Circular Head and Waratah-Wynyard Councils (Councils) have identified that introducing a kerbside Food Organics and Garden Organics (FOGO) collection service provides an opportunity to significantly reduce the tonnes of waste currently disposed of to landfill. It also provides other significant environmental benefits and an additional service to the community. MRA Consulting Group (MRA) was engaged to:

- Undertake a cost benefit analysis of kerbside FOGO service options using MRA's bespoke Consolidated Cost Model (CCM).
- Undertake a Multicriteria Analysis (MCA) of options considering the broader impacts of the option (Governance, Economic, Social and Environmental); and
- Rank options, considering Council's context and outcomes, and recommend the top one or two
 roll-out options. Provide the rationale for selection and specific recommendations regarding
 implementation of the roll-out.

Councils selected seven waste management scenarios of its kerbside mobile garbage bin services, for detailed analysis using a bespoke Consolidated Cost Model (CCM) and Multi Criteria Analysis (MCA). The seven options included the current Business as Usual (BAU), as well as fortnightly GO, fortnightly FOGO and weekly FOGO collection combined with processing at either Port Latta Organics Processing Facility, or DWM Organics Processing Facility. CCM analysis of these options was conducted separately for each council, but is presented here as a combined report.

A Multi Criteria Analysis (MCA) was undertaken which allowed for consideration of economic, social, environmental and governance factors in accordance with assessment criteria and weightings determined by Councils. The purpose of the MCA is to support an informed decision on the options most appropriate to service the community. The MCA was undertaken separately for each council but is reported together in this combined report. The results of the MCAs are summarised below:

Table 1 Circular Head Council: Options results summary

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	60.0%	7
2	Fortnightly GO to Port Latta	75.3%	5
3	Fortnightly GO to DWM	70.6%	6
4	Fortnightly FOGO to Port Latta	85.4%	2
5	Fortnightly FOGO to DWM	80.4%	3
6	Weekly FOGO to Port Latta	87.6%	1
7	Weekly FOGO to DWM	79.8%	4



Table 2 Waratah-Wynyard Council: Options results summary

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	59.8%	7
2	Fortnightly GO to Port Latta	69.8%	5
3	Fortnightly GO to DWM	65.0%	6
4	Fortnightly FOGO to Port Latta	80.3%	2
5	Fortnightly FOGO to DWM	75.1%	3
6	Weekly FOGO to Port Latta	82.1%	1
7	Weekly FOGO to DWM	74.4%	4

Key



For both councils, the highest ranked option of all considered is *Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta*, followed closely by *Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta*. Both options are ranked well ahead of Option 1, current Business As Usual, that ranks 7th.

Recommendations:

- Based on the assessment criteria and weightings determined by Councils, it is recommended that Councils transition to a weekly FOGO service with a fortnightly Garbage service (Option 6).
- As an alternative Councils may wish to consider a Fortnightly FOGO and Weekly Garbage service (Option 4).
- Councils may wish to execute a staged transition to either of these services. For example, implementation of a fortnightly FOGO service (e.g. option 4) ahead of a weekly FOGO service (option 6).
- It is recommended that a FOGO implementation plan is developed which considers extensive community engagement on FOGO service options. A staged transition and trials could be considered in the implementation plan.
- It is recommended that Councils provide caddies and liners to each household and provide additional transitional and ongoing education programs to assist households.
- It is recommended that Councils provide flexible bin size options to support larger households e.g. opt-in larger or additional garbage bins and FOGO Bins.
- It is recommended that Councils provide opt-in additional services as standard to households with special needs e.g. households with infants or households with medical needs. Councils currently provide free additional bins to some households with medical needs, this service could be extended/promoted.

1 Introduction

Circular Head and Waratah-Wynyard Councils (Councils, CHC and WWC) engaged MRA Consulting Group (MRA) to develop a waste services costing model, review Councils' waste services, fees and charges and to provide an analysis of the cost implications of existing, alternative and future waste services provided by Councils.

This report provides a comprehensive options analysis of Councils' waste services and details a Multi Criteria Analysis of waste service options in order to determine a preferred service option.

While this report considers the same options beyond BAU for both councils, and combines these in the one report, modelling for each council was done separately.

Accompanying this report is a detailed Assumptions Report (Appendix B).

1.1 Current waste services

1.1.1 Kerbside services

Circular Head and Waratah-Wynyard Councils' current kerbside waste services and processing/disposal facilities are summarised in Table 3. Both councils currently use the same facilities for garbage and recycling disposal. Garbage is disposed of at Port Latta Landfill and Recycling is processed at Veolia MRF in Spreyton. For CHC, garbage is collected inhouse, and WWC uses Kelly's Waste Management for collection. For both councils, recycling collection services are provided by Veolia, and there are no organics services provided.

Table 3 Current services and processing/disposal facilities relevant to this project

Kerbside service	Transfer Station	Relevant processing/disposal facilities
Garbage	None	Port Latta Landfill
Recycling	None	Veolia MRF Spreyton

Circular Head and Waratah-Wynyard Councils - FOGO Options Review

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1.2 Service options assessed

Councils selected seven waste management scenarios, of their kerbside mobile garbage bin services, for detailed analysis using MRA's bespoke Consolidated Cost Model (CCM) and Multi Criteria Analysis (MCA).

The seven service options chosen primarily consisted of various new household organics collection services for urban households (fortnightly GO, fortnightly FOGO or weekly FOGO) combined with transport of organics to either Port Latta or DWM organics processing facilities. Changes to urban recycling and rural one bin collections are not considered, and changes to urban garbage are minimal for most options other than fortnightly collections for options 6 and 7.

Table 4 Summary of the seven service options

Option	Description	Household collection service	Organics Processing
1CHC	Business As Usual (BAU) for Circular Head Council	Weekly Garbage 240L (urban) Fortnightly Recycling 240L (urban) No Organics Service Fortnightly One-Bin Service Garbage (rural)	None
1WWC	Business As Usual (BAU) for Waratah- Wynyard Council	Weekly Garbage 240L (urban) Fortnightly Recycling 240L (urban) No Organics Service Fortnightly One-Bin Service Garbage (Waratah)	None
2	Fortnightly GO to Port Latta	Weekly Garbage 120L (urban)	Port Latta Organics Facility
3	Fortnightly GO to DWM	 Fortnightly Recycling 240L (urban) Fortnightly Garden Organics 240L (urban) Fortnightly One-Bin Service Garbage (rural) 	DWM Organics Facility
4	Fortnightly FOGO to Port Latta	Weekly Garbage 120L (urban) Fortnightly Recycling 240L (urban)	Port Latta Organics Facility
5	Fortnightly FOGO to DWM	Fortnightly Food and Garden Organics 240L (urban) Fortnightly One-Bin Service Garbage (rural)	DWM Organics Facility
6	Weekly FOGO to Port Latta	Fortnightly Garbage 120L (urban) Fortnightly Recycling 240L (urban) Weekly Food and Garden Organics	Port Latta Organics Facility
7	Weekly FOGO to DWM	240L (urban) • Fortnightly One-Bin Service Garbage (rural)	DWM Organics Facility

2 CCM Methodology

2.1 Kerbside analysis

A Consolidated Cost Model (CCM) was used to quantify the economic and environmental factors of the seven kerbside service options chosen by Councils. The CCM quantifies:

- Total cost (\$/year, \$/household (\$/hhld) and Net Present Value (NPV));
- 2. Recovery rate (%);
- 3. Greenhouse gas emissions (CO2-e); and
- 4. Vehicle kilometres travelled (km).

Each kerbside collection option is summarised in the following sections. To illustrate each option, the diagrams below include coloured blocks that represent the coloured bin lids associated with each waste stream aligned with the Australian Standard1 bin lid colours, noting that the bin lid and bin colour scheme currently utilised by Councils differs from the Australian Standard.

The diagrams provided represent kerbside mobile garbage bin services only. The number displayed at the bottom of each block represents the number of bins that each service is provided for. An explanatory key is included in the figures to define the different levels of the schematics.

Currently 240L mobile garbage bins (MGB's) are used for garbage and recycling throughout CHC and WWC. New options that are modelled retain use of 240L bins for garbage only services in rural areas of CHC, and for Waratah. Urban areas of CHC and the remaining urban areas of WWC use a new 120L garbage bins, 240L recycling bins, and 240L organics bins for all non-BAU options below.

New modelled options include rural areas of CHC and Waratah in WWC, however do not make any changes to services in these areas. All changes referred to in the options below refer to urban areas.

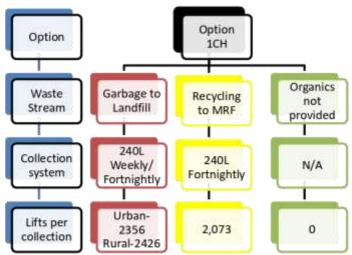
Any processing residual created from any of the processing facilities will go direct to landfill.

¹ AS 4123.7-2006 (R 2017) Mobile Waste Containers - Colours, markings and designation requirements

2.1.1 Option 1CH: Business As Usual (BAU) - Circular Head Council

The baseline case (Business as Usual, BAU) represents the current system. Under this system, urban households are provided with a two-bin system (Garbage and Recycling), with no organics services provided. For urban areas garbage is weekly and recycling is fortnightly. For rural areas, only a single bin fortnightly garbage service is provided. All garbage is taken directly to Port Latta Landfill for disposal, and recycling is taken directly to Veolia MRF in Spreyton for processing, without the use of transfer stations. Garbage collection services are inhouse, while recycling collection services are provided by Veolia.

Figure 1 Option 1CHC: Business As Usual (BAU) - Circular Head Council

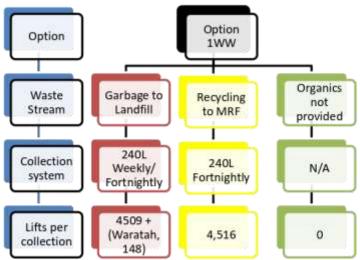


*Urban garbage collection is weekly, rural garbage is fortnightly

2.1.2 Option 1WW: Business As Usual (BAU) - Waratah-Wynyard Council

The baseline case (Business as Usual, BAU) represents the current system. Under this system, urban households are provided with a two-bin system (Garbage and Recycling), with no organics services provided. For urban areas garbage is weekly and recycling is fortnightly. Waratah is an exception to this with only a single bin fortnightly garbage service provided. All garbage is taken directly to Port Latta Landfill for disposal, and recycling is taken directly to Veolia MRF in Spreyton for processing, without the use of transfer stations. Garbage collection services are provided by Kelly's Waste Management, while recycling collection services are provided by Veolia.

Figure 2 Option 1WWC: Business As Usual (BAU) - Waratah/Wynyard Council

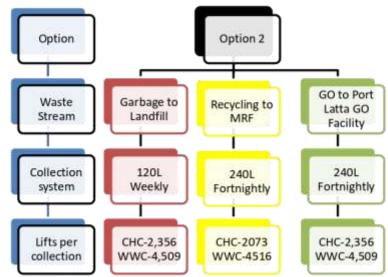


^{*}Garbage are all urban collections with 4509 weekly, and 148 fortnightly in Waratah

2.1.3 Option 2: Fortnightly GO to Port Latta

For urban services, option 2 adds a fortnightly garden organics (GO) service with a 240L bin. GO will be collected by a suitable collection contractor and transported directly to the Port Latta organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 3 Option 2: Fortnightly GO to Port Latta

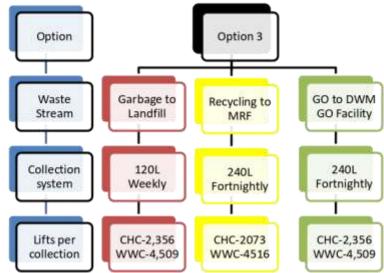


*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.

2.1.4 Option 3: Fortnightly GO to DWM

Option 3 is the same as option 2, but with GO processed at DWM rather than at Port Latta. For urban services, option 3 adds a fortnightly garden organics (GO) service with a 240L bin. GO will be collected by a suitable collection contractor and transported directly to the DWM organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 4 Option 3: Fortnightly GO to DWM

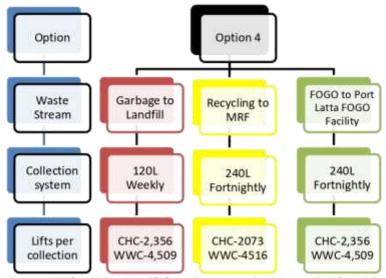


*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.

2.1.5 Option 4: Fortnightly FOGO to Port Latta

Option 4 duplicates option 2, but with a fortnightly food organics and garden organics (FOGO) service instead of a GO service. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected by a suitable collection contractor and transported directly to the Port Latta organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 5 Option 4: Fortnightly FOGO to Port Latta

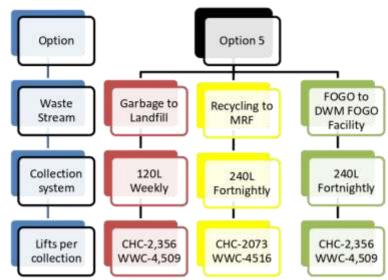


*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.

2.1.6 Option 5: Fortnightly FOGO to DWM

Option 5 duplicates option 4 above, but with FOGO processed at the DWM processing facility rather than at Port Latta. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected fortnightly by a suitable collection contractor and transported directly to the DWM organics processing facility. Garbage services will remain weekly but use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 6 Option 5: Fortnightly FOGO to DWM

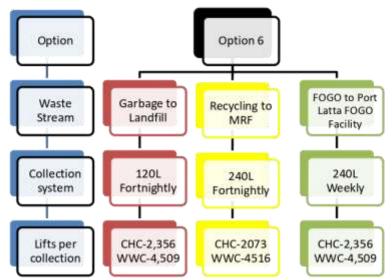


*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.

2.1.7 Option 6: Weekly FOGO to Port Latta

Option 6 duplicates option 4, but with a weekly FOGO service rather than a fortnightly FOGO service. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected by a suitable collection contractor and transported directly to the Port Latta organics processing facility. Garbage services will change to fortnightly and use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 7 Option 6: Weekly FOGO to Port Latta

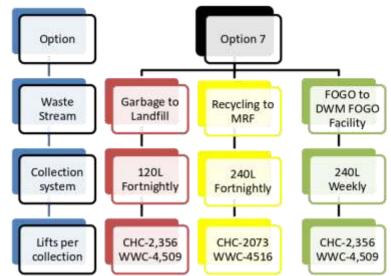


*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.

2.1.8 Option 7: Weekly FOGO to DWM

Option 7 duplicates option 6 above with weekly FOGO and fortnightly garbage services for urban areas, but differs in that FOGO is processed at DWM. For urban services, there will be a 240L bin for FOGO. Kitchen cadies and liners will be provided to all households. FOGO will be collected by a suitable collection contractor and transported directly to the DWM organics processing facility. Garbage services will change to fortnightly and use a 120L bin. Recycling services remain fortnightly (240L bin). Services in rural CHC and Waratah in WWC remain unchanged with a single bin (240L) fortnightly garbage service. All garbage continues to be disposed of at Port Latta Landfill, and Recycling processed at Veolia MRF in Spreyton. Collection arrangements for garbage and recycling remain the same.

Figure 8 Option 7: Weekly FOGO to DWM



*Additional to the above are 2426 fortnightly garbage lifts for rural properties in the CHC area and 148 fortnightly garbage lifts in Waratah that use 240L bins.

2.2 Service options parameters and assumptions

2.2.1 Waste stream quantities

Table 5 presents the tonnages per annum for each waste stream for each option in Year 1. Where possible, calculations and forecasts are based upon the domestic waste tonnage data provided by Council (assumed to be for the most recent 2018/19 financial year). All material quantities are projected to increase at the annual waste generation growth rate (population and consumption growth rates). It is assumed that for all GO/FOGO scenarios the organics expansion will service 100% of urban tenements that currently receive a Garbage service, with the exception of rural CHC and Waratah.

It is assumed that for urban households, an additional 0.255 tonnes of garden organics per annum per household (4.90 kg/hh/week) would be generated due to the introduction of the organics bin, that would all be deposited in the organics bin. This applies to urban areas of CHC and Urban WWC (excluding Waratah).

Table 5 Assumed	l waste stream o	uantities (t	tonnes)	for waste servi	ice options
-----------------	------------------	--------------	---------	-----------------	-------------

Council	Option	Option 1: BAU	Option 2: Fortnight GO to Port Latta	Option 3: Fortnight GO to DWM	Option 4: Fortnight FOGO to Port Latta	Option 5: Fortnight FOGO to DWM	Option 6: Weekly FOGO to Port Latta	Option 7: Weekly FOGO to DWM
CHC	Garbage(t) Urban	1,282	1031	1031	830	830	740	740
CHC	Recycling(t)	264	273	273	282	282	291	291
CHC	GO (t)	n/a	843	843	n/a	n/a	n/a	n/a
CHC	FOGO(t)	n/a	n/a	n/a	1035	1035	1115	1115
CHC	Garbage(t) Rural	974	974	974	974	974	974	974
CHC	Total (t)	2,520	3,120	3,120	3,120	3,120	3,120	3,120
wwc	Garbage(t) Urban	3,071	2469	2469	1988	1988	1773	1773
WWC	Recycling(t)	751	772	772	794	794	815	815
WWC	GO (t)	n/a	1729	1729	n/a	n/a	n/a	n/a
wwc	FOGO(t)	n/a	n/a	n/a	2189	2189	2383	2383
wwc	Garbage(t) Rural	101	101	101	101	101	101	101
WWC	Total (t)	3,923	5,072	5,072	5,072	5,072	5,072	5,072

2.2.2 Total system costs assumptions

The total system costs are driven by collection costs, transfer station costs, the gate fees of the selected facilities (Section 2.2.2.1) and miscellaneous costs (Section 2.2.2.2). All collection costs and gate fees

currently paid by Councils were included in the analysis as well as modelled future collection and processing costs. No transfer stations were used in any of the scenarios. Further detailed derivation and analysis is provided in Appendix B.

2.2.2.1 Collection, transfer processing and landfill costs

The collection, transfer, processing and landfill costs comprise contractor fees and inhouse costs incurred by Councils for:

- Kerbside collection of Garbage, Recyclables and Organic materials;
- · Transfer of materials between the LGA and receiving facilities, included in lift rate for all streams;
- No use of transfer stations;
- Disposal of Garbage at landfill;
- · Processing of Recyclables at a Materials Recycling Facility (MRF); and
- Processing of Organic material at an Organics Processing Facility.

The costs are summarised below, Table 6, as they relate to each of the options considered in year 1, noting that these costs are modelled to increase in accordance with CPI. The costs indicated, in Table 6, for the processing of Recyclables and Organics include the disposal to landfill of contamination present in these material streams.

Table 6 Collection, transfer, processing and landfill costs

Collection Service	Rate (exc. GST) \$/lift	Applicable Options
Garbage collection (CHC)	\$1.01 (urban)/\$1.48 (rural)	All Options
Recyclables collection (CHC)	\$1.48	All Options
Organics collection (CHC)	\$2.17(to Port Latta)/ \$2.54 (to DWM)	All Options
Garbage collection (WWC)	\$0.94 (all)	All Options
Recyclables collection (WWC)	\$1.52	All Options
Organics collection (WWC)	\$3.06(to Port Latta)/ \$3.19 (to DWM)	All Options
Transfer Facilities	Rate (exc. GST) (\$/t)	Applicable Options
No use of transfer facilities	\$0	All Options
Transfer Service	Rate (exc. GST) (\$/t)	Applicable Options
All transfer	\$0 (inc. with lift rate for all services)	All Options
Recyclables Processing Facility	Gate fee (exc. GST) (\$/t)	Applicable Options
Veolia MRF Spreyton	\$96.36	All options
Organics Processing Facility	Gate fee (exc. GST) (\$/t)	Applicable Options
Port Latta Organics Processing Facility (Hypothetical)	\$115.00	Option 2,4 & 6
DWM Organics Processing Facility (Hypothetical)	\$145.00	Options 3,5 &7
Garbage Facility	Gate fee (exc. GST) (\$/t)	Applicable Options

Port Latta Landfill \$136.24 All Option	is
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2.2.2.2 Miscellaneous costs

The analysis incorporates additional costs associated with the new GO/FOGO services. These are summarised in Table 7 below and were established, in consultation with Councils officers, based on past experience of service change implementation processes. The education costs consist of base program delivery costs and staffing costs, which remain fixed each year, and a service transition cost that applies in the first year.

The service transition costs reflect the cost of additional community engagement and education activities required to support households to change behaviour and effectively use the new service. The service transition costs are an estimate of both the additional education program and staffing costs associated with the rollout and implementation of each new service option.

The full list of CCM assumptions has been separately provided as an assumption report, refer Appendix B.

Table 7 Miscellaneous costs (excluding CPI indexation)

Cost component	Unit cost per household
Mobile Garbage Bin Fitted Lid	\$10.50 per service entitled premises
Mobile Garbage Bin (120L bin)	\$40.99 (includes delivery) per service entitled premises
Food liners: FOGO (inc. delivery)	\$10.47 (inc. delivery) per roll of 150 liners (1 roll per year)
Kitchen Caddies: FOGO (inc. delivery)	\$6.20 (inc. delivery) per caddy

Additional education budget allocated within the model for each opti relative to BAU:			
	Ongoing educati	on annual costs	
Option	Program costs	Cost per Household	
Option 2&3 – GO Services with Weekly Garbage Services	CHC: \$5,000 p.a. (for each year of the contract) WWC: \$9,500 p.a. (for each year of the contract)	\$2.10	
Option 4&5 – FOGO Services witi Weekly Garbage Services	CHC: \$10,000 p.a. (for each year of the contract) WWC: \$19,000 p.a. (for each year of the contract)	\$4.15	
Option 6&7 – FOGO Services witl Fortnightly Garbage Services	CHC: \$17,000 p.a. (for each year of the contract) WWC: \$32,000 p.a. (for each year of the contract)	\$7.10	

Option	Service transition education costs				
	Year 1	Year 2	Year 3	Year 4	Year 5
Option 2&3 – GO Services with Weekly Garbage Services	CHC: \$6,000 WWC:\$10,000	N/a	N/a	N/a	N/a
Option 4&5 – FOGO Services with Weekly Garbage Services	CHC:\$30,000 WWC:\$50,000	N/a	N/a	N/a	N/a
Option 6&7 – FOGO Services with Fortnightly Garbage Services	CHC: \$40,000 WWC:\$65,000	N/a	N/a	N/a	N/a



3 CCM Quantitative results

All kerbside collection service options were modelled separately for each council using the CCM to calculate the quantitative assessment results. The outputs of the CCM analysis are:

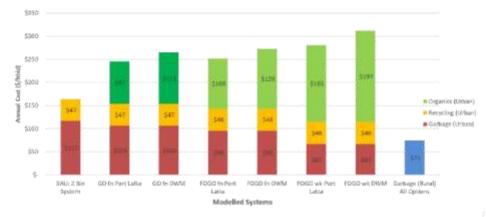
- Total system costs;
 - a. Cost per household (\$/hhld);
 - b. Cost per tonne (\$/t); and
 - c. NPV (\$m) across a 7-year planning horizon.
- 2. Recovery rate (%);
- 3. Greenhouse gas emissions (t CO2-e); and
- 4. Vehicle kilometres travelled (km).

3.1 Total system costs

3.1.1 Average annual cost per household (NPV)

The average annual cost per household (Figure 9) and (Figure 10) is calculated from the NPV for each service option over a 7 year period divided by the total number of households serviced over that period and the number of years (7 years). Systems NPV excludes any revenue that Councils generate through the rates and or waste service charges.

Figure 9: Circular Head Council: Average cost per household per year (NPV)



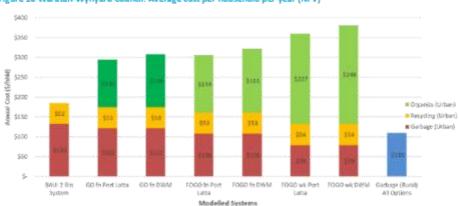


Figure 10 Waratah-Wynyard Council: Average cost per household per year (NPV)

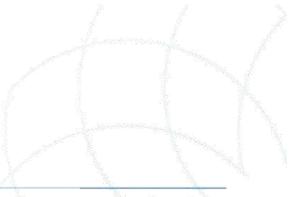
The cost per household displayed is split into the associated cost per household for each of the urban services (Garbage, Recycling and Organics). The cost per household of the rural one-bin garbage service, that applies to all options equally, is shown separately in blue.

The cost per household for garbage decreases as more organics, particularly food, are diverted from landfill. Conversely the cost per household to process this material increases. Additional lifts from the additional services provided, as well as an increasing proportion of more expensive lift rates for organics services contribute to a general increase in the cost per household across options.

3.1.2 Year 1 cost per household, miscellaneous costs, and cost per tonne

The annual service cost to Councils per household year 1 (Figure 11/ Figure 12), and the cost per tonne year Figure 16) represents the highest annual cost period to Councils. The year 1 costs include the once off miscellaneous costs to implement a new collection system including new organics kerbside bins, supply of kitchen caddies and liners to improve Food Organics (FO) recovery, and additional education initiatives. A common practice is to require service providers to amortise rollout costs over the entire contract period for newly introduced services.

The Year 1 results are provided for the purpose of comparison of service implementation costs against the average annual household service cost which is used for Multi Criteria Analysis, refer Section 3.1.1.



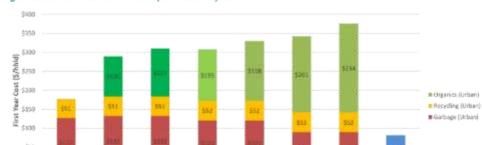


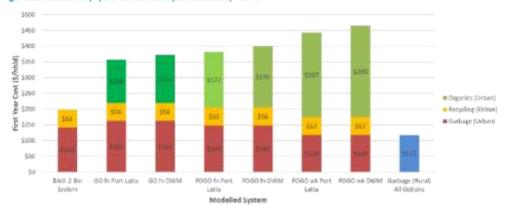
Figure 11 : Circular Head Council: Cost per household; Year 1



GO IN DVINE

GO'tis Port Latta

8/05/2 Bin



FOSD IN DWM

Modelled System

The composition of the year 1 miscellaneous costs, for each of the options, is shown below Figure 13 and Figure 14. The capital expenditure for the purchasing of FOGO caddies, as well as additional kerbside organics and garbage bins only occurs in Year 1 and makes up a significant portion of the miscellaneous costs as compared with the education costs and annual supply of bin liners. The service transition education cost applies only over the first year of service provision, as outlined in Section 2.2.2.2. The miscellaneous costs are associated only with the roll out of new organics service options.

Figure 13 Circular Head Council: Miscellaneous costs per household; Year 1

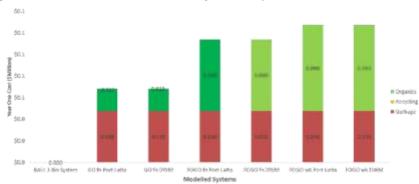
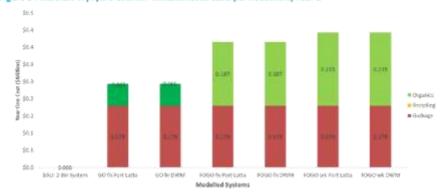
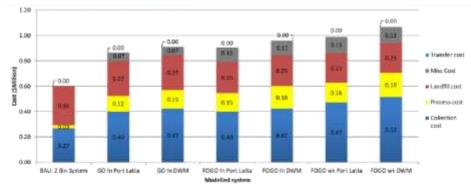


Figure 14 Waratah-Wynyard Council: Miscellaneous costs per household; Year 1



The total cost per tonne for Year 1, across all streams, (Figure 15 and Figure 16) provides an alternative breakdown of comparative collection, transfer, processing and landfill costs versus the miscellaneous costs.

Figure 15 Circular Head Council: Cost Year 1



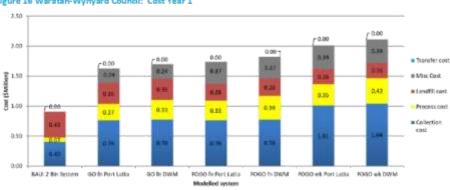


Figure 16 Warstah-Wynyard Council: Cost Year 1

3.1.3 NPV 7-year period

The NPVs of the total costs for each option were calculated (Figure 17 and Figure 18). The NPV excludes any revenue that Councils generate through the rates and or waste service charges. The NPV serves to amortise the one-off costs in year 1 and including service transition education costs incurred in Year 1, across the 7year period. Options 1 (BAU) for both councils have a lower NPV primarily due to the significantly lower number of services offered and fewer tonnes of material managed.

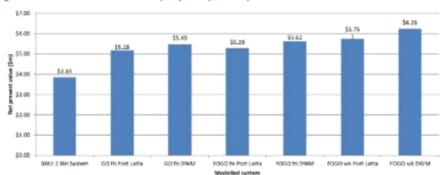


Figure 17: Circular Head Council: NPV 7-year period (\$millions)

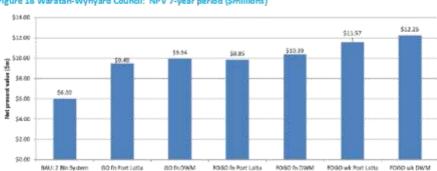


Figure 18 Waratah-Wynyard Council: NPV 7-year period (\$millions)

The service transition costs in year 1, and the enhanced education costs for some FOGO service options have a minor differential effect on the NPV over the contract period for each of the varied FOGO service options. The total miscellaneous cost component of the NPV for each option, over a 7 year period, is shown below in Figure 19 and Figure 20. This represents the comparative service transition and implementation costs for each option.

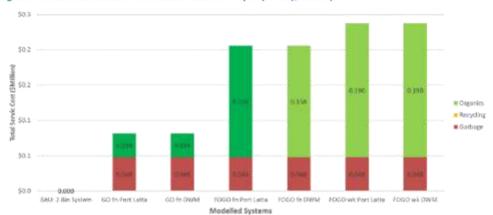


Figure 19 Circular Head Council: Miscellaneous Costs NPV 7-year period (\$millions)

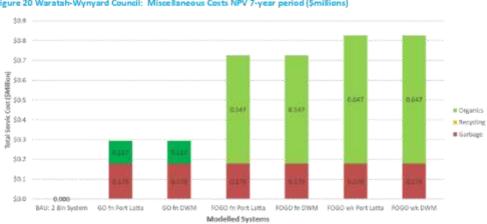


Figure 20 Waratah-Wynyard Council: Miscellaneous Costs NPV 7-year period (\$millions)

3.2 Recovery rate

The recovery rates under each scenario were calculated (Figure 21 and Figure 22). The results take into consideration contamination in the recyclable streams and the processing residuals that are disposed of to landfill. The recovery rates generally increase across options as more food waste material is diverted from landfill.

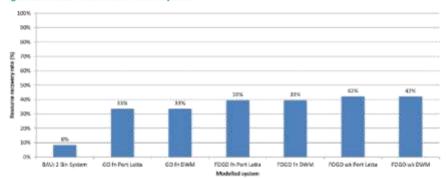
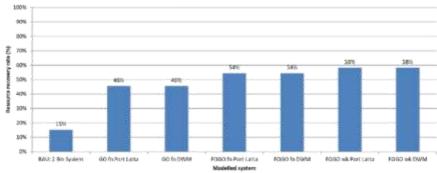


Figure 21 Circular Head Council: Recovery rate

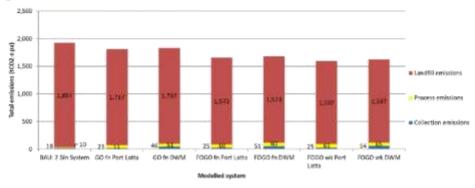
Figure 22 Waratah-Wynyard Council: Recovery rate



3.3 Greenhouse gas emissions

The greenhouse gas emissions for each option were calculated, taking into consideration: collection, transfer, processing and landfill emissions (Figure 23 and Figure 24).

Figure 23 Circular Head Council: Total emissions



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Figure 24 Waratah-Wynyard Council: Total emissions

The majority of all emissions associated with a kerbside collection system, arise from landfilled material. In landfill, the anaerobic decomposition of organic material creates significantly greater greenhouse gas emissions compared with the composting of organic materials at a compost facility. To estimate the greenhouse gas emissions from landfilled material, National Greenhouse Account Factors (NGAF) were used

The greenhouse gas emissions produced by vehicles collecting and transferring material to disposal facilities and emitted from processing technologies were also considered.

3.4 Vehicle kilometres travelled

The vehicle kilometres travelled for each option were calculated for: collection, delivery to transfer station and transfer to processing and/or disposal facility (Figure 25 and Figure 26).

Generally, options with organics to Port Latta offer the lowest vehicle kilometres travelled, primarily because travel is not required to the more distant DWM facility.

As can be seen in Figure 23 and Figure 24, variations in vehicle kilometres travelled do not significantly affect greenhouse gas emissions as the majority of all emissions arise from landfilled material.

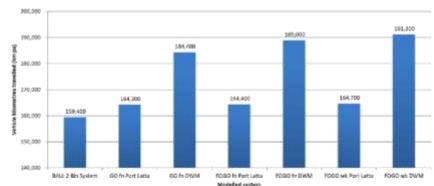
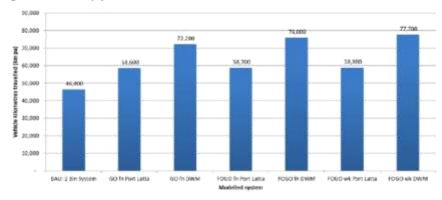


Figure 25 Circular Head Council: Vehicle kilometres travelled

Figure 26 Waratah-Wynyard Council: Vehicle kilometres travelled





4 Qualitative assessment options

A number of impacts may be associated with the introduction of new waste services and infrastructure apart from cost, diversion, vehicle kilometres travelled and greenhouse gas emissions. However, many impacts – particularly risk-related and social effects – cannot be readily quantified. The following impacts were established with Councils, to be assessed in a qualitative manner in order to compare the relative strengths and weakness of potential scenarios:

- A. Best practice governance policy/governance
- B. Broader economic benefits
- C. Community accessibility social impacts

A description of each of these qualitative criteria is presented in the following Sections 4.1 through to 4.3.

4.1 Best practice governance

Policy alignment considers how an option supports state policies, as well as those of local governments.

It considers the aims of the objectives of council strategies. For example, the aim stated in the Circular Head Waste Strategy 2019-2024: "To grow a sustainable community through proactive waste initiatives and increasing materials recovery

INCREASE

- Community awareness
- Waste diversion
- Engagement

REDUCE

- Waste to landfill
- · Recycling contamination
- Green waste contamination"

The following criteria (Table 8) provide the framework for assessment of each option against priorities of state waste and resource recovery strategic frameworks and best practice guidance on collection systems from Federal and other State jurisdictions.

Table 8 Policy alignment criteria

Policy alignment criteria	Code
Poor: option does not align/support State policy/strategy goals and objectives	1
Limited: option marginally aligns with State policy/strategy goals and objectives	2
Good: option aligns/supports State policy/strategy goals and objectives	3
Excellent: option aligns/supports State policy/strategy and best practice	4

4.2 Broader economic benefits

Further to quantitative economic assessment, the broader economic benefits related to each option can be considered (Table 9). These broader economic impacts may consider whether a new service would bring a degree of local economic growth to the area through the creation of full time employment (FTE) through the upgrade and ongoing operation of organics processing infrastructure in the local government area,

potential investment in advanced waste resource recovery treatment infrastructure, upgrades or expansion of the collection fleet, or enhancement of the market for end products.

Table 9 Broader economic benefits criteria

Broader economic benefits criteria	Code
Poor: option does not improve upon business as usual economic growth	1
Limited: marginal improvements in local economic growth	2
Good: option facilitates good local economic growth	3
Excellent: option facilitates the best local economic growth (through jobs and end markets for recycled products)	4

4.3 Community accessibility

Domestic waste services are inherently reliant on community effort and engagement to operate successfully, which in turn is influenced by simplicity, equity and education. The evaluation criterion for community accessibility is restricted to the requirement for public effort/convenience to adopt the new system i.e. the ease of transition (Table 10). This considers the level of community engagement necessary to achieve the desired program and the capacity of the system to accommodate the waste generation needs of households.

Table 10 Community behaviour criteria

Community accessibility criteria	Co de
Poor: Heightened effort/significantly reduced convenience requires high community engagement level and a major change in behaviour	1
Limited: Increased effort/reduced convenience requires moderate community engagement and a minor change in behaviour (e.g. modified collection frequencies)	2
Good: No change in effort/neutral convenience requires minimal community engagement or no behavioural change	3
Excellent: Reduced effort/increased convenience requires minimal community engagement and increased convenience for residents	4/

5 Multi Criteria Analysis

In order to complete the Multi Criteria Analysis (MCA), the overall allocation of weighting for a quadruple bottom line assessment were established by Councils, and then applied to both the qualitative and qualitative assessment sub criteria.

5.1 Overall weighting

The overall ratings for the assessment of the quadruple bottom line benefits of future kerbside service options were identified by both councils as:

Economic (Including Cost): 35%

Environmental: 35 %
Governance: 15 %
Social: 15%

5.2 Quantitative assessment (CCM)

Within the allocation outlined in Section 5.1, Councils assigned the weighting to the quantitative criteria/CCM results as shown below (Table 11).

Table 11 Quantitative assessment weightings

	CCM Output	Weighted Value
1	Cost (Economic)	25%
2	Diversion rate (Environment)	15%
3	Vehicle kilometres travelled (Environment)	10%
4	Greenhouse gas emissions (Environment)	10%
	Total Weighting Allocated (Quantitative)	60%

5.3 Qualitative assessment options

Within the allocation outlined in Section 5.1, Councils assigned the weighting to the qualitative assessment results as shown below (Table 12).

Table 12 Qualitative assessment weightings

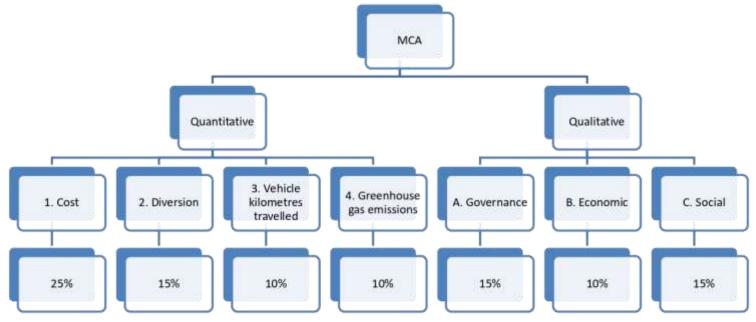
Qualitative Assessi	Qualitative Assessment Criteria				
Governance	Policy Alignment	15%			
	 Alignment with State policy/strategy objectives Alignment with Councils' policies & strategic objectives 				
Economic	Employment opportunities Market risk for end products (e.g. compost contamination)	10%			

(ualitative Assess	Weighted %		
Social	Community accessibility	15%	
	 Simplicity of system and education 		
	 Community/user friendly system 		
	 Easily accessible by all demographics within the community 		
	 Fosters positive behaviour change 		
	Total Weighting Allocated (Qualitative)	40%	

5.4 MCA assessment results

The individual weighting and sub criteria for the MCA were populated for both councils based on the allocations described in Sections 5.1, 5.2, and 5.3 which are shown below (Figure 27).

Figure 27 MCA criteria and weightings



Each of the options were assessed and ranked in accordance with the predetermined criteria and weighting in order to establish the preferred scenario based on Councils' selection criteria. The results of this assessment are shown below in Table 13 and Table 14.

Table 13 Circular Head Council: MCA results

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ALL ROOM IN COMM	Walling Freeze pa State	10.20	100	49	361300	1.60	M	24	104.	-0	76	- 13	106	29.8%

Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta provides the highest ranking, closely followed by Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta.

Table 14 Warstah-Wynyard Council: MCA results

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As above for Circular Head Council, the Waratah-Wynyard Council MCA shows Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta provides the highest ranking, closely followed by Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta.

6 FOGO implementation considerations

6.1 Background

The implementation of a Food and Garden Organics (FOGO) collection service is a critical milestone for any council seeking to achieve their waste diversion targets. While some high-profile cases across Australia have given FOGO negative connotations in the past, recent successes in implementation and the development of best practice case studies have helped turn the tide. Today, numerous case studies, manuals and guidelines for FOGO implementation are in circulation to aid councils in this complex transition.

A summary of some key FOGO service implementation considerations drawing from the experience and examples of other councils in Australia that have implemented FOGO are presented in the following sections.

6.2 Service configurations

Key service configuration decisions will be required to be made by Councils. Options are identified for each and evidence is provided with regards to what has been the most effective.

6.2.1 Caddies and Liners

When introducing a FO or FOGO collection service, the supply of a bench-top kitchen caddy and annual supply of compostable liners, has been found to makes it easier for households and encourages the collection of food waste. With the use of a kitchen caddy, residents can place food waste directly into the kitchen caddy, separating it from other waste placed in the residual bin.

As detailed in Table 15, case studies² undertaken by Zero Waste S.A. highlight that providing a kitchen caddy and liners significantly increased the yield of FO. It also shows the slight increase in yield when residual is changed to fortnightly and FOGO to weekly collections.

Table 15 Average weekly household FO yield by different infrastructure

Food capture system adopted	Average FO yield (kg/hhld/week)*
Ventilated Kitchen Caddy with Compostable Bags (in conjunction with fortnightly residual collection)	1.8kg
Ventilated Kitchen Caddy with Compostable Bags (in conjunction with weekly residual collection)	1.3kg
Unlined Kitchen Caddy	0.38kg

^{*}Source : Government of South Australia, Zero Waste SA, Business Case for Councils to Undertake Co-Collection of Food Waste with Garden Organics.

Following the recent uptake of FOGO by a number of Victorian Councils, the best kerbside performance results have been achieved by councils who have implemented FOGO with both a kitchen caddy and liner provided to households, combined with a weekly FOGO service and fortnightly Garbage service. The highest performing Victorian councils in 2017-2018³ are shown below in Table 16.

² Government of South Australia, Zero Waste SA, Business Case for Councils to Undertake Co-Collection of Food Waste with Garden Organics, accessed 28/07/2017: http://www.zerowaste.sa.gov.au/upload/resources/publications/food-waste/food_waste_collection_business_case_2.pdf

³ Local Government Victoria: https://knowyourcouncil.vic.gov.au

Table 16 Best performing FOGO in Victoria

Council	System	Diversion from landfill
Bass Coast Shire Council	Weekly FOGO (caddies & liners) Fortnightly Garbage Fortnightly Recycling	77.2%
Wodonga City Council	Weekly FOGO (caddies & liners) Fortnightly Garbage Fortnightly Recycling	71.43%

Some Victorian councils have implemented a kerbside FOGO service, without supplying each household with a kitchen caddy. However, with the exception of Nillumbik Shire Council, FOGO services which do not provide household caddies and liners have performed poorly or only marginally better than state average of 44.69% in 2017-18 as shown below in Table 17.

Table 17 FOGO Councils without liners

Council	System	Diversion from landfill
Wyndham City Council	Fortnightly FOGO Weekly Garbage Fortnightly Recycling	35.78%
Moonee Valley City Council	Fortnightly FOGO (caddies) Weekly Garbage Fortnightly Recycling	41.67%
Colac Otway Shire Council	Fortnightly FOGO (caddies) Weekly Garbage Fortnightly Recycling	47.79%

A full comparison of service configurations and landfill diversion rates for Victorian Councils who have implemented FOGO services is given in Appendix A.

Service configuration recommendation:

 Households that receive a FOGO service should be provided with both caddies and an ongoing supply of liners.

Caveat: Processing technology unable to process AS compliant compostable bags

Some processing technologies and facilities are unable to break down compostable bags during the required residence time inside the vessel. Some organics processing service providers consider compostable liners as contaminants, even if compliant with Australian Standard AS4736-2006 Biodegradable Plastic-Biodegradable Plastics Suitable for Composting and other Microbial Treatment.

6.2.2 Bin size and collection frequency (capacity)

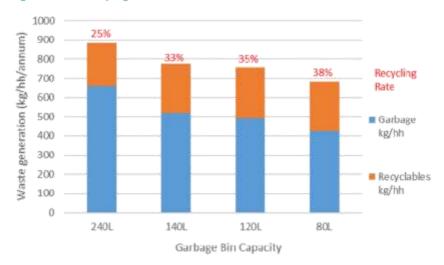
A key consideration for FOGO services, is providing adequate capacity to accommodate the increased volume required in the organics bin while ensuring adequate Garbage capacity is provided for.

For example, Wangaratta and Wodonga offer FOGO collection and have changed to weekly FOGO collection and fortnightly residual (Garbage). The kerbside collection systems offered by these councils

provides more than the minimum preferred service standard organics capacity and offers less than 80L per week of residual (Garbage) capacity, refer Appendix A.

Where residual waste capacity is restricted, Sustainability Victoria's Victorian Local Government Annual Waste Survey (VLGAWS) shows there is an increase in recycling rate (e.g. by 7.2±2.9% when the weekly capacity for residual waste is 120 litres compared to 240 litres). Figure 28 displays the relationship between household waste generation, recycling rate of comingled recyclables and garbage bin capacity. When households recycle more, they require lower residual waste capacity.

Figure 28 Garbage bin size versus recycling rates



However, any changes to the kerbside bin sizes and frequency must ensure that households remain with adequate capacity to dispose of unrecoverable waste. To account for households with special needs flexible bin size and frequency options should be considered, where viable. Otherwise, if the residual bin capacity is too small, increased contamination of the recycling and/or organics streams from the residual bin will be more likely to occur.

The highest performance kerbside collections have been achieved by Councils implementing weekly FOGO with fortnightly Garbage services:

- Weekly FOGO service (with caddies and liners) and fortnightly Garbage service have achieved an
 average landfill diversion rate of 62.81%.
- Fortnightly FOGO service (with caddies and liners) and weekly Garbage service have achieved an average landfill diversion rate of 55.28%.

A full comparison of service configuration and landfill diversion rates for Victorian Councils, used in this case study, who have implemented FOGO services is given in Appendix A.

Standard Service configuration recommendations:

- Councils transition to a weekly FOGO and fortnightly Garbage service.
- · Councils adopt optimised bin configurations dependant on the collection frequency chosen that is:
 - a) For weekly FOGO and fortnightly Garbage options:

- 240-litre mobile bin for food organics and garden organics;
- 120-litre mobile bin for Garbage with an optional additional bin or larger bins available for large families or households with special needs; and
- Minimum of 120l per week or 240L per fortnight for comingled recycling.

b) For fortnightly FOGO and weekly Garbage options:

- 240-litre mobile bin for food organics and garden organics; (note capacity limitation in spring/summer)
- 120-litre mobile bin for Garbage with an optional smaller 80L bin promoted for households that can cope with this, and an optional additional bin or larger bins available for large families or households with special needs; and
- Minimum of 120l per week or 240L per fortnight for comingled recycling.

Other considerations:

Aerated/ventilated organics kerbside collection bins are available through most vendors and/or existing organics bins can be retrofitted with ventilation. Using aerated organics collection bins has been promoted and adopted by councils to:

- Reduce odour risks; and
- Reduce the organics collection weights and processing costs (achieved through evaporation/moisture loss).

Refer Section 6.4.1 for more detail on bin specifications.

6.2.3 Bin colours and markings

The use of Australian Standard (AS 4123.7-2006 (R 2017) Mobile Waste Containers – Colours, markings and designation requirements) colours for specific waste streams has been suggested as a key step in improving public engagement and the correct use of resource recovery services by households and aligns with state based and national best practice guidance. In Metropolitan Melbourne 30% of councils fully comply with Australian Standard (AS 4123.7).

The implementation of consistent bin colours, by service type, will allow all residents to easily identify the appropriate bin to use, regardless of their location. Councils that can standardise their bin colours are likely to realise several key benefits and more effectively leverage benefits from regional and state-wide education and awareness programs. Non-compliant bin colours (bodies and/or lids) can lead to residents unintentionally contaminating bins if unfamiliar with the municipality.

The introduction of AS 4123.7 compliant bin lid colours, by Dandenong City Council⁴, resulted in an almost 5% reduction in landfill waste by weight per household, an increase in recyclables yield and reduction in contamination in both recycling and organics bins. Dandenong City Council estimate that introduction of AS4123.7 compliant bin colours has saved ratepayers over \$100,000 per year in avoided landfill costs.

There are several methods by which to align kerbside bin collection services with the Australian standards. These, as described by MWRRG⁵, include:

⁴ https://www.mwrrg.vic.gov.au/assets/resource-files/Metro-Fund-CGD-Bin-Swap.pdf

⁵ MWRRG website, accessed 30/6/2017: https://www.mwrrg.vic.gov.au/assets/resource-files/Bin-Standardisation-Guide.pdf

- Whole bin standardisation where existing bins are replaced with preferred standard bin colours and sizes.
- Bin lid replacement where non-compliant lids are replaced with AS 4123.7 compliant coloured lids.
- Bin lid stickering where neutral coloured bins and bin lids are given AS 4123.7 compliant coloured bin stickers (not a proven approach).
- Voluntary bin standardisation where the community is encouraged to volunteer to have a smaller garbage bin for a lower annual fee than a larger bin.
- Gradual bin replacement on an area or by attrition basis this option involves scheduling replacements of bin stock according to the age and lifespan of bins.

6.2.4 Other Issues - Nappies

A problematic waste that can present a significant barrier and/or challenges to households are nappies and incontinence pads, especially if Councils are implementing less frequent collection and/or smaller garbage bins. MWRRG⁶ suggest that bin odors are generally well contained so long as bins remain shut. Over-filling of bins (as may occur with a smaller standard bin and if children are using nappies) can result in offensive odor. This can be managed by:

- Maintaining a weekly garbage collection;
- · Promoting the use of 'tieable' liners or deodorizing liners to contain high odor wastes;
- Offering an optional additional weekly collection service for households using nappies. Social
 research revealed that 64 per cent of families using nappies reported they would opt into an
 additional weekly service;
- Providing a larger residual bin to households using nappies.

Service configuration recommendation:

- Councils promote and provide flexible bin service configurations i.e. opt-in larger or more frequently collected garbage bins and/or FOGO bins.
- Councils provide opt-in service as standard to households with special needs e.g. households with infants or households with medical needs.

6.3 Implementation plan considerations

A potential implementation plan is roll out of a fortnightly FOGO service and weekly garbage service in the short term and a collection frequency swap in the long term (Figure 29).

MWRRG https://www.mwrrg.vic.gov.au/assets/resource-files/MWRRG-FOGO-Guide-Interactive.pdf

Figure 29 Progression of implementation



A staged implementation is suitable when the end system is fairly different from the current, and direct implementation would be disruptive and potentially unsuccessful. Should Councils adopt a staged approach this might be achieved by first transitioning to a fortnightly FOGO service, reserving the change to a weekly FOGO collection to a later date.

Drawing on the body of knowledge available and planning out the various stages required as part of FOGO implementation can help Councils get the best out of the FOGO service from its inception. For the FOGO service to be successful in achieving waste diversion and popular among the community. Councils should aim from the outset to achieve high community acceptance of the new service and ensure residents know how to use the service. These outcomes will ensure that contamination is low and diversion rates high.

6.3.1 Conducting a pre-service survey

Pre-service surveys provide Councils with the opportunity be aware of any issues specific to the community e.g.:

- Community perceptions of landfilling and environmental issues;
- Current recycling behaviours;
- Attitudes towards a FOGO service;
- Optimal messaging and terminology and service design;
- Barriers or concerns regarding participation; and
- · The potential effectiveness of available support tools.

6.4 Bin Specifications:

6.4.1 MGB provision

The provision of FOGO MGBs is often incorporated into the collection contract, with the contractor also required to replace damaged bins. The efficient provision of repair or replacement services by the contractor is important for ensuring that diversion is not affected, odours are not released, and pests and vermin are not attracted. The latter two outcomes may disincentivise affected householders.

The best size for the bin is dependent on the collection frequency, average household size, average garden size and degree of greenery in the LGA. A balance must be struck between the bin being too small, thus not achieving the desired diversion, and too large, enabling contamination from commingled recycling or garbage as discussed in Section 6.2.2.

Specific MGB design upgrades may be considered for food collection:

- Aerating vents on lids or body, or double layer bin frames, for increased air flow, reduced odour creation and reduced weight (achieved through moisture loss).
- Special base design for easy cleaning, preventing the build-up of residues.

 Gravity locks to prevent scavenging from foraging or feral animals and accidental open lids, particularly when a bin is tipped over.

Such upgrades should be considered in relation to the challenges specific to Councils. It should be noted that case study evidence suggests the retrofitting of existing bins can give rise to unexpected issues (see Figure 30). Therefore, Councils should consider the costs associated with selecting MGBs with design upgrades, particularly if existing garden organics collection bins must be replaced.

Figure 30 Case study: retrofitting MBGs at Penrith City Council (2009)

Case study: Retrofitting MGBs at Penrith City Council

Penrith City Council in NSW introduced their FOGO service in 2009, from a 2-bin system. In the interest of saving on implementation costs, the old black-lidded paper and cardboard MGBs provided to households were retrofitted with green lids.

However, by 2012 all retrofitted bins were replaced with brand new green-lidded bins. The problem: the standard green lids retrofitted onto the old MGBs weren't always a great fit, causing odour issues and attracting vermin and pets.

6.4.2 Kitchen caddy provision

As with MGBs, the provision and replacement of kitchen caddies may be included in the collection tender specification. This may be a cost-efficient option for Councils, particularly if Councils will not be conducting other door-to-door delivery of education materials, bins or other collaterals during the roll-out of the service. If included in the specification, Councils should ensure that design specifications be provided, to ensure a high-quality caddy is provided to residents.

6.4.3 Ordering bin liners and caddies

Bin liners and caddies, if provided by Councils, should be scoped out and ordered well in advance of service commencement. Furthermore, samples should be ordered and tested before the whole batch is ordered. Testing should include:

- · The strength of the bin liners; and
- The quality and hardiness of the kitchen caddy, particularly the lid, which may cause odour and vermin issues if broken.

6.5 Summary service configuration recommendations

When considering service configurations, it is recommended that:

- Households that receive a FOGO service should be provided with both caddies and an ongoing supply of liners.
- In order to achieve highest diversion rates, Councils should transition to a weekly FOGO and fortnightly Garbage service.
- Councils adopt optimised kerbside bin configurations dependant on the collection frequency chosen:
 - For weekly FOGO and fortnightly Garbage options:
 - 240-litre mobile bin for food organics and garden organics;

- 120-litre mobile bin for Garbage with an optional additional bin or larger bins available for large families or households with special needs; and
- Minimum of 120l per week or 240L per fortnight for comingled recycling.
- b) For fortnightly FOGO and weekly Garbage options:
 - 240-litre mobile bin for food organics and garden organics; (note capacity limitation in spring/summer)
 - 120-litre mobile bin for Garbage with an optional smaller 80L bin promoted for households that can cope with this, and an optional additional bin or larger bins available for large families or households with special needs; and
 - o Minimum of 120l per week or 240L per fortnight for comingled recycling.
- Provide flexible bin service configurations to support larger households or households with special needs i.e. an opt-in larger or more frequently collected Garbage bins and FOGO Bins.
- Councils provide opt-in additional services as standard to households with special needs e.g. households with infants or households with medical needs.

7 Conclusions and recommendations

Circular Head and Waratah-Wynyard Councils have identified that introducing a kerbside Food Organics and Garden Organics (FOGO) collection service has the potential to significantly reduce the tonnes of waste currently disposed of to landfill. It also has other significant environmental benefits whilst providing an additional service to the community. The costs and benefits of seven possible service options were assessed using a Consolidated Cost Model.

A Multi Criteria Analysis (MCA) was used to compare a number of organics service options put forward by Councils. This assessment allowed for consideration of economic, social, environmental and governance factors; providing Councils with the required information to make an informed decision on the organics options most appropriate to service their communities. Table 18 and Table 19 summarise the results of the MCA for both Circular Head and Waratah-Wynyard Councils.

Table 18 Circular Head Council: Options results summary

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	60.0%	7
2	Fortnightly GO to Port Latta	75.3%	5
3	Fortnightly GO to DWM	70.6%	6
4	Fortnightly FOGO to Port Latta	85.4%	2
5	Fortnightly FOGO to DWM	80.4%	3
6	Weekly FOGO to Port Latta	87.6%	1
7	Weekly FOGO to DWM	79.8%	4



Table 19 Waratah-Wynyard Council: Options results summary

Option	System Options	MCA result	MCA Rank
1	BAU 2 bin system	59.8%	7
2	Fortnightly GO to Port Latta	69.8%	5
3	Fortnightly GO to DWM	65.0%	6
4	Fortnightly FOGO to Port Latta	80.3%	2
5	Fortnightly FOGO to DWM	75.1%	3
6	Weekly FOGO to Port Latta	82.1%	1
7	Weekly FOGO to DWM	74.4%	4

Key



For both councils, the highest ranked option of all considered is Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta. Ranking almost as highly is Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta. Both options are ranked well ahead of Option 1, current Business As Usual (ranked 7th).

Based on Councils' assessment criteria and weightings, it is recommended that Councils transition to the implementation of a weekly FOGO service with a fortnightly Garbage service (Option 6). It is recommended that Councils provide caddies and liners to each household and provide additional transitional and ongoing education programs to assist households. As an alternative Councils may wish to consider a Fortnightly FOGO and Weekly Garbage service (Option 4).

It is possible that Councils may wish to have a staged transition to either of these services. This may involve implementation of a fortnightly FOGO service (Option 4) ahead of a weekly FOGO service (Option 6). It may also be considered that options including organics processing at existing facilities be implemented before transitioning to other options. It is recommended trials be considered to provide a local evidence base for the implementation of a FOGO system, and that a FOGO implementation plan is developed which considers extensive community engagement on future kerbside service options.

Appendix A FOGO bin configurations

Table 20 Overview of bin configuration systems used by selected councils operating FOGO services in Victoria

Council			Beside				Recy	rding					Kerbside				
					960		Bin siz	•	WK		Bir	size		WK	Kitchen Caddles?	Compostable Bags?	collection waste diverted from
	٠	1	1		ě	1201	2401	1091	FN	2	ioes	1001	2401	FN	Candierr	- magar	landfill (2017- 2018)
Bass Coast		Υ		٠	FN		Y		FN				Υ	WK	Y	Y	77.22%
Benalla	Y	Υ		γ	FN	Υ	Υ	Υ	FN	Υ	Υ		Υ	wĸ	Υ	Y	61.23%
Bendigo			•	Υ	FN		Υ	•	FN			٠	Υ	FN	Υ	Υ	47.83%
Colac Otway		Y			WK		Υ		FN				Y	FN	Y	Not accepted	47.79%
Corangamite		Y			WK		Y		FN				Υ	FN	-	Y	65.65%
Glen Eira		Y		*	WK		Y		FN				Υ	FN	Y	Not accepted	Not yet known
Indigo			Y	*	FN		Υ		FN				Υ	WK	Y	Y	65.98%
Moira		Υ			WK		Υ		FN				Υ	FN	Υ	Υ	54.39%
Moonee Valley			Υ	*	WK		Y		FN				Υ	FN	Υ	Not accepted	41.67%
Moyne		Υ			WK		Υ	1	FN		1		Υ	FN	Υ	Υ	61.88%
Nillumbik		Y			FN		Y		FN		Υ			wĸ	-	Not accepted	63.66%
Greater Shepparton	Y	Υ		Υ	WK	*	Υ		FN	٠			Υ	FN	Υ	Y	49.56%
Strathbogie	٠	Υ			FN		Υ		FN		Υ			WK	Y	γ	69.75%
Wangaratta	Y				FN		Y		FN				γ	wĸ	Y	γ	60.66%
Wodonga			Υ		FN		Y		FN				Υ	wĸ	Y	Υ	71.43%
Wyndham			у		WK		Υ		FN				Υ	FN	N	Not accepted	35.78%

^{*}Bin size available

Appendix B Assumptions Report



FOGO MCA Assumptions Report

A submission to Circular Head and Waratah/Wynyard Shire Councils

5th September 2019



Appendix C Addendum Community Survey Update

Appendix C.1 Background Original Method (MCA Community Accessibility)

In the preparation of this report and at the time of submission in October 2019, a multi-criteria analysis (MCA) was performed that took into account both quantitative and qualitative criteria. These included economic, environmental, governance and social aspects of the options under consideration by both Councils and were apportioned as shown above in Figure 27 MCA criteria and weightings. A qualitative assessment of the social aspects of each option was conducted by MRA, and allocated a weighting of 15% by councils in the calculation of the MCA. Social aspects were assessed in terms of community accessibility and scores from 1 to 4 were given for each option according to Table 21 below. The levels of community effort, engagement, and education as well as the simplicity and equity of the system, and the system's ability to deliver to the needs of households were considered for each option.

Table 21 Community behaviour criteria

Community accessibility criteria	Co de
Poor: Heightened effort/significantly reduced convenience requires high community engagement level and a major change in behaviour	1
Limited: Increased effort/reduced convenience requires moderate community engagement and a minor change in behaviour (e.g. modified collection frequencies)	2
Good: No change in effort/neutral convenience requires minimal community engagement or no behavioural change	3
Excellent: Reduced effort/increased convenience requires minimal community engagement and increased convenience for residents	4

This resulted in overall MCA results as shown in the main body of this report in Table 13 and Table 14. For both councils 'Option 6: Weekly FOGO and Fortnightly Garbage to Port Latta' provided the highest ranking, closely followed by 'Option 4: Fortnightly FOGO and Weekly Garbage to Port Latta'.

Appendix C.2 Updated Method (MCA Community Accessibility)

In order to make a more detailed assessment of community accessibility, a survey was conducted in early 2020 of the communities in both council areas (after final submission of the previous version of this report). This further detail provides the basis for updating of the MCA results to incorporate these survey results.

The updated ratings for community accessibility that are the basis for the entirety of changes to the MCAs were determined from the results of the relevant questions in the surveys. These were questions 2-7 of a total of 13 questions for Circular Head Council, and questions 3-8 of 16 for Waratah-Wynyard Council. For each option, MRA awarded ratings between 1 and 4 in relation to each of these survey questions. For each option, survey question ratings were then averaged to give the overall rating for community accessibility for an option. This is shown below in Table 22 and Table 23 for Circular Head Council and Waratah-Wynyard Council respectively. The ratings given per question for an option were determined by how well an option was likely to fit with the answers to that question given by the community. Specifically, a rating was given on how well an option is likely to address the concerns and requirements expressed by the community.

Table 22 Circular Head: Determination of Community Accessibility Ratings for MCA

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
1	Do you live in a rural or urban area?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
2	If you receive a kerbside bin collection how full is it at the scheduled collection (i.e. weekly for urban garbage, fortnightly for rural garbage etc.)?	1	2	2	4	4	3	3	c.37% >100% full
3	Food waste includes (but is not limited to) vegetables, meat, fish, dairy, bread and all left overs or food waste from the household. How do you dispose of the majority of your food waste?	1	1	1	3	3	4	4	c. 53% discard food on Garbage
4	All waste in your green-lidded wheelie bin goes straight to landfill. When organic waste such as food scraps and green waste is put in landfill, it	2	2	2	4	4	4	4	c. 70% very supportive,

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	eventually releases methane, a greenhouse gas that is 25 times more potent than carbon dioxide. Council is considering options for a new kerbside bin that allows residents to separate food and garden waste and allows it to be processed into high-grade compost. How supportive would you be for this new service?								c. 20% unsupportive
5	If a food and garden waste kerbside collection service is offered, there will be a cost to process the materials. This could be offset from the sale of compost and changes to current kerbside collection services. What is the maximum additional amount you are prepared to pay per year to include a food and garden waste kerbside collection?	2	2	2	4	4	3	3	60% supporting paying <\$100, 19%<\$150
6	Council is considering providing households with a free kitchen food waste bin (kitchen caddy) and compostable kitchen caddy liners (bin bags) to prevent mess in the kitchen and stop odour in the organics bin. What do you think about Council providing kitchen caddies and compostable bin bags to households? (Please select the one statement which describes your thoughts best).	2	2	2	3	3	3	3	c.75% approval
	Some other councils have been able to reduce the cost for waste services by changing garbage collection from weekly to fortnightly in urban areas. What do you think about changing the collection frequency of garbage bins in urban areas?(Please select the one statement which describes your thoughts best.)	3	3	3	3	3	2	2	c. 48% support

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
8	White Hills Waste Transfer station is paid for by gate entry fees, and a levy charged to all property owners. Council is considering removing entry fees for Circular Head residents (excluding businesses). If this occurred, Tip Tickers would no longer be required for residents to use the transfer station. The transfer station would be paid for by the levy charged to all properties, with business users and visitors being required to pay entry fees. Do you support free entry to the Waste Transfer Station for Circular Head residents (not business users)?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
9	Please select which best describes you;	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10	What town/area do you live in?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
11	Can you please tell us your age group?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
12	What is your household structure?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
13	Thank-you for taking the time to complete this survey. Do you have any other comments relating to waste management?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Average Score	1.8	2	2	3.5	3.5	3.2	3.2	

Table 23 Warstah-Wynyard Council: Determination of Community Accessibility Ratings for MCA

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	Do you have a kerbside waste and recycling service?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
2	If yes, please go to question 3. If not, please answer the answer the question below. To what extent do you believe Council should expand kerbside collection to rural households?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	c. 60% rural want service at a cost
ā	How full are your kerbside bins at the scheduled collection (i.e. weekly for garbage, fortnightly recycling)?	1	2	2	3	3	2	2	c. 21% garbage >100%
4	Food waste includes (but is not limited to) vegetables, meat, fish, dairy, bread and all left overs or food waste from the household. How do you dispose of the majority of your food waste?	2	2	2	3	3	3	3	c. 35% dispose food waste in garbage
	All waste in your green-lidded wheelie bin goes straight to landfill. When organic waste such as food scraps and green waste is put in landfill, it eventually releases methane, a greenhouse gas that is 25 times more potent than carbon dioxide. Council is considering options for a new kerbside bin that allows residents to separate food and garden waste and allows it to be processed into high-grade compost. How supportive would you be for this new service?	2	3	3	3	3	3	3	c. 56% supportive
6	If a food and garden waste kerbside collection service is offered, there will be a cost to process the materials. This could be offset from the sale of compost and changes to current kerbside collection services. What is the maximum additional amount you are prepared to pay per	2	3	3	3	2	1	1	c. 57% supportive at cost

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	year to include a food and garden waste kerbside collection?								
7	If a food and garden waste kerbside collection service is offered, Council will consider providing households with a free kitchen food waste bin (kitchen caddy) and compostable kitchen caddy liners (bin bags) to prevent mess in the kitchen and stop odour in the organics bin. What do you think about Council providing kitchen caddies and compostable bin bags to households? (Please select the one statement which describes your thoughts best.)	2	2	2	3	3	3	3	c.70% support caddies
8	Some other councils have been able to reduce the cost for waste services by changing garbage collection from weekly to fortnightly in urban areas. What do you think about changing the collection frequency of garbage bins in urban areas?(Please select the one statement which describes your thoughts best.)	3	3	3	3	3	2	2	c.44% support fortnightly garbage
,	The Wynyard Waste Transfer Station provides an important role in our community's total waste management system. How often do you go to the Wynyard Waste Transfer Station?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10	The Waste Transfer Station currently operates between the hours of 10am and 4pm daily. Council has heard from some community members that these hours are not always suitable. Increasing the number of hours open will increase costs to cover the running of the facility, including wages and electricity. For example, if the opening hours were increased by seven hours	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

		Option 1 BAU 2 bin system	Option 2 Fortnight GO to Port Latta	Option 3 Fortnight GO to DWM	Option 4 Fortnight FOGO to Port Latta	Option 5 Fortnight FOGO to DWM	Option 6 Weekly FOGO to Port Latta	Option 7 Weekly FOGO to DWM	Notes
	each week, it is estimated that every property will need an increase of about \$4 per annum (equivalent 7 cents per week) to cover the costs of the change. What do you think about changing the hours of the Wynyard Waste Transfer Station?								
11	If you were interested in changing the hours of the Wynyard Waste Transfer Station, what would be your preference?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
12	Please select which best describes you;	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
13	What suburb do you live in?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
14	Can you please tell us your age group?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
15	What is your household structure?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
16	Thank-you for taking the time to complete this survey. Do you have any other comments relating to waste management?	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
	Average Score	2	2.5	2.5	3	2.8	2.3	2.3	

Appendix C.3 Results

The results of the two updated MCAs for each council are shown below in Table 24 and Table 25. For both councils, Option 6 was the highest ranked option, followed by Option 4, with Option 1 BAU being the lowest rated option.

Table 24 Circular Head Council: Updated MCA results

	Quantitative /	Analysis		L .	No.		Qualitative Ar	AFPER						
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Table 25 Waratah-Wynyard Council: Updated MCA results

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	144.00	186	-	71.00	18,044	AN.	3	98.	8	m.	**		21.0%	

Appendix C.4 Comparison of Original MCA and Updated MCA

The results of the survey did not differ substantially from the original ratings given for community accessibility, and so consequently, there were only slight changes to the MCA results, as shown below in Table 26 and Table 27.

For both councils rankings remained predominantly unchanged, with Option 6 was still the best rated option, followed at second best by option 4, with option 1 BAU still the worst rated option. The only change in rankings for both councils was a switch in the rankings of options 5 and 7 (3rd and 4th ranked).

Table 26 Comparison of original and updated MCA results for Circular Head Council

Option	System Options	Original Community Accessibility Rating	Original MCA result	Original MCA Rank	Updated Community Accessibility Rating	Updated MCA result	Updated MCA Rank
1	BAU 2 bin system	2	60.0%	7	1.8	59.4%	7
2	Fortnightly GO to Port Latta	3	75.3%	5	2.0	71.5%	5
3	Fortnightly GO to DWM	3	70.6%	6	2.0	66.8%	6
4	Fortnightly FOGO to Port Latta	4	85.4%	2	3.5	83.5%	2
5	Fortnightly FOGO to DWM	4	80.4%	3	3.5	78.5%	4
6	Weekly FOGO to Port Latta	3	87.6%	1	3.2	88.3%	1
7	Weekly FOGO to DWM	3	79.8%	4	3.2	80.4%	3

Table 27 Comparison of original and updated MCA results for Waratah-Wynyard Council

Option	System Options	Original Community Accessibility Rating	Original MCA result	Original MCA Rank	Updated Community Accessibility Rating	Updated MCA result	Updated MCA Rank
1	BAU 2 bin system	2	59.8%	7	2.0	59.8%	7
2	Fortnightly GO to Port Latta	3	69.8%	5	2.5	67.9%	5
3	Fortnightly GO to DWM	3	65.0%	6	2.5	63.1%	6
4	Fortnightly FOGO to Port Latta	4	80.3%	2	3.0	76.5%	2
5	Fortnightly FOGO to DWM	4	75.1%	3	2.8	70.7%	4
6	Weekly FOGO to Port Latta	3	82.1%	1	2.3	79.6%	1
7	Weekly FOGO to DWM	3	74.4%	4	2.3	71.9%	3

Appendix C.5 Impact on results and recommendations

The community surveys have provided a further evidence base for the ratings given to different options for community accessibility in the MCAs. These only impact on the MCA results, with all other results in this report unaffected.

The effects on the MCAs of both councils are minimal, due to the similarity between the original community accessibility ratings and those provided by the community in the surveys. While the MCAs of both councils did change slightly, the highest rated options remained Option 6 (best option) and Option 4 (second best option). Therefore, no changes to recommendations would be advised based on the community surveys.



9.5 CRADLE COAST WASTE MANAGEMENT GROUP

To: Council

Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 9 November 2020

File Reference: 0411

Enclosures: 1. Cradle Coast Waste Management Group - Terms of

Reference 📆

2. Cradle Coast Waste Management Group Annual Report

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PURPOSE

For Council to consider the updated Cradle Coast Waste Management Group (CCWMG) Terms of Reference and note the 19/20 Annual Report

BACKGROUND

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG represents seven (7) North West Tasmanian councils who agreed to participate in a voluntary waste levy scheme. The CCWMG key objectives are to:

- Develop, resource, and monitor a 5-year strategic plan, annual plan and 10-year financial management plan; and
- Advocate and share information on regional waste management issues.

Dulverton Waste Management (DWM) provides the executive, administrative, financial and communication support to the Group, including collecting and distributing the waste management levy and implementing the actions detailed in the CCWMG Strategic Plan.

DETAILS

At the Cradle Coast General Managers' (CCGM) meeting held on 14 August 2020, the CCWMG Terms of Reference (version 24.07.2020) were approved. The new Terms of Reference have been developed to better streamline the governance processes associated with the Group.

The Terms of Reference were to be effective from 1 November 2020 and planned to be reviewed by 30 June 2022 and thereafter biennially or as required by the CCWMG.

Under the new Terms of Reference, the membership of the CCWMG consists of the General Managers as the respective decision makers from each of the member Councils they represent. The previous CCWMG members (predominately council staff) will meet as required in a technical advisory capacity with Dulverton Waste Management to continue to project manage and report on the strategic, annual and financial plans.

At the Cradle Coast General Managers meeting held on 9 November 2020, the group endorsed the attached Annual Report and approved its distribution to each Council for noting.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance

Desired Outcomes

We highly value the use of an evidence-based approach to the development and implementation of strategies and policies that support and strengthen our decision making.

Our Priorities

5.8 Ensure evidence-based allocation of infrastructure and land use to enable sustainable growth.

Sustainable Murchison Community Plan 2040

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

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:	
Waste Strategy 2019-2024	Adopted August 2019	
iCEP (Integrated Council Environmental Plan 2020-2030	Adopted August 2020	

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

The new structure will make the decision making process of the CCWMG more efficient. Waste is a key focus for the region and the new approach will ensure all General Managers are briefed on these matters on a regular basis.

CONSULTATION PROCESS

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

CONCLUSION

It is recommended that Council note the Cradle Coast Waste Management Group 19/20 Annual Report and endorse the updated Terms of Reference, noting that they are effective from 1 November 2020.

MOVED BY	CR COURTNEY
SECONDED BY	CR HYLAND

That Council

- 1. endorse the new Terms of Reference for the Cradle Coast Waste Management Group noting that they came into effect on 1 November 2020; and
- 2. note the Cradle Coast Waste Management Group Annual Report

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

Note: The title of the Cradle Coast Waste Management Group Annual Report was incorrectly noted as the Dulverton Annual Report in the agenda and has been updated for the minutes accordingly.



Terms of Reference

Cradle Coast Waste Management Group

1. Overview

1.1 Background

The Cradle Coast Waste Management Group (CCWMG) was established to:

- · Provide an integrated regional approach to waste management; and
- · Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG represents seven (7) northwest Tasmanian municipal councils (the "Participating Councils") who agreed to participate in a voluntary waste levy scheme.

The Participating Councils are:

- · Burnie City Council;
- · Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

The CCWMG membership consists of the General Managers from the Participating Councils.

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern Tasmanian Councils Authority in the development and delivery of waste management programs and in the sharing of resources and services.

West Coast and King Island Council's do not currently participate, however, opportunity for participation is open, subject to contribution to the voluntary waste levy scheme. The CCWMG will aim to share intellectual property with non-participating Councils if requested.

1.2 Existing Agreements

The Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. Landfills subject to the collection of the voluntary waste levy are:



- · Dulverton Regional Waste Management Authority's Landfill;
- · Central Coast Council's Resource Recovery Centre and Landfill; and
- · Circular Head Council's Port Latta Landfill.

This Terms of Reference replaces the following agreements:

- Interim MOU between DWM and Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe & Waratah Wynyard Councils for Waste Levy Collection, Financial Management & Project Delivery;
- · MOU between the CCA and DWM for the CCWMG Financials Management; and
- MOU between the CCA, CCWMG and DWM for administrative arrangements.

An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy. The Waste Levy Agreement will continue until the landfill owner(s) choose not to participate in the voluntary collection.

A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- · Cradle Coast Waste Management Group;
- · Northern Tasmanian Waste Management Group; and
- · Southern Tasmanian Councils Authority.

2. Term

This Terms of Reference is effective from 1st November 2020 and will be reviewed on 30th June 2022, thereafter biennially or as required by the CCWMG.

This Terms of Reference may be amended, varied or modified after consultation and agreement by the CCWMG members.

Membership

3.1 CCWMG Membership

The CCWMG will operate with membership being the General Managers from the Participating Councils.



Group membership comprises of the following arrangement:

3.1.1 Council Members:

The CCWMG will comprise the General Manager from each Participating Council or their nominated proxy who will attend meetings during periods of leave by the General Manager.

In cases where the General Manager works for more than one council then that General Manager will represent each individual council and vote for each council.

General Managers will also be responsible for ensuring that:

Technical staff respond to requests for information, participate in groups as requested, and undertake works etc:

The activities of the Group are effectively communicated to elected members.

3.1.2 Chairperson:

The Chairperson shall be a member of the CCWMG appointed by the members of the Participating Councils. Appointment is for a term of two (2) years. If the exiting Chairperson is re-nominated, subsequent terms of appointment will be permitted.

3.1.3 Deputy Chairperson:

The Deputy Chairperson will be appointed by a vote of the CCWMG. Appointment is for a term of two (2) years. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment will be permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

3.1.4 Dulverton Waste Management:

DWM will manage the CCWMG financials, provide administration assistance, provide technical and project management expertise and assistance.

DWM will be represented by its CEO and/or designated officers on an ex-officio basis with no voting rights.

3.2 Voting Members

Voting Members are the seven (7) Council Members, with each Council having a single vote.



4. Objectives

4.1 Objectives of the CCWMG

- To develop strategies and plans to manage waste sustainability including a:
 - 5-year CCWMG Strategic Plan;
 - · Annual Plan & Budget; and
 - 10 Year financial Management Plan.
- To monitor the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of the budget;
- To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and
- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

5. Reporting Responsibilities

5.1 Strategic Plan

- a) The CCWMG Members are responsible for developing a Strategic Plan.
- b) A Strategic Plan is to be adopted every five (5) years.
- c) Preparation of a new plan is to commence one (1) year prior to expiry of the previous one.
- d) The Strategic Plan is to be presented to the Participating Councils for endorsement.
- e) The endorsed Strategic Plan is to be submitted to the CCWMG for adoption.
- f) The adopted Strategic Plan is be forwarded to Participating Council and DWM for information.

5.2 Annual Plan and Budget

- The CCWMG Members are responsible for developing an Annual Plan and Budget.
- b) The Annual Plan and Budget will be submitted to the CCWMG for adoption, prior to 30th June each year.
- A copy of the adopted Annual Plan and Budget will be forwarded to Participating Councils and DWM for information.



d) The CCWMG will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget.

5.3 Annual Report

- The CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 30th November each year and is to include reporting against the Annual Plan and Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils and DWM for information.

5.4 Other

- a) DWM is to prepare quarterly financial reports to be forwarded to the CCWMG Chair within 30 days of the end of the quarter. The most current financial reports are to be included in the CCWMG meeting agenda.
- b) Participating Councils are to update the Data Collections Portal monthly with council waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.
- c) DWM is to maintain a Report and Resources List annually.

6. Conflict of Interest

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members and will enable public confidence to be maintained.

When members believe they have a conflict of interest either real or perceived, on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, they will declare a conflict of interest to the Chairperson at the start of the meeting and withdraw themselves from the discussion and/or activity.

Meetings

Meetings can be held in person, via video conference or tele conference.

7.1 Frequency of Meetings

Meetings will be held at a frequency and location determined by the CCWMG.



b) Meeting dates are to be set a minimum of eight (8) weeks in advance by the group.

7.2 Agendas and Minutes

Protocols for the preparation and distribution of agendas and minutes are detailed under Attachment 2.

7.3 Quorum

- a) A meeting quorum will be four (4) voting members of the CCWMG.
- b) If a quorum is not present prior to the scheduled meeting start time, then the meeting is to be abandoned.
- c) Members may nominate a proxy to attend the meeting on their behalf during periods of leave by the member.

7.4 Urgent Matters

A meeting may be called by the Chairperson to discuss specific matters for urgent attention that can't wait until the next regular meeting. Any notice of the meeting is satisfactory so long as the meeting is accepted by and attended by an absolute majority of members.

7.5 Circular Resolution

A circular resolution may be instigated by the Chairperson if a decision is required between meetings. Circular resolutions should be used sparingly and should be limited to use for procedural matters, non-controversial matters or for matters that have had prior discussions in meetings, do not require further discussion and which cannot be deferred to the next meeting. Circular resolutions should not be used for dealing with urgent or controversial matters that arise of which the Members are previously unaware.

A circular resolution is a documented resolution which is signed by Members with wording to signify they are in favour of the resolution. Acceptable forms of signed documentation can include: printed copy with original signature, scanned signed copy received by electronic mail (email), or consent received by email.

The circular resolution is determined by an absolute majority of Members in favour of the resolution.

8. Publicity / Media

Only the Chairperson or their delegate may make or issue public statements in relation to the decisions of the CCWMG.



9. Dispute Resolution

If a difference or dispute arises between any of the Members or any Member/s and DWM in connection with this Term of Reference, any party may give the other party a written notice setting out full details of the Dispute ("Notice of Dispute").

A Member, or Council or DWM, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The parties must attempt to resolve any dispute promptly by negotiating in good faith. If the parties are unable to resolve the dispute within ten (10) days after a Notice of Dispute is served, each party must agree to engage the services of an independent person to support all parties participation in informal resolution processes. This independent person will assist the parties in discussing available options, or may facilitate any other necessary arrangements to support the best possible outcomes. This independent person must have an appropriate skill set within the local government context, experience in issues resolution and interpersonal skills which can assist in resolving matters of conflict.

If the dispute is not resolved, or the Members have not agreed on any alternative method to resolve the dispute, within twenty (20) days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a Member from seeking injunctive or urgent declaratory relief at any time.

Each Member must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.

10. Administrative Arrangements

Attachment 1 details the roles and responsibilities of the members.

Attachment 2 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWMG's financial management protocols.



11. Procurement

The CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

DWM procurement policies can be provided on request.

12. Dissolution of the CCWMG

The CCWMG can only be dissolved when a majority of the Participating Councils have approved the dissolution.

In the event the CCWMG is dissolved, the balance of prepaid income will be split among the Participating Councils in proportion to prior financial year's contribution of municipal solid waste levy funds (Council contribution, not landfill contribution).

13. Confidentiality

This Terms of Reference is a contract for confidentiality among the Members of the group to maintain security and confidentiality of the CCWMG's communications and information.



14. Attachment 1 - Roles and Responsibilities

14.1 Chairperson

14.1.1 General:

- a) Provide leadership;
- b) Set meeting Agenda's;
- c) Oversee the CCWMG's activities;
- d) Act as the CCWMG's spokesperson; and
- To be a representative on the Local Government Association of Tasmania Waste Reference Group.

14.1.2 Meetings:

- a) The Chairperson is the chair for every meeting;
- b) Undertake any necessary preparation prior to the meeting;
- c) Ensure a quorum is present;
- d) Start the meeting on time;
- e) Control the meeting and keep to the Agenda;
- f) Allow fair and open discussion on matters so that decisions can be made;
- g) Re-focus discussion that has wandered off topic;
- h) Conclude one point and lead into the next;
- i) Clarify any misunderstanding; and
- j) Pace the meeting ensuring it runs on time.

14.2 Members

14.2.1 General:

- a) Promote and support the CCWMG activities;
- Ensure timely response of information is provided by their council;
- c) Be the waste spokesperson between their council and the CCWMG;
- d) Have the authority to make decisions on behalf of their councils.

14.2.2 Meetings:

- a) Undertake any necessary preparation prior to the meeting;
- b) Arrive on time;
- c) Participate but do not interrupt each other;
- d) All remarks are addressed through the Chairperson;
- e) Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region;



- f) A vote is taken if consensus it not reached. The majority wins the vote, and all Members are to accept the majority decision;
- g) Note down any action agreed upon; and
- h) After the meeting, undertake any agreed action and brief others as appropriate.

14.3 Dulverton Waste Management

- To provide executive, administrative, financial and communication support to the group;
- b) To collect and distribute the waste management levy;
- To project manage actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes;
- d) To provide technical support to the CCWMG;
- To attend CCWMG meetings and provide project status reports, including up to date costings; and
- f) When procuring goods and services in relation to agreed projects, to do so in compliance with all legal and regulatory requirements, work health and safety environmental legislation and statutory requirements and DWM's procurement policies.

14.4 CCWMG

- a) Will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget;
- Will agree to the Terms of Reference being amended, varied or modified following a majority vote of the Participating Council members;
- Will appoint the Chairperson who shall be a member of the CCWMG and this appointment is for a term of two (2) years;
- d) Will adopt the Annual Plan and Budget prior to 30th June each year; and
- e) Can dissolve the CCWMG when a majority of the Participating Councils have approved the dissolution.



15. Attachment 2 - Agenda & Minute Protocol

15.1 Agendas / Notice of Meetings

- a) DWM is responsible for coordinating meeting Agenda's;
- b) DWM is to request Agenda Items from CCWMG Members no less than seven (7) business days prior to the Agenda due date
- Members are to provide DWM with Agenda Items (including attachments) no less than five (5) business days prior to the Agenda due date
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two (2) business days prior to the Agenda due date;
- e) The Chairperson is to review the Agenda within one (1) business days and advise the DWM of any changes; and
- f) The DWM is to issue all CCWMG Members with the Agenda no less than one (1) week prior to the meeting date.

15.2 Minutes

- a) At each meeting, the DWM is to takes notes for the purpose of drafting Minutes;
- b) Within five (5) business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review;
- Within ten (10) business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes;
- d) Within fifteen (15) business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each Participating Council (as requested) for inclusion as an open Agenda Item at Council Meetings;
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation; and
- f) Within two (2) business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.



16. Attachment 3 - Financial Management Protocols

16.1 Dulverton Waste Management

- The Participating Councils appoint DWM for the management of funds.
- DWM will maintain a ledger system which allows discreet project costs to be easily monitored and reported.
- DWM will handle and process accounts payable in relation to project expenses.
- d) DWM will on-charge recoverable project expenses to relevant parties (such as the NTWMG or WSS) as required.
- e) Income will be deemed not to be earned by DWM until services have been rendered in accordance with the terms of this agreement. The balance of unearned income will be accounted for as a liability and be ultimately refundable to the Participating Councils in accordance with the provisions of clause 12 of this agreement.
- f) DWM will not be responsible to the Participating Councils for any liability, cost or expense (including legal fees) that the parties may incur arising out of the activities undertaken as part of the Regional Waste Management Strategy or the activities of DWM in performing its duties under this agreement, except to the extent that the liability costs or expenses arose directly from the DWM's wilful misconduct, bad faith or negligence.
- g) The Participating Councils irrevocably and unconditionally indemnify DWM from any liability cost or expense (including legal fees) in performing its financial management, except to the extent that the liability cost or expense arose directly from DWM's wilful misconduct, bad faith or negligence.



Annual Report Cradle Coast Waste Management Group





This report was prepared by:

Cradle Coast Waste Services Level 1/17 Fenton Way Devonport TAS 7310 Email: admin@dulverton.com.au Web: www.dulverton.com.au

ABN: 11 784 477 180

For: Cradle Coast Waste Management Group

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DOCUMENT RECORD

Revision	issued to	Date	Reviewed	Approved
1	DWM CEO for approval	08/10/2020	MP	7/16
2	CCWMAG for approval	04/11/2020	145	COWING
3	CCWMG to distribute to councils			CCW/MG

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GLOSSARY OF ABBREVIATIONS

BCC Burnie City Council
CCA Cradle Coast Authority
CCC Central Coast Council
CHC Circular Head Council

CCWMG Cradle Coast Waste Management Group

CCWS Cradle Coast Waste Services
DCC Devonport City Council

DPIPWE Department of Primary Industries, Parks, Water and Environment

DWM Dulverton Waste Management

EPA Environmental Protection Authority

ERF Emissions Reduction Fund FC85 Fieldwicks Crushing & Screening FOGO Food Organics Garden Organics

KC Kentish Council
LC Latrobe Council

LGAT Local Government Association of Tasmania

MOU Memorandum of Understanding

MRA MRA Consulting Group
MRF Materials Recycling Facility
MSW Municipal Solid Waste

NSRF National Stronger Regions Fund

NTWMG Northern Tasmania Waste Management Group

TOR Terms of Reference

WGPC Waste Governance Project Coordinator

WSS Waste Strategy South
WTS Waste Transfer Station
WWC Waratah Wynyard Council

4 > ARBREVIATIONS

1 INTRODUCTION

1.1 WHO WE ARE

The Cradle Coast Waste Management Group (CCWMG) was formed in 2007 and represents seven northwest Tasmanian municipal councils participating in the voluntary waste levy including: Burnie City (BCC), Central Coast (CCC), Circular Head (CHC), Devonport City (DCC), Latrobe (LC), Kentish (KC) and Waratah Wynyard (WWC).

The CCWMG is governed by the Interim Memorandum of Understanding (MOU) which was adopted on 1st July 2019 whilst the Terms of Reference (TOR) undergo development. It is made up of skills based working group specialising in engineering, environmental health, waste management, corporate governance and general management, with a representative from each council.

The 19/20 CCWMG representatives include:

- > Rowan Sharman, Engineering Representative from the BCC.
- > Sandra Ayton (Chair), General Manager Representative from the CCC.
- > James Brewer, Engineering Representative from the CHC
- Carol Bryant, Management Representative from the DCC.
- Adam Gardner, Environmental Health Representative from LC & KC.
- > Dana Hicks, Service Officer Representative from the WWC
- Don Thwaites, non-voting Observer on behalf of the Cradle Coast Authority (CCA) Representatives Group.

The Cradle Coast Waste Services (CCWS), operated by Dulverton Waste Management (DWM), provides project management support and waste expertise to the CCWMG and is represented by:

- Mat Greskie, CEO; and
- > Mel Pearce, Project & Administration Officer (P&AM).

The CCWMG strongly focus on utilising levy funds on actions that have a direct positive impact on regional resource recovery and waste management. The CCWMG's vision is to deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.



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1.2 OUR PRINCIPLES, GOALS AND TARGETS

The CCWMG's 5 Year Strategy 2017 – 2022 was ratified in June 2017 by the Gradle Coast Council's participating in the voluntary waste levy of \$5 per tonne.

The Strategy's four goals are:

- Waste diversion: Diversion of materials from landfill to increase resource recovery, extend the life of existing landfills and reduce greenhouse gas emissions from waste.
- Regional planning & efficiencies: Provide regional planning and coordination of waste infrastructure and services to provide improved resource recovery, delivering efficiencies and reducing costs of services/ waste infrastructure
- Partnerships: Maintain partnerships with government, planning authorities and the 3 waste regions to shape waste management policies and regulation to influence future regulatory requirements and to identify programs and infrastructure best delivered with a state-wide approach.
- Community engagement: Work with the community and industry, through education and feedback, to take ownership of waste avoidance and reuse to improve the use of existing and future services.

CCWMG's strategic goals and KPIs have many synergies with the Draft Tasmanian Waste Action Plan. The region is well placed if a State-wide approach is implemented. The CCWMG have also set measurable and achievable objectives in the Strategy which will allow the CCWMG and member councils to track their progress over the 5-year plan. The objectives take the form of Key Performance Indicators (KPIs), which include:

- By 2022, divert 50% of all MSW from local government landfill facilities across the region.
- By 2022, increase the proportion of recycling bin receiving a pass mark as part of the recycling bin assessments to 90% across the region (based on the 2015-16 assessment pass rate of 81%).
- By 2022, reduce incidents of illegal dumping at hotspot sites by 25% across the region (upon first establishing baseline data from council reports).
- By 2022, member councils to be collecting and reporting a standardised set (for material types, units, etc.) of data in relation to waste and resource recovery activities.

The interim MSW diversion target of 50% took into account the implementation of a kerbside Food Organic Garden Organic (FOGO) collection service, which was estimated to divert approximately 50% (20,000 tonnes) of waste placed into kerbside bins from landfill into composting. In early 17/18 councils determined not to proceed with a FOGO collection and are likely to revisit this project again from a regional perspective into the future.

On the 28th October 2019 the CCC implemented a FOGO collection within their Municipality which overall has been well received by the community. Since implementation the CCC have reported that the quantity of municipal waste to landfill has reduced by approximately 45%.

Figure 1 displays the tonnes of MSW landfilled (red) by the region compared with the tonnes of wastes diverted including: green waste (green), kerbside recycling (orange), cardboard (black) and other diverted wastes (purple).

6 > INTRODUCTION

27% 27% 30% 35% 38% Diversion Rate Diversion Rate Rate 2015/16 2016/17 2017/18 2018/19 2019/20

Figure 1 – Tonnes of Regional Municipal Waste: Landfilled vs Diverted

"Other diverted wastes includes the smaller scale recycling initiatives carried out by the regional transfer stations including the recycling of steel, e-waste, tyres, fluora tubes/globes, point, batteries, concrete and ail for example.

Despite an increased volume of MSW to landfill, the region continues to perform well, achieving a staggering yet conservative waste diversion rate of 38% in 2019/20. The increased diversion rate is directly attributable to an increase in Councils inputting data into the regional data collection portal (providing a better understanding of the quantities of waste being diverted by Councils), resulting in an increase in diversion of the 'Other Diverted Wastes' items and also the introduction of FOGO by the CCC.

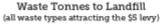
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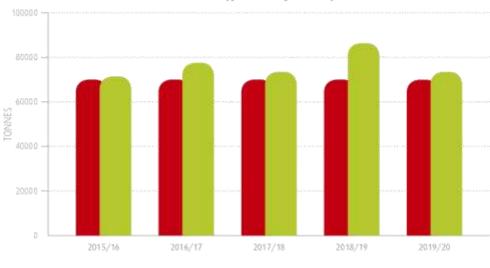
1.3 Regional Waste Trends

Waste landfilled at the DWM, Ulverstone (inert) and Port Latta Landfills is charged the voluntary waste levy of \$5 per tonne. This waste is made up of commercial, municipal, controlled and various other waste types.

Figure 2 displays the tonnes of waste (attracting the \$5 levy) landfilled annually compared with the budgeted waste projections.

Figure 2 –
Tonnes to Landfill vs Budgeted Waste Projections





🐠 est. Tonnes to Landfill, Based on Budget Forecasts 🛮 🧠 Actual Tonnes to Landfill

After a big year of special projects in 2018/19, the quantity of waste landfilled reduced by 15% in 2019/20 with 73,650 tonnes landfilled, which is consistent with historic years.

A number of factors can influence the tonnages of waste to landfill, over the years some standout events include:

- The mono-cell special project at DWM in 2016/17, resulting in an additional 6,306 tonnes of waste landfilled;
- Extreme weather events such as the flooding in June 2016, resulting in significant property damage which consequently required landfilling; and
- Another special project at DWM in 2018/19 charged by cubic meter, resulting in excess of 11,000 cubic metres of waste landfilled.

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Figure 3 –
Tonnes of Municipal Solid Waste to Landfill –
Specific Tonnes Received for Each Landfill

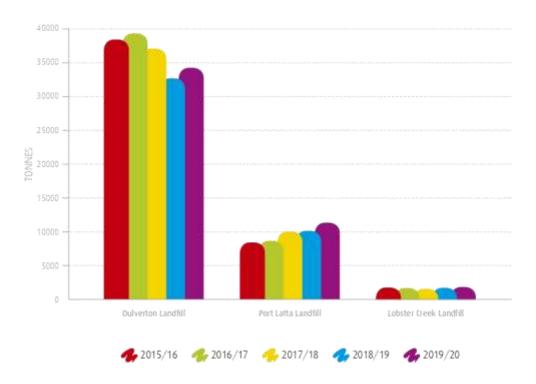


Figure 3 displays the MSW tonnages received at each Council owned landfill since 2015/16. Municipal waste is the term used to describe the waste collected at waste transfer stations (WTS) and from kerbside waste bins.

In 2019/20 MSW to landfill increased by 14.6% across the three landfills when compared to 2018/19.

The Dulverton Landfill predominately receives MSW from BCC, CCC, DCC, KC and LC and disposals across these individual Council areas increased by an average of 8%, with the exception of the CCC who experienced a 25% waste reduction due to the introduction of FOGO.

Lobster Creek (predominately MSW from CCC) and Port Latta (MSW from CHC and WWC) also saw increased MSW disposals of 7% and 12% respectively.

INTRODUCTION > 9

2 REPORTS

CHAIRPERSON'S REPORT

I have pleasure in presenting the Cradle Coast Waste Management Group's Annual Report on behalf of the Group to member Councils.

The report provides an overview of the Group's activities throughout the 2019-2020 financial year, to deliver on the objectives and actions of the 5 Year Strategic Plan for our region. The Group have actioned many projects this last year and I implore you to read through the rest of the Annual Report to understand the activities that have been undertaken. These activities are funded via a voluntary levy on waste deposited to landfill which at present is S5 per tonne.

Our four key focus areas as highlighted in the Strategic Plan for 2017-2022:

- > waste diversion;
- > regional planning and efficiencies;
- > partnerships; and
- community engagement.

The report also provides information that all councils should be aware of to help us in strategically preparing for the future, both within our region and at individual council level. Information such as the tonnes of municipal waste landfilled, green waste mulched, kerbside recycling and cardboard recycling provide targets and trends that should be at the forefront of our thinking, particularly as our Strategic Plan is centred around a major waste diversion target.

This year has seen a focus on progressing the review of governance and waste management arrangements for waste management services within the region.

After a slow start, this project has moved forward with the new governance structure which is intended to be in place in the first half of the coming financial year. Once the new governance model has proven successful, Councils will then consider the next stage, which includes the regional delivery of waste management services. This year has also seen a focus on the funding from the \$5 tonne levy being attributed back to the Council's to help implement some of the projects that are in our Strategic Plan. Projects this year included illegal dumping funding, transfer station improvements and public place bin subsidies. The Group also have oversight of three regional contracts which include the regional co-mingled recycling, mulching of green waste and regional cardboard recycling. All contracts have provided competitive prices for the Council's that have participated due to a rigorous tendering process and economies of scale.

While COVID-19 has impacted on many services, you cannot stop dealing with Waste during these times. I would like to thank Dulverton and the Councils who worked together and continued delivering these important services on behalf of their communities.

Council's are eager to see the completion of the Waste Action Plan for the State, which will determine the direction that the State is taking towards elimination of waste. We are keen to watch with interest the State's direction to a Container Deposit Scheme and the implementation of a State-wide Waste Levy.

The Cradle Coast Waste Management Group is a Local Government skills-based group hosted by the Cradle Coast Authority (CCA). Participation in the CCWMG is voluntary with representation from Burnie City Council, Central Coast Council, Devonport City Council, Circular Head Council, Latrobe Council, Kentish Council and Waratah-Wynyard Council.

I would like to sincerely thank them for the time and focus that they put into the Group for the benefit of the region. This is on top of their own work at their Councils. I would also like to thank Dulverton Waste Management for their expertise and dedication of skills to this Group as well.

I commend this report to you.

Sandra Ayton, Chair

10 > REPORTS

3 ACTIVITIES UNDERTAKEN FOR YEAR

3.1 REGIONAL CONTRACTS

a) Mulching of Green Waste Contract

The Mulching of Green Waste Contract was re-tendered in early June 2020, with two competitive submissions received and after a comprehensive assessment process Fieldwick's Crushing and Screening (FC&S) was awarded the contract for another two years. The current green waste mulching contract with FC&S is now in place until 30th June 2022, and participating councils include CCC, CHC, DCC, LC, KC and WWC.

Councils participating in this contract have the collected green waste mulched and unless there is a specific use for it, the green waste is transported to the DWM Organics Recycling Facility (DORF) for composting. Green waste is a critical ingredient in the composting process and the high quality green waste received at the DORF is testament to Council's efforts to keep contamination to a minimum.

Figure 4 displays the total tonnages of green-waste mulched through the Mulching of Green Waste contract from 2015/16 to 2019/20. The timing of when green waste is mulched can affect the quantities recorded in any given year, for example a Council might have their green waste mulched in July 2019 and June 2020 resulting in a larger quantity recorded in 19/20 compared to the year prior.

Figure 4 - Tonnes of Green Waste Mulched Under Contract

"Waratah Wynyard Council commenced utilising the service in 2015/16.

NOTE: Burnie City & Circular Head Council are not included in Figure 4 as they have not yet utilised the mulching service through the regional contract.

ACTIVITIES > 11

b) Regional Recycling Contract

In 2009 a regional kerbside recycling contract, which currently services approximately 43,609 tenements across the region, was implemented between Veolia Environmental Services and the CCWMG Councils.

Table 1 compares the average number of tenements eligible for a kerbside recycling service with the average number of bin collections per month during 2019/20.

Table 1 – 19/20 Kerbside Recycling Collection, Average Tenement and Bin Collection Breakdown by Council

Council	*Average Number of Tenements Eligible for Collection	Average Bin Pickups per Collection	Bin Presentation Rate
Burnie City Council	8,320	5,192	62%
Central Coast Council	8,850	6,651	75%
Circular Head Council	2,143	1,131	53%
Devonport City Council	11,931	7,798	65%
Kentish Council	1,757	1,145	65%
Latrobe Council	5,552	3,818	69%
Waratah Wynyard Council	5,056	3,111	62%

"Every month the quantity of tenements within the kerbside recycling collection service zone increases as new properties are built and subdivisions are developed. The average number of tenements is therefore calculated taking an average of the monthly recorded tenements for each Council in 2019/20, using information provided by Veolia

A bin presentation rate was determined for each Council by comparing the average bin collections per month with the total number of tenements eligible for collection.

From a regional perspective, the average presentation rate for 2019/20 was 64%. Similar to last year, this presentation rate is again lower than the rate recorded in the kerbside recycling assessments of 87%. The difference may be due to the kerbside assessments only capturing approximately 12 weeks of residential activity in select Council areas, avoiding known holiday areas (shacks) and locations under development.

An annual breakdown of the tonnes of kerbside recycling received by Veolia from each Council is detailed in Figure 5.

In the past 5 years the region has recycled **33,480 tonnes** of household recyclables - which is a lot of glass, cardboard, paper, hard plastic containers and aluminium, steel and tin-plated cans.

12 > ACTIVITIES



Figure 5 - Tonnes of Kerbside Recycling by Council

The tonnes of kerbside recycling collected across the region saw a slight 1.3% increase with 6,671 tonnes collected in 2019/20 compared to 6,585 in 2018/19.

The total tonnes of kerbside recycling collected since 2012 is detailed in Table 2.

Table 2 - Annual Regional Kerbside Recycling Collection Tonnages

Yoar	Tonnes
2012/13	6,974
2013/14	6,807
2014/15	6,631
2015/16	6,737
2016/17	6,613
2017/18	6,874
2018/19	6,585
2019/20	6,671

ACTIVITIES > 13

c) Regional Cardboard Recycling Contract

In 2015 a regional cardboard recycling contract was established with Veolia, providing a cardboard collection bin at all Council WTS (except the small rural sites). This service was discounted by Veolia due to the participation of all CCWMG Councils. This contract is due to expire in October 2020 and as a consequence tenders were called in June 2020. After a comprehensive tender assessment process, Veolia were awarded the contract for another 4 years.

In 2019/20 483 tonnes of cardboard was collected, a 6% decrease when compared to 2018/19 (512 tonnes). Cardboard collection data for each Council is displayed in Figure 6.

Figure 6 – Tonnes of Cardboard Recycled by Council (Under the Regional Recycling Contract)



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3.2 KEY PROJECTS

The CCWMG successfully completed a significant number of projects in 2019/20, with the complete list detailed under Section 6. Each project can be referenced back to the Annual Plan and Budget 2019/20 using the project number detailed within each heading.

a) Illegal Dumping Funding (2.2)

Illegal dumping funding valued at \$30,000 was available for Councils to apply for to assist with implementing illegal dumping reduction initiatives. Applications were received from the BCC, CCC, DCC and KC, all of which were approved either in part or in full. A total of \$30,057 worth of signage, surveillance cameras, WTS vouchers and funding assistance for clean ups were awarded.

Illegal dumping is a challenge faced by the region and the state and this funding has assisted Councils to make visible impacts.







Figure 7 – Clean-up in the Burnie City Council Municipality.

ACTIVITIES > 15

b) Recycling Bin Assessments (2.3)

The seventh program of residential recycling bin assessments and contamination education was completed across the region in September to November 2019 and again in March 2020. A total of 11,642 properties were visited and 10,172 bins were assessed and results show that the region has experienced a plateau in progress since 2017/18, with pass rates remaining at approximately 85%.

Whilst this steady pass rate is very impressive, the assessments did highlight areas for improvement and focus for future education programs. Of the bins assessed approximately 1 in 5 contained some form of contamination, with soft plastic again being highlighted as the most common waste item incorrectly placed into the kerbside recycling bin. With opportunities available to recycle various types of soft plastic at Coles and Woolworth stores, this will be a focus for education in future years.

Based on assessor feedback the community passion for placing correct items into their recycling bins is growing and often the contaminants found highlight a misunderstanding of what can and cannot be recycled. We are hopeful that with the right education the strategic target of a 90% pass rate can be achieved.



Figure 9 – Example of the Facebook education campaign.



Figure 8 – Example of newspaper education campaign conducted to notify the residents of the assessments.

16 > ACTIVITIES

c) Education & Promotion (2.11)

State-wide waste education continued this year with the implementation of Year 3 of the Tasmanian Waste Management Communications Plan 2017/22.

The three regional waste groups were busy publishing helpful tips and education on various media platforms including radio, newspaper, the Rethink Waste Facebook page and Website. There was a heavy focus on explaining what happens to recycled items collected in Tasmania, the circular economy, the waste hierarchy and the development of educational YouTube videos.

A partnership with the Master Builders Association was also established, with a goal to provide members with the tools to assist them in making better waste disposal decisions on their building projects.

The CCWMG also donated a copy of the Garbage Guts book to primary schools across North West Tasmania, to compliment the regional education program.

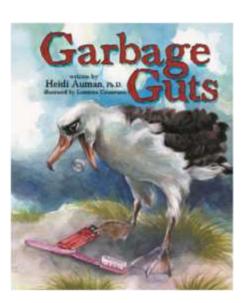


Figure 11 – Garbage Guts book donated to Primary Schools in North West Tasmania.

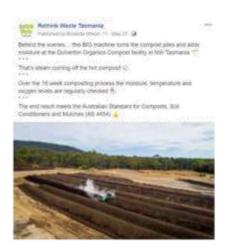






Figure 10 – Examples of some Rethink Waste Facebook Posts.

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Figure 12 – Students participating in the free Rethink Waste Schools Program.



d) Schools Program (2.6)

Our waste educators were hard at work this year, providing free recycling education workshops to 32 classes, from 5 schools across the region.

These engaging workshops provide students with a hands on learning experience about what can and cannot be placed into kerbside recycling bins.

Now that our schools program is really ramping up we encourage schools to fill out an Expression of Interest (EOI) form to secure a workshop before we reach capacity in 20/21.

The diversion of these items from landfill result in the retrieval of valuable by-products such as aluminium, mercury, copper, gold and nickel.

 e) Free Residential Battery, Fluorescent Tube, Light Globe, E-waste & Paint Recycling (2.8, 2.9, 2.10, 2.11)

CCWMG's dedication to diverting problem wastes from landfill has resulted in over 45 tonnes of batteries, fluorescent tubes, light globes, e-waste and paint collected for recycling with reputable service providers. This ongoing service is free to residents and is available at transfer stations across the region.

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CRADES COAST WASTE HANAGEMENT GROUP ANNUAL REPORT > 2019-20

f) WTS Best Practice Improvements (2.3)

Over \$109,000 of grant money was awarded to CCWMG Councils over the past 12 months to improve transfer station and resource recovery centres across the region. Improvements target environmental aspects, usability and work health and safety at the sites, which provides a direct benefit to the community.

Improvements included:

- Concrete pads for e-waste, battery and paint collection bays in Burnie.
- > Toilet and washing facilities at Preston.
- > Boundary fence installation in Circular Head.
- Shelter construction for the e-waste collection bay in Devonport.
- Safety barrier installation at waste drop-off areas, new signage and upgrading damaged bin waste flaps at Sheffield.
- Safety barrier installation at waste drop-off areas and new signage at Wilmot.
- Safety barrier installation at waste drop-off areas, new signage and upgrading damaged bin waste flaps in Latrobe; and
- Constructing a concrete hardstand for tyre storage in Waratah-Wynyard.

Figure 13 – Before and after of the new tyre storage area at the Wynyard Waste Transfer Station





g) Public Place Bin Subsidy

A need for public place recycling across the region was identified by the CCWMG and to assist Councils in providing this service, one round of funding was held for Councils to apply for developing a public place recycling bin strategy and/or a roll out of bins. Applications closed in July 2020 and funding will be distributed following a comprehensive assessment process.

h) Tyre Recycling Subsidy

The \$2/tyre rebate was continued in 2019/20, offered to Councils who choose to responsibly recycle their tyres through Tyre Cycle. A total of 2,893 tyres were shredded into granulation feedstock re-used in products such as athletic tracks, new tyre manufacturing, matting surfaces, road surfaces and tile adhesives to name a few.

ACTIVITIES > 19

4 ACHIEVEMENTS AGAINST THE 5 YEAR STRATEGY

O.	ACTIONS	COMMENTS
	FOOD AND GARDEN ORGANICS	
1	Establish which member councils intend to participate in FOGO tender and appoint contractor where applicable.	17/18: Implementation of a kerbside FDGO collection was considered by each Council who determined not to proceed at this stage.
		18/19: Revised FOGO pricing was provided to Councils, based on funding assistance received from the State Government, no further action was taken.
		19/20: A number of Councils continue to explore FOGO in detail, with no immediate action taken by the Councils excepting CCC who implemented a FOGO collection in October 2019.
2	Where applicable, work in partnership with successful FOGO tenderer and member councils to implement communications materials, bin rollout and collection services to best practice standards for recovered organics.	
3	Develop and secure markets for reprocessed organics products in the agricultural or land rehabilitation sectors. Facilitate trials where necessary and utilise results in market development activities.	
4	Support the development of a Tasmanian organics strategy.	18/19: In June 2019 the Department of Primary Industries, Parks, Water and Environment released the Tasmanian Draft Waste Action Plan. This plan included actions associated with improving organic waste recovery and the CCWMIG will respond to the Action Plan by the deadline.
		19/20: No further action was taken at a State level this year.
	ILLEGAL DUMPING AND LITTER	
5	Facilitate liaison between member councils, the regional group and relevant Tasmanian Government departments responsible for managing illegal dumping incidents by establishing an illegal dumping working group.	18/19: The Tasmanian Draft Waste Action Plan does not appear to address whether there will be state-wide approach to the management of illegal dumping, the CCWMG queried this as part of their feedback submission.
		19/20: The EPA released the 'Report Rubbish' illegal dumping and litter reporting database and it's too early to determine whether this will improve management of illegal dumping across the region and result in a working group.
6	Using data obtained from the Illegal Dumping Web Database, produce an annual report to be disseminated amongst member councils in order to provide a measurable evidence base to group members.	A report on the regional illegal dumping database is provided to the CCWMG annually. In 2019/20 the EPA introduced the 'Report Rubbish' database and once the CCWMG are satisfied it collects adequate data to understand regional hot-spots it will replace the existing CCWMG developed illegal dumping database.
7	Call for annual applications from member councils for funding of projects to address illegal dumping (e.g. clean-up of hotspots, installation of signage/CCTV). Establish process for determination of successful applications, distribution of funding, reporting requirements and measurement of outcomes	This project will be ongoing until year 2023/24.
8	Use the Keep Australia Beautiful (2016) Litter Toolkit to build a litter reduction campaign to be rolled out across the region. Incorporate the litter reduction campaign in the regional communications and education plan.	

20 > ACHIEVEMENTS

NO.	ACTIONS	COMMENTS	
9	Provide evidence-based input to any further discussions regarding the introduction of container deposit scheme (CDS) legislation in Tasmania.	17/18: The EPA engaged consulting firm Marsden Jacob to generate a report on the framework for a CDS in Tasmania. DWIM provided input on behalf of the COWMG and Marsden Jacob were invited to attend a CCWMG meeting, however this did not eventuate. The EPA have released the report and there has been no further action at this stage.	
		18/19: The Tasmanian Draft Waste Action Plan addresses a CDS and the CCWMG responded to the Action Plan by the deadline.	
		19/20: No further action was taken at a State level this year.	
	INFRASTRUCTURE		
10	Continue work to establish a standardised set of data collection parameters and ensure all councils are reporting data to the waste data collection portal according to the standard (including material categories, units and frequency of reporting). Monitor and audit data inputs into the centralised waste data collection portal.	The regional data collection portal was implemented in 2017/18 and quarterly reporting to the CCWIMG is ongoing.	
11	Conduct a recycling activity survey in order to:	17/18: The Recycling Activity Survey was complete	
	a) establish the size of the recycling and reprocessor network b) measure the quantity of materials managed throughout the network c) establish the flow of materials between member councils and other regions	and a master spreadsheet developed housing the collected information.	
	 d) identify opportunities for network expansion or rationalisation. This could be conducted in conjunction with other regional 		
	groups in order to build a picture of the resource recovery network in Tasmania.		
12	Conduct an assessment of the region's tip-shop network. Develop standardised guidelines for tip-shops which define material diversion, stock and inventory control, material storage requirements, etc.	•	
13	Internally review progress of actions recommended by the Cradle Coast Transfer Station Audits report completed for CCWMG (Blue Environment 2014) in order to bring facilities up to best practice standards. Call for applications from member councils for funding for facility upgrades, establish process for determination of successful applications, distribution of funding and reporting requirements.	This project is angoing until 2022/23.	
14	Investigate options for accepting additional materials at council resource recovery centres/transfer stations, including requirements for collection infrastructure, potential on-site reprocessing opportunities and material markets.	The CCWMG implemented free e-waste, paint, fluorescent tube, light globe and battery collection services at WTS across the region in 18/19. These services are ongoing.	
15	Explore community-based recycling initiatives with local community groups in order to identify feasible materials for collection and diversion. Where feasible, consider funding assistance to community groups to implement services (e.g. transport vehicles, temporary storage facilities, compactors, communications).	18/19: Community groups were given the opportunity to apply for funding to implement waste collection and diversion initiatives. Funding was awarded to 4 community groups across the region.	
	SERVICES		
16	Continue to undertake annual residential recycling bin assessments and contamination education across the region.	19/20: A round of assessments were undertaken, resulting in a pass result of 85%. This project will be conducted biannually from 2020/21.	
17	In conjunction with NTWMG, continue to conduct landfill and kerbside waste composition audits.	17/18: Consulting firm Anne Prince Consulting (APC) conducted landfill audits at DWM, Ulverstone and Port Latta landfills.	
	HAZARDOUS WASTE		
18	Provide for collection and management of household batteries across the region (including advertising, bins, collection services, transport and disposal). Measure and evaluate the collection's performance.	This project is ongoing.	

achievements > 21

Ю.	ACTIONS	COMMENTS
19	Hold a household hazardous waste collection event. Event actions will include advertising, establishing a waste management contractor (via tender process), determining program and location(s), measurement and reporting framework.	
20	Continue to monitor member council e-waste schemes and opportunities to provide an economical service in the region.	In 2018/19 e-waste recycling was rolled out at one WTS in each municipality. This project is ongoing.
21	Work with EPA Tasmania as required to implement the hazardous waste tracking system.	It is anticipated that this will be addressed as part of the Tasmanian Waste Action Plan roll-out.
22	Liaise with EPA/other regions on investigations into hazardous waste stockpiles and disposal points in the CCWMG region.	It is anticipated that this will be addressed as part of the Tasmanian Waste Action Plan roll-out.
	TYRES	
23	Support the development of a tyre recycling site at Longford.	In 2018/19 the tyre recycling service at Longford closed down stalled and as a consequence the CCWMG commenced providing Councils with a \$2/tire subsidy, to recycle tyres at Tyrecycle in Hobart. This subsidy will be available until the commencement of 2022/23.
24	Work with EPA and other regional groups to investigate end users for end-of-life tyres.	Tyrecycle currently provide a service that recycles tyres that can be reused in many different products, including but not limited to athletic tracks, break pads, new tyres and matting surfaces.
25	Disseminate and support the statewide waste tyre recycling guidelines/ management strategy when released by EPA.	Nothing release by the EPA to date.
	CBD AND CBI RECOVERY	
26	Work with the EPA to develop and align strategies to divert CED and CEI materials from landfill. Investigate funding opportunities as they arise.	18/19: The Tasmanian Draft Waste Action Plan addresses CBD and CBI and the CCWIMG responded to the Action Plan by the deadline.
		19/20: No further action was taken at a State level this year.
27	Conduct a review of C&I waste in the region to build on previous reviews conducted for C&D waste. Include consultation with key industries and identification of synergies with C&D waste processing and disposal.	18/19: The Tasmanian Draft Waste Action Plan addresses CBO and CBI and the CCWMG responded to the Action Plan by the deadline.
		19/20: No further action was taken at a State level this year.
28	In conjunction with member councils, investigate the options for expanding residential recycling collections to cover C&I customers.	18/19: The Tasmanian Draft Waste Action Plan addresses C&D and C&I and the CCWMG responded to the Action Plan by the deadline.
		$19/20\mbox{:}\ No$ further action was taken at a State level this year.
	REGIONAL GOVERNANCE ARRANGEMENTS	
29	Develop and document a governance framework which stipulates the roles, responsibilities and expectations of CCWMG member councils.	17/18: A CCWMG Terms of Reference document was developed and implemented.
		19/20: A MOU was signed between the CCWMG Councils & * DWM to transfer the waste levy funds management from the Cradle Coast Authority to DWM.
30	Create a role within CCWMG to manage stakeholder group member engagement. The role should be part-time for a minimum of one year and be at an experienced/senior level.	17/18. Greg Preece was appointed as the Waste Governance Project Coordinator to work with the CCWMG and member Councils to determine the most appropriate governance model and assist with the implementation.
		18/19: Stage 1 of the proposed model was agreed to by the CCWMG, which involved transitioning the management of the regional waste management services, administration and financial services to DWM.
		19/20: A MOU was signed between the CCWMG Councils & DWM to transfer the waste levy funds management from the Cradle Coast Authority to DWM. The TOR were also reviewed and it was agreed that to further enhance the delivery of waste levy initiatives the CCWMG would transition into being managed by Council General Managers.

CRADLE COAST WASTE MANAGEMENT GROUP ANNUAL REPORT > 2019-20

NO.	ACTIONS	COMMENTS
	COLLABORATIVE ARRANGEMENTS BETWEEN COUN	CILS
31	Continue to identify opportunities for collaborative resourcing by investigating current contractual arrangements in each council.	•
32	Investigate and facilitate human resource sharing between member councils.	•
33	Establish a platform for councils to share information with regards to their current projects and outcomes of previous projects (e.g. as an agenda item at CCWIMG meetings).	Councils have an opportunity to raise projects and outcomes at the CCW/MG meetings.
	BUILDING REGIONAL CONSISTENCY	
34	Review member council landfill and resource recovery centre/ transfer station charges and services offered and investigate barriers to implementing total cost recovery pricing.	•
	WORKING WITH THE TASMANIAN GOVERNMENT	
35	Establish a framework for cooperation and collaboration between state government, waste management groups and local councils to:	18/19: The Tasmanian Draft Waste Action Plan addresses governance and waste management issues, the CCWMG responded to the Action Plan by the deadline.
	a) influence policy and strategy documents b) highlight current issues impacting on waste management in the region c) contribute to and support government policy on emerging	19/20: No further action was taken at a State level this year.
	waste issues.	
36	Maintain key dialogue and build contacts with state government agencies. Encourage EPA to attend CCWIMG meetings.	17/18: Dialogue has been undertaken with LGAT representative regarding the status of kerbside recycling in Tasmania. Dialogue with the EPA is ongoing as required, EPA representative attended a CCWMG meeting to discuss illegal dumping. Will invite other representatives to attend CCWMG meetings as appropriate.
		18/19: DWM and the CCWMG provided feedback to the EPA regarding the Tasmanian Draft Waste Action Plan.
		19/20: No further action was taken at a State level this year.
37	Highlight current waste management issues to state government on an as needed basis as raised by member councils.	17/18: This is ongoing, consultation carried out with state government as the need arises.
		18/19: Regional waste issues were communicated to the state government as part of the feedback provided on the Tasmanian Draft Waste Action Plan.
38	Provide assistance and advice to state government on emerging waste issues.	17/18: Ongoing, will provide appropriate assistance as requested.
		18/19: Waste issues were communicated to the state government as part of the feedback provided on the Tasmanian Draft Waste Action Plan.
39	Identify funding options from various Tasmanian Government departments, not just those responsible for waste or environment issues.	17/18: Currently monitoring opportunities for funding and approaching local members for opportunities to receive funding assistance for implementation of a FOGO collection.
		This is ongoing, funding will be sought as opportunities arise.
	WORKING WITH INDUSTRY	
40	Establish a framework for cooperation and collaboration between state government, waste management groups and industry to facilitate improvements to C&I and C&D waste management and	18/19: The Tasmanian Draft Waste Action Plan has actions to address C&I and C&D waste management and resource recovery.
	resource recovery.	19/20: No further action was taken at a State level this year.
41	Facilitate a regional industry workshop/forum to encourage innovation and sharing of waste and resource management practices. Where feasible, consider using local service groups to extend CCWMG reach into local businesses.	17/18: Conducted an industry workshop in Burnie, there were 43 attendees and a number of discussions around better use of by-products.

ACHIEVEMENTS > 23

NO.	ACTIONS	COMMENTS
42	Maintain key dialogue and build contacts with industry sectors.	17/18: Commenced building industry contacts through the recycling activity survey and the industry workshop.
		In 2018/19 the state-wide waste communications team obtained Master Builders Association Membership. It is envisioned that where appropriate communications will target members of this association in future years.
43	Support the development of a Tasmanian recycling market development strategy.	18/19: Likely to be addressed by the Tasmanian Draft Waste Action Plan.
	COLLABORATING WITH OTHER REGIONS	
44	Pending state government regional group coordination, establish a direct link between other regional groups (which may involve quarterly/six monthly meetings, etc.) to continue collaboration.	Key Project Officers from each of the waste groups regularly meet to discuss waste communications and other upcoming projects as necessary.
45	Conduct a mid-term strategy review to consider linkages between regional strategies and funding requirements.	
	COMMUNITY EDUCATION	
46	Develop a regional or cross regional communications and education plan with input from member councils, including for:	19/20: Year 3 of the Tasmanian Waste Communications Plan was successfully completed by the three waste groups.
	a) FOGO service b) other kerbside services c) illegal dumping d) e-waste recycling e) other waste initiatives as appropriate.	
47	Develop communication materials that promote CCWMG, the Rethink Waste website and brand and correct waste and recycling practices using:	19/20: Year 3 of the Tasmanian Waste Communications Plan (which covers these activities) was successfully completed by the three waste groups.
	a) media releases b) TV, radio and newspaper advertising c) promotional materials (e.g. bags, pens, caps) d) fact sheets e) social media (e.g. YouTube, Facebook, Twitter) Where possible, activities to be jointly undertaken with the NTWM6.	
48	Continue to support the Rethink Waste Schools Program. Establish a program for visits to schools in the region to conduct waste education programs.	19/20: School visits commenced and were very well received. This project will be ongoing.
49	Coordinate with member councils and other regions to provide consistent updates to the Rethinkwaste.com.au website.	Councils are required to review and provide updates to their page annually. Other updates undertaken as required.
	RAISING AWARENESS	
50	Provide regular briefings to Cradle Coast Authority member councils (to be disseminated throughout each), in order to build group awareness. This could be done through scheduled group meetings and dissemination of CCWMG minutes of meetings.	CCWMG receive a copy of the meeting minutes and also a monthly waste communications report.
	PUBLICEVENTS	
51	Research and maintain a calendar of public events (such as local shows, market days, etc.) which would be appropriate to host an education session/stall/booth. Attend two public events per year.	This project is angoing however COVID-19 restrictions prevented planned events from proceeding in 2019/20.
52	Conduct community consultation forums when introducing new programs or services (as appropriate).	(

5 FINANCIAL

Table 3 - Cash Flow Summary

Table 3 details the CCWMG Waste Levy Account opening and closing balance as at 30/06/2020.

811,763
939
68,841
335,790
406,193

Table 4 - 2019/20 Profit and Loss

Table 4 details the CCWMG profit and loss for 2019/20.

Net Profit (Loss) as at 30/06/2020	15,191
Total Expenditure for 2019/20	(422,843)
2019/20 Annual Plan & Budget Project Expenditure	(422,843)
Total Income for 2019/20	438,034
Interest	939
Expense Recovery Income	68,841
Waste Levy Income for period 01/07/2019 to 30/06/2020	368,254
2019/20 Profit and Loss Regional Waste Management Levy	

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6 SUMMARY

With over 19 discreet projects for the CCWMG to undertake, the 2019/20 financial year was completed in a successful manner with a high project completion rate.

Many of the projects implemented provided immediate outcomes consistent with the goals of the CCWMG Strategic Plan. The balance of the projects form the foundation for implementation of actions in coming years. Table 5 displays a summary of the 2019/20 actions and their status at 30 June 2020. For more information please refer to the CCWMG Annual Plan & Budget 2019/20.

Table 5 – 2019/20 Action Summary as at 30 June 2020

KEY:	CF = Carried Forward	IP = In Progress	NP = CCWMG Resolved Not to Proceed	TC = Task Complete

PROJECT NAME	ACTION SUMMARY	STATUS
NG PROJECTS		
Illegal Dumping Database	Manage and annually report on the regional illegal dumping database.	TC
Illegal Dumping Funding	Conduct one round of illegal dumping funding.	TC/CF
Recycling Bin Assessments	Undertake kerbside recycling bin assessments and contamination education across the region.	TC
Education & Promotion Year 3	Implement year 3 of the Tasmanian Waste Management Communications Plan.	TC
Schools Program	Visit schools to provide waste education / presentations.	TC
Rethink Waste Website	Maintain and improve the Rethink Waste Website.	ΤC
Public Events	Host an education stall at 2 public events.	TC
Household Battery Recycling	Fund a free household battery recycling program.	TC
Fluoro Tube & Globe Recycling	Fund a free fluoro tube and globe recycling program.	TC
E waste Recycling	Fund a free e waste recycling program.	TC
Paint Recycling	Participate in the Paintback funded paint recycling program.	TC
FOGO Collection	Continue to focus on implementing a FOGO Collection across the region.	TC
Allocation for Unknown	Funding allocation for resource recovery opportunities that arise during the year.	TC
	Illegal Dumping Database Illegal Dumping Funding Recycling Bin Assessments Education & Promotion Year 3 Schools Program Rethink Waste Website Public Events Household Battery Recycling Fluoro Tube & Globe Recycling E waste Recycling Paint Recycling FOGO Collection	Manage and annually report on the regional illegal dumping Database Illegal Dumping Funding Conduct one round of illegal dumping funding. Recycling Bin Assessments Undertake kerbside recycling bin assessments and contamination education across the region. Implement year 3 of the Tasmanian Waste Management Communications Plan. Schools Program Visit schools to provide waste education / presentations. Rethink Waste Website Maintain and improve the Rethink Waste Website. Public Events Host an education stall at 2 public events. Household Battery Recycling Fund a free household battery recycling program. Fluoro Tube & Globe Recycling Fund a free e waste recycling program. E waste Recycling Participate in the Paintback funded paint recycling program. Flogo Collection Continue to focus on implementing a FOGO Collection across the region. Flunding allocation for resource recovery opportunities that arise

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REF#	PROJECT NAME	ACTION SUMMARY	STATUS
ONE-O	FF PROJECTS		
3.1	Hazardous Waste Collection	Conduct a brief review to understand the need for a hazardous waste collection event in the region.	TC
3.2	Cardboard Recycling Contract	Revise contract specifications, tender advertising, management of tender process $\boldsymbol{\delta}$ contract.	CF.
3.3	Green Waste Mulching Contract	Revise contract specifications, tender advertising, management of tender process & contract.	CF
3.4	WTS Best Practice Improvements	Assist in bringing WTS facilities up to best practice standards.	TC/CF
3.5	Public Place Bin Subsidy	Provide a subsidy to CCWMG Councils to install public place waste and recycling bins.	TC/CF
3.6	Tyre Recycling Subsidy	Provide a subsidy to CCWMG Councils to assist with the cost of recycling of tyres.	TC
GOVER	WANCE		
4.1	Regional Waste Data Quarterly Reporting	Provide the CCWMG with a quarterly regional waste data report.	TC
4.2	2020/21 Annual Plan & Budget	Develop the CCW/MG Annual Plan and Budget for 2020/21.	TC
4.3	2018/19 Annual Report	Develop the CCWIMG Annual Report for 2018/19.	TC
4.4	Financial Reporting	Manage the CCWMG financials and generate reporting monthly.	TC
4.5	Waste Governance	Transition into the new Waste Governance Model.	TC
4.6	DWM Project Management	Project manage the actions detailed in Table 1, 2 and 3.	TC

SUMMARY > 27



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9.6 PROCUREMENT POLICY REVIEW

To: Council

Reporting Officer: Project Support Officer
Responsible Manager: General Manager

Report Date: 26 October 2020

File Reference: Financial Management

Enclosures: 1. Revised Procurement Policy 🔠

2. Revised Code for Tenders and Contracts 4

3. Policy Appendix A - Procedure for Making a Purchase Valued at \$100,000 or more ...

4. Policy Appendix B - Procedure for Making a Purchase

Valued at \$100,000 or more.

PURPOSE

This report has been prepared for Council to consider proposed amendments to the Procurement Policy and the Code for Tenders and Contracts.

The documents provide a framework to ensure that Council's procurement practices are compliant and in line with best practice.

BACKGROUND

Under the *Local Government Act 1993 Division 2A section 333B,* a Council must adopt a code of tendering and comply with the code. The Code must be reviewed every four years.

Council's current code for tendering had a substantial review in 2019 and was adopted by Council in August 2019.

The Procurement Policy applies to the acquisition of all goods and services from suppliers external to Council. The Code for Tenders and Contracts provides additional requirements for purchases above \$100,000.

The policies provide a framework for procurement decision making that will:

- ensure compliance with relevant legislation;
- enhance principles of value for money through fair, competitive, non-discriminatory procurement;
- promote the use of resources in an efficient, effective and ethical manner;
- encourage probity, accountability and transparency in decision making;
- provide reasonable opportunity for competitive local businesses to supply to Council;
- minimise the cost to suppliers of participating in the tendering process;
- allow Council to appropriately manage risk;
- promote Council's economic, social and environmental plans and policies.

The policies exclude services provided by staff employed via payroll and investments.

DETAILS

The Local Government Association has provided a model template for the Code of Tenders and Contracts which were used in the development of Councils existing policies. The policies have been further strengthened following the outcome of a recent internal audit.

Procedural detail associated with Council tender and contract management systems and processes is included (those required by legislation).

The Procurement Policy applies to the acquisition of all goods and services from suppliers external to Council. The Code for Tenders and Contracts provides additional requirements for purchases above \$100,000.

Summary of Policy Changes

The structure of the policy documents has been reviewed with the aim of removing duplication of content. The policy content changes are limited to:

- Inclusion of environmental and sustainability considerations in purchasing decisions.
- Clarifying of record keeping requirements of purchasing officers (in associated procedures).
- Provision for the General Manager to approve tenders that are below \$250,000 if the purchase is within the parameters of the budget set by Council (currently allowable under existing delegation but not utilised).
- Provision for the General Manager to make a determination if a Public tender process will be undertaken for purchases below \$250,000.
- Additional reporting obligations to Council relating to purchases valued at \$100,000 or more.

Environmental & Sustainability Considerations

The revised policies include a new purchasing principle of environmental and sustainability Considerations.

This new purchasing principle is in line with Council's iCEP plan *Action 8.1 Develop a Sustainable Purchasing Strategy and/or policy to ensure purchasing decisions consider quality and sustainability (incl. carbon footprint) as well as price.*

The new principle means that Council will consider the potential environmental impact of the product or services to be purchased and will consider the longer-term sustainability impacts of the purchase.

In practice this means that Council will:

- Undertake an assessment of the life cycle costs of the purchase with a view to minimising the use of energy, fuel and like inputs;
- Consider the source of the materials incorporated in the purchase and favour products that are produced using sustainable resources;
- Contract documentation requires that contractors prepare an environmental management plan to mitigate environmental impacts of construction work.

Consider the use of recyclable materials in its decision making.

Record Keeping Requirements

Internal audits are a standard business process that allow Council to understand where improvements can be made and/or where there might be gaps in compliance with policies and other statutory obligations.

A recent internal audit deemed the existing Procurement Policy appropriate but recommended several improvements to documentation and record keeping ensuring processes and practices are consistently applied and captured across the organisation.

The procedures have been updated to provide clearer guidelines in record keeping. Internal training has also been provided to purchasing officers on record keeping obligations.

Tendering Requirements

The recent internal audit deemed the existing Procurement Policy appropriate but recommended several improvements to provider greater efficiency and effective practice and recommended a review of Councils current Public Tendering practices for procurement between \$100,000 and \$250,000.

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST).

General Manager Approval of Amounts Over \$100,000

Whilst the General Manager currently has delegated authority to approve purchases over \$100,000, the current practice is to report the outcome of every Public Tender to Council.

The revised Policy includes the ability for the General Manager to approve purchases up to \$250,000 provided the procurement is in line with the budget parameters set by Council.

It is proposed that all procurement contracts entered into above \$100,000 be reported to Council on a monthly basis. The revised policy includes this additional reporting requirement.

The intent of this change is to avoid unnecessary administrative costs to Council and to allow projects to progress in a timelier manner.

Tendering Requirements Purchases Between \$100,000 and \$250,000

It is Councils current practice to undertake a public tender process for all procurement between \$100,000 and \$250,000.

The revised policy allows the General Manager to determine on behalf of Council if tenders will be invited for procurement of this value.

Where a Public Tender process is not undertaken for procurement over \$100,000, a documented quotation process will be undertaken with all procurement decisions over \$100,000 being approved by the General Manager.

These policy changes are designed to avoid the burden of unnecessary administrative costs to suppliers and Council.

The policy does not allow contracts to be split into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

Reporting to Council

The revised policies require a higher level of reporting to Council with the inclusion of a requirement that the General Manager will report all purchases above \$100,000 to Council on a monthly basis which is to include:

- (a) description of the contract;
- (b) the period of the contract;
- (c) the periods of any options for extending the contract;
- (d) the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- (e) the business name of the successful contractor; and
- (f) the business address of the successful contractor.

Contracts will continue to be reported to the Audit Panel and in the Annual Report in accordance with legislative requirements.

STATUTORY IMPLICATIONS

Statutory Requirements

Under the *Local Government Act 1993* Division 2A section 333B, a council must adopt a code of tendering and comply with the code. The Act requires: -

333A. Tenders

- (1) A council must invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above the prescribed amount.
- (2) Tenders must be invited and made in a prescribed manner.
- (3) Subsection (1) does not apply to prescribed situations or prescribed contracts.

333B. Code for tenders and contracts

- (1) A council must adopt a code relating to tenders and contracts under this Division by 1 January 2006.
- (2) The code must
 - (a) be consistent with this Act; and
 - (b) include any prescribed matter; and
 - (c) promote any prescribed principles; and
 - (d) be reviewed at least once every 4 years.
- (3) A council must comply with its code.
- (4) The general manager is to make a copy of the council's code and any amendments to the code available
 - (a) for public inspection at the public office during ordinary office hours; and
 - (b) for purchase at a reasonable charge; and
 - (c) on its internet site free of charge.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance

Desired Outcomes

We make publicly transparent decisions on spending and future directions while encouraging community feedback.

Our Priorities

- 1.3 Encourage increased participation by all stakeholders.
- 1.6 Maintain accountability by ensuring council decisions are evidence based and meet all legislative obligations.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of this report however the policies do promote and encourage the efficient use of Council resources and consideration of value for money in the use of Council resources.

RISK IMPLICATIONS

The documents are an important control measure for minimising the risk of fraud in Councils Procurement practices.

The revised policies will provide additional control and transparency in line with the recent internal audit on Council Procurement Practices.

CONSULTATION PROCESS

The revised policies have been reviewed and endorsed by the Senior Management Team.

CONCLUSION

It is recommended that Council adopt the revised Procurement Policy and Code for Tenders and Contracts as attached with immediate effect replacing the existing policies.

MOVED BY	CR DUNIAM
SECONDED BY	CR COURTNEY

That Council adopt the revised Procurement Policy and the revised Code for Tenders and Contracts with immediate effect.

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

 $War a tah-Wynyard\ Council-Minutes-Ordinary\ Meeting\ of\ Council-16\ November\ 2020-Page\ 226$



PROCUREMENT POLICY

SCOPE

1.1 This policy applies to the acquisition of all goods and services from suppliers external to Council. The policy excludes services provided by staff employed via payroll and investments.

2. PURPOSE

2.1 To provide an overarching framework and control for the purchase of goods and services to Council.

3. POLICY STATEMENT

3.1 Purchasing Principles

The following principles will guide Council decision-making when making procurement decision.

Principle	Definition	What We Will Do
Value for Money	The Council will ensure that it is buying at the most competitive price available, but value for money does not mean buying at the lowest price.	The contribution the good or service makes to achieving Council's strategic plans or policies; the value of the acquisition and potential benefits against the costs of that purchase; an assessment of risks associated with the purchase including the preferred procuremen method; how well goods or services meet needs; maintenance and running costs over the lifetime of a product; disposal value; time constraints; the impact of the procurement decision on the local economy, such as through industry development and employment creation; the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel); and the impact of the procurement decision on the society (social value generated), such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives.

DOC NO: GOV.013	VERSION NO: 6	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE:



PROCUREMENT POLICY

Principle	Definition	What We Will Do
Enhancement of the capabilities of the local business industry	The Council will ensure that where local capacity exists it will seek to engage the local market and encourage participation in tender and quotation processes.	In practice this means that Council will: • actively seek quotes from local businesses that can provide quality goods and or services; • where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing; and • not give preferential treatment to local service providers where it cannot be reasonably justified.
Open and Effective Communication	The Council will ensure that the purchasing process is impartial, open and encourages competitive offers.	In practice this means that Council will: use transparent and open purchasing processes so that service providers and the public are able to have confidence in the outcomes; adequately test the market through seeking quotations or via tender as appropriate; avoid biased specifications; treat all service providers consistently and equitably; and ensure a prompt and courteous response to all reasonable requests for advice and information from service providers.
Ethical Behaviour & Fair Dealing	The Council will promote procurement practice that is legal, ethical, fair and unbiased.	Comply with legal requirements; conduct all business in the best interests of the Council; be as effective and efficient as possible when sourcing, ordering and paying for goods and services; expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality; ensure that specifications are clear; ensure that any Service Provider is not provided with information or clarification that is not provided equally to all service providers; maintain confidentiality at all times in dealing with service providers; ensure that conditions of contract are not excessively onerous; and decline gifts or benefits offered by those involved in the procurement process, particularly from service providers.

DOC NO: GOV.013	VERSION NO: 6	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE:



PROCUREMENT POLICY

Principle	Definition	What We Will Do
Environmental and Sustainability Considerations	This principle means that Council when making a purchase will consider the potential environmental impact of the product or services to be purchased and take into consideration the longer-term sustainability impacts of the purchase.	Undertake an assessment of the life cycle costs of the purchase with a view to minimising the use of energy, fuel and like inputs; Consider the source of the materials incorporated in the purchase and favour products that are produced using sustainable resources; Contract documentation requires that contractors prepare an environmental management plan to mitigate environmental impacts of construction work; and Council will comply with relevant environmental legislation in tenders and contracts. Council will consider the use of recyclable materials in its decision making.

3.2 **Delegated Purchasing Officers**

Under Section 74 of the Local Government Act 1993, Council delegates to the General Manager the responsibility for expending funds within the Council estimates (budget).

The General Manager maintains a Financial Delegation Schedule of officers to whom he has delegated the authority to approve purchases within their relevant areas. 'Delegated officers' are each issued with an Instrument of Delegation which specifies the accounts and dollar limits for which they have delegated authority.

Only delegated officers with the written authority to approve the acquisition of goods and/or services may commit Council to the purchase of goods or services.

It is the responsibility of the delegated officers to ensure:

- The approval to purchase goods and services complies with this policy. (a)
- (b) There is sufficient budget availability for the purchase of goods and services.
- (c) Appropriate documentation is provided to the finance department on a timely basis to ensure that payment can be made within the suppliers trading terms.

DOC NO: GOV.013	VERSION NO: 6	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE:

PROCUREMENT POLICY

3.3 Quotation and Tender Requirements

The following quotation and tender requirements will be utilised based on the total dollar value of the purchase:

Purchase Value (exc. GST)	Quotation & Tender Requirements	Allowable Purchase Method/s
Below \$1,500	No formal quotation requirements.	Petty Cash (purchases below \$75) Credit Card Invoice Purchase Order
\$1,500 - \$15,000	At least 2 quotations must be obtained. An approved purchasing arrangement may be used (LG Vendor Panel or Multi-use Register which includes suppliers that have already been subject to a previous a competitive assessment process).	Credit Card Invoice Purchase Order
\$15,000 - \$100,000	At least 3 quotations must be obtained. An approved purchasing arrangement may be used (LG Vendor Panel or Multi-use Register which includes suppliers that have already been subject to a previous a competitive assessment process).	Invoice Purchase Contract Purchase Order
\$100,000 - \$250,000	Formal public tender; or an approved purchasing arrangement may be used (based on previous a competitive assessment process). The General Manager will decide on behalf of Council if tenders will be invited. Purchases of this value must be approved by the General Manager.	Purchase Contract
Exceeds \$250,000	Formal Public Tender (unless exempt under the legislation) To be approved by Council.	Purchase Contract

Council will not split a purchase into two or more transactions or contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

DOC NO: GOV.013	VERSION NO: 6	APPROVAL DATE:
CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE:



PROCUREMENT POLICY

3.4 Reporting

The General Manager will report to Council all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST awarded or entered each month, including extensions granted.

In accordance with Section 72 (1)(e) of the Local Government Act 1993 contracts over \$100,000 will be included in the Annual Report.

3.5 Making a Purchase Procedure

The following procurement overview is provided to give a brief outline on the process way in which Council procures routine goods and services:

- plan the purchase (which includes the selection of the most appropriate purchasing method);
- prepare the relevant documents (e.g. quotation, tender or expression of interest);
- invite and receive offers;
- 4) evaluate those offers; and
- 5) advise the successful bidder and offer to debrief any unsuccessful bidders.

Requirements for each step in the procurement process is included in the attached appendices.

3.6 Disposals

Disposals are to be conducted so that the best return to Council is achieved.

3.5.1 Disposals less than \$5,000

Council will dispose of items with a disposal value of less than \$5,000 at the discretion of the General Manager.

Council will only dispose of items that cannot be reused or recycled and with no commercial use, community use or appreciable market value by dumping them at approved refuse sites or by destruction.

3.5.2 Disposals greater than \$5,000

Council shall dispose of items with an estimated disposal value in excess of \$5,000 by way of tender, public auction, or trade-in.

When disposing items by tender Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local newspaper (e.g. boats and marine if disposing of a boat), if these are more likely to attract appropriate interest.

LEGISLATIVE REQUIREMENTS

Local Government Act 1993 – section 74, and Division 2A Local Government (General) Regulations 2015 – Part 3 – Tendering and Contracting

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PROCUREMENT POLICY

RELATED PROCEDURES/GUIDELINES

Council Documents:

Policy Appendix A – Procedure for Making a Purchase Valued of \$100,000 or More Policy Appendix B – Procedure for Making a Purchase up to \$100,000 Code for Tenders and Contracts
Petty Cash Policy
Credit Card Policy
Customer Service Charter

External Documents:

Electronic Transactions Act 2000 Australian Standards – AS 2124 and AS 4000

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CODE FOR TENDERS AND CONTRACTS

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CODE FOR TENDERS AND CONTRACTS

PURPOSE

This Code for Tenders and Contracts (Code) provides a policy framework on best practice tendering in line with legislative requirements.

2. OBJECTIVE

The Code aims to:

- ensure compliance with relevant legislation;
- · enhance value for money through fair, competitive, non-discriminatory procurement;
- promote the use of resources in an efficient, effective and ethical manner;
- · encourage probity, accountability and transparency in decision-making;
- provide reasonable opportunity for competitive local businesses to supply to Council;
- minimise the cost to suppliers of participating in the tendering process;
- allow Council to appropriate manage risk; and
- · promote Council's economic, social and environmental plans and policies.

SCOPE

This Policy applies to all Waratah Wynyard Council activities involved with tendering and procurement.

4. POLICY

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST).

Council may also determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than the prescribed amount.

The General Manager will make a determination on behalf of Council if tenders will be invited for any contracts valued at between \$100,000 and \$250,000 (excluding GST).

For purchases under the \$250,000 threshold, the Council, in accordance with the Regulations, has decided that a quotation process must be undertaken.

There are circumstances in which Council is exempt from undertaking the above processes. These circumstances are described in Section 10.

Council may choose to grant an exemption from undertaking a quotation process where the same circumstances exist for that of a tender described in Section 10.

Council will not split a contract into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

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CODE FOR TENDERS AND CONTRACTS

Invitation of Tenders

In accordance with the Regulations, Council will invite tenders by one of the following means:

- (a) An open tender process:
- (b) A multiple use register; or
- (c) A multiple stage tender.

Common Use Contracts

Council encourages the use strategic alliances to purchase goods and/or services through contract arrangements already established and administered by other organisations including:

- LGAT Vendor Panel;
- · Resource sharing arrangements with other Councils; and
- Regional contracts.

Department of Treasury and Finance has established whole-of-Government contracts.

5. DELEGATION FOR APPROVAL OF TENDERS AND CONTRACTS

Under Section 74 of the Local Government Act 1993, Council delegates to the General Manager the responsibility for expending funds within the Council estimates (budget).

Council approval must be provided for contracts awarded that are expected to exceed the budget allocation.

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CODE FOR TENDERS AND CONTRACTS

6. PROCUREMENT PRINCIPLES

Council will have regard to the following principles when acquiring goods and services:

Principle	Definition	What We Will Do
Value for Money	The Council will ensure that it is buying at the	The contribution the good or service makes to achieving Council's strategic plans or policies;
	most competitive price available, but value for	the value of the acquisition and potential benefits against the costs of that purchase;
	money does not mean buying at the lowest price.	 an assessment of risks associated with the purchase including the preferred procurement method;
		how well goods or services meet needs;
		maintenance and running costs over the lifetime of a product;
		disposal value;
		time constraints;
		the impact of the procurement decision on the local economy, such as through industry development and employment creation;
		the impact of the procurement decision on the environment, such as through minimising waste and reducing demand for goods and services which have a direct impact on the environment (such as printing, utilities and travel); and
		the impact of the procurement decision on the society (social value generated), such as through the elimination of discrimination and the promotion of equal opportunity, training, and other identified social objectives.
Enhancement of the capabilities of the local	The Council will ensure that where local capacity exists it will seek to	In practice this means that Council will: actively seek quotes from local businesses that can provide quality goods and or services;
business industry	engage the local market and encourage participation in tender	where local capability exists, ensure that discretionary elements of specifications do not prevent local business from competing; and
	and quotation processes.	 not give preferential treatment to local service providers where it cannot be reasonably justified.
Open and Effective Communication	The Council will ensure that the purchasing process is impartial, open and encourages competitive offers.	In practice this means that Council will: use transparent and open purchasing processes so that service providers and the public are able to have confidence in the outcomes;
		 adequately test the market through seeking quotations or via tender as appropriate;
		 avoid biased specifications;
		treat all service providers consistently and equitably; and
		ensure a prompt and courteous response to all reasonable requests for advice and information from service providers

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CODE FOR TENDERS AND CONTRACTS

Principle	Definition	What We Will Do
Ethical Behaviour & Fair Dealing	The Council will promote procurement practice that is legal, ethical, fair and	Comply with legal requirements; conduct all business in the best interests of the Council;
	unbiased.	 be as effective and efficient as possible when sourcing, ordering and paying for goods and services;
		 expect individuals involved in procurement processes to declare and act upon any conflicts of interest that may be seen to influence impartiality;
		ensure that specifications are clear;
		 ensure that any Service Provider is not provided with information or clarification that is not provided equally to all service providers;
		 maintain confidentiality at all times in dealing with service providers;
		ensure that conditions of contract are not excessively onerous; and
		 decline gifts or benefits offered by those involved in the procurement process, particularly from service providers.
Environmental	This principle means that	Undertake an assessment of the life cycle costs
and Sustainability	Council when making a purchase will consider the	of the purchase with a view to minimising the use of energy, fuel and like inputs;
Considerations	potential environmental impact of the product or services to be purchased and take into consideration the longer-	 consider the source of the materials incorporated in the purchase and favour products that are produced using sustainable resources;
	tern sustainability impacts of the purchase.	 the scoping of potential purchases considers relevant Council policies;
	responses or time general Helife.	contract documentation requires that contractors prepare an environmental management plan to mitigate environmental impacts of construction work; and
		Council will comply with relevant environmental legislation in tenders and contracts. Council will consider the use of recyclable materials in its decision making.

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CODE FOR TENDERS AND CONTRACTS

7. DEFINITIONS

Building Construction – the construction and refurbishment of buildings and residential properties, and associated maintenance (services and residential) and professional services (e.g. architects).

Code – refers to this Code for Procurement, Tenders and Contracts which has been developed in accordance with the requirements of the Local Government Act 1993 and the Local Government Regulations 2015.

Consultant – a person or organisation, external to a council, engaged under a contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision-making by council. The consultant will be expected to exercise his or her own skills and judgement independently of the council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

Contractor – a person or organisation, external to the council, engaged under a contract for service (other than as an employee) to provide specified services to a council.

Contract – a contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.

Expression of Interest (EOI) – an Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.

Local Business – all businesses operating in the State, which have a permanent office or presence in Tasmania and employ Tasmanian workers.

Multiple-stage purchasing — a process which allows for a preliminary assessment of the market to be made in te1ms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.

Procurement – the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

Probity - probity is a risk management approach to ensuring procedural integrity.

Probity Advisor – a Probity Adviser provides advice on probity issues before and during the process of tendering and contracting to ensure the process is fair and in accordance with the Council's guidelines.

Public Tender – a tender where any business that can meet the requirements of the Request for Tender has the opportunity to bid.

Purchasing - the acquisition of goods or services.

Quotation – the bid submitted in response to a Request for Quotation from the Council.

Request for Quotation – either a verbal or written request for offers from businesses capable of providing a specified work, good or service.

Request for Tender – a document soliciting offers from businesses capable of providing a specified work, good or service. Requests for Tender are usually advertised.

Standing Tender – a tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

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CODE FOR TENDERS AND CONTRACTS

Tender – a proposal, bid or offer that is submitted in response to a Request for Tender from the Council.

Tender Box – the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. Generally, a tender box: is a box or cabinet with an opening which allows large envelopes to be lodged, but which does not permit access to the contents; should be secured in a fixed position; and should be locked with two locks with different keys, maintained by two different officers.

Tender Review Committee – a committee established to review the process used for all building and construction and goods and services tenders over \$250,000.

Verbal Quotation – a verbal Request for Quotation. A verbal response may be adequate for low value purchases.

Written Quotation – a written Request for Quotation to undertake specific works or supply goods and services.

8. MAKING A PURCHASE PROCEDURE

The following procurement overview is provided to give a brief outline on the process way in which Council procures routine goods and services:

- plan the purchase (which includes the selection of the most appropriate purchasing method);
- prepare the relevant documents (e.g. quotation, tender or expression of interest);
- invite and receive offers;
- evaluate those offers; and
- 5) advise the successful bidder and offer to debrief any unsuccessful bidders.

Requirements for each step in the procurement process is included in the attached appendices.

9. CONTRACT RENEWAL AND EXTENSION

9.1 Contract Renewal

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, Council will undertake a new procurement process (tender/quotation) prior to the completion of the existing contract.

9.2 Contract Extension

In some circumstances, it may be desirable for Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- (a) by an absolute majority of Council;
- following a full evaluation of the performance of the current contractor; and
- (c) where the principles of open and effective competition are protected.

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CODE FOR TENDERS AND CONTRACTS

As a general rule, Council will not extend contracts if the original contract does not allow an extension; and/or since the previous tender, the market has changed substantially; or the nature of the goods/services required has substantially changed.

10. EXEMPTIONS

The Regulations identify circumstances where Council is not required to issue a public tender process.

The exemption circumstances identified in Regulation 27 – Non-application of the public tender process are:

- an emergency if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- a contract for goods or services obtained as a result of a tender process conducted by another council, a single authority, a joint authority, the Local Government Association of Tasmania, or any other local government association in this State or in another State or Territory;
- a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;
- (e) a contract for goods or services that is entered into at a public auction
- a contract for insurance entered into through a broker
- a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of extenuating circumstances; or
 - i. The remoteness of the locality; or
 - ii. The unavailability of competitive or reliable tenderers; or
 - iii. A contract of employment with a person as an employee of the Council.

The General Manager will authorise non-use of the public tender process in accordance with the exemption directions identified above.

11. REPORTING

Annual report

Council will publish in its annual report in relation to all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST and separately note those valued at or above \$250,000 excluding GST, awarded or entered in the financial year, including extensions granted:

- (a) description of the contract;
- (b) the period of the contract;
- (c) the periods of any options for extending the contract;
- the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- (e) the business name of the successful contractor; and
- (f) the business address of the successful contractor.

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CODE FOR TENDERS AND CONTRACTS

Where an exemption has been granted from a tender process (refer section 10), council will report in its annual report the following details:

- a brief description of the reason for not inviting public tenders;
- (b) a description of the goods or services acquired;
- (c) the value of the goods or services acquired; and
- (d) the name of the supplier.

Monthly Reporting to Council

The General Manager will report at each Council meeting any instance, since the previous meeting, where a purchase of a good or service is made where a public tender or quotation process is not used.

The General Manager will report to Council all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST awarded or entered each month, including extensions granted:

- (a) description of the contract;
- (b) the period of the contract;
- (c) the periods of any options for extending the contract;
- the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- (e) the business name of the successful contractor; and
- (f) the business address of the successful contractor.

12. WORK HEALTH AND SAFETY

The Work Health and Safety requirements have been developed in consideration to meeting both Council's and its contractor's responsibilities under the Work Health and Safety Act 2012. Broadly speaking, Council observe the following principles:

- all relevant documentation is submitted pursuant to the Work Health and Safety Act 2012, which may include JSA's, SWMS, Work Health & Safety Plan, certificates of insurance, etc.;
- the contractor is to be covered by a suitable Public Liability Policy of Insurance to a minimum of \$20 million;
- all contractors are to participate in an induction which is provided by Council at no cost; and
- (d) all safety equipment and apparel utilised is to comply with standard safety practices.

Additionally, Council will include the following documentation for submission with tender

- (a) contractor Health and Safety Risk information and Work Health & Safety Questionnaire;
- (b) insurances and registrations; and
- (c) Quality Management System.

13. REVIEW OF THE CODE

Consistent with the requirements identified in Section 333B of the Act, Council will formally review this Code at least every 4 years.

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Enclosure 2 Revised Code for Tenders and Contracts

WARATAH-WYNYARD COUNCIL

CODE FOR TENDERS AND CONTRACTS

14. BREACH OF THE CODE

Council will take all reasonable steps to comply with this Code.

Council will not be liable in any way to a Service Provider or any person for a breach of this Code.

If any employee of the Council, or a body controlled by the Council breaches this Code, Council may take disciplinary action.

If a Service Provider commits a breach of this Code, Council may, in its absolute discretion, take action against that Service Provider.

15. COMPLAINTS

Tasmanian Councils are provided with broad competency powers under The Act to carry out the role of providing services to their communities.

The resolution of complaints against Council is a responsibility of Council.

In the first instance, complainants are encouraged to seek resolution through the Director or officer in charge of Council's purchasing/tender process. If relevant, complainants are encouraged to seek a debriefing, if they have not already done so.

If a complainant is not satisfied with the response, the complainant should refer to Council's Customer Service charter

16. PUBLICATION

A copy of this Code will be made available on Council's web site. Copies will be made available for public inspection at the Council offices during ordinary office hours. Copies will be made available for purchase at a reasonable charge.

LEGISLATION

Local Government Act 1993 (the Act) Local Government (General) Regulations 2005 (the Regulations)

The Acts require Councils to adopt a Code relating to tenders and contracts.

RELATED DOCUMENTS

Council Documents:

Policy Appendix A - Procedure for Making a Purchase Valued at \$100,000 or More

Policy Appendix B - Procedure for Making a Purchase up to \$100,000

Procurement Policy

Customer Service Charter

External Documents:

Australian Code of Tendering (AS4120) Electronic Transactions Act 2000

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Policy Appendix A - Procedure for Making a Purchase Valued at \$100,000 or More

Step 1 Planning the Purchase

Prior to the purchase of goods and services there must be sufficient justification to demonstrate that there is a need for the goods and services.

Only delegated officers with the written authority to approve the acquisition of goods and/or services are permitted to commit Council to the purchase of goods or services.

Delegated officers have responsibility to ensure:

- (a) The approval to purchase goods and services complies with this policy.
- (b) There is sufficient budget availability for the purchase of goods and services.
- (c) Appropriate documentation is provided to the finance department on a timely basis to ensure that payment can be made within the suppliers trading terms.

Quotation and Tender Requirements

The Act and Regulations require Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST).

Council or the General Manager may also determine that tenders should be called in certain circumstances as appropriate, where the estimated value of the purchase is less than the prescribed amount. The General Manager will make a determination on behalf of Council if tenders will be invited for any contracts valued at between \$100,000 and \$250,000 (excluding GST).

Where a determination is made not to undertake a tender process, a formal quotation process must be undertaken using the Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More.

Council will not split a purchase into two or more transactions or contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

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Step 2 Purchase Documentation	Purchasing documentation
	Council's Request for Tender Form is a document formally inviting offers from businesses to provide specified goods or services. Council's Request for Tender documentation usually consists of four main parts. These four parts are:
	a) Conditions of Tender –set out the terms under which Council will receive and evaluate tenders. The conditions will usually include: i) evaluation criteria and a brief outline of the evaluation methodology to be used; ii) closing date, time and place of lodgement; iii) Council's contact details; iv) pricing requirements (eg: the price should exclude GST); v) relevant Council policies and principles; vi) entitlement of unsuccessful bidders to be debriefed; and vii) information about the Council's complaints process.
	 b) Specifications – clearly, accurately and completely describe the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract. The specifications will usually include: i) functional requirements; ii) performance requirements; and iii) technical requirements.
	c) Conditions of Contract – contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases over \$250,000, or where there are material risks involved.
	d) Tender Form – must be completed, signed and returned by the tenderer. It includes a declaration by the tenderer that: i) the tenderer agrees to the Conditions of Tender; ii) the information provided in the tender is accurate and correct; and iii) the person signing the form is duly authorized to do so.

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Cour	ncil, when preparing tender documentation will undertake the following procedures
and	processes:
a)	prepare clear and concise tender documentation that include all the terms and conditions of the planned purchase with a clear description of the goods or services required and details of any applicable Council policies;
b)	prepare tenders that include details of the intended duration of the contract, including any extensions that are applicable to the contract;
c)	prepare tenders that include details of the evaluation criteria (which are based on the specifications), any weightings to be used in the assessment of bids and the evaluation methodology;
d)	under no circumstances will Council modify the evaluation criteria or methodology after the request for tender has been released without advising all potential tenderers;
e)	prepare specifications that do not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives;
f)	provide advice and details of any briefing sessions to be held in relation to the purchase;
g)	provide details on the availability of de-briefing sessions for unsuccessful bidders;
h)	provide details on Council's complaints process and include the contact details of the complaints officer;
i)	prepare documentation that clearly specifies the Council's contact details (including Contact Officer), closing time, date and place of lodgement;
(i	prepare documentation that clearly states how and in what circumstances the purchasing documentation can be altered including the length of time given to bidders to prepare their submissions (which is to be at least 14 days from the date on which the tender notice is published);
k)	provide advice on the treatment of late submissions;
	provide an indication if alternative bids will be considered; and

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	 where applicable, documentation such as tenders will be cleared by Council's legal advisors and the General Manager before being issued.
Step 3 Inviting Offers	Inviting offers
	Council will do the following in respect of inviting tenders:
	 a) advertise each tender at a minimum in the Saturday edition of the "Advocate"
	newspaper, and on Council's website at www.warwyn.tas.gov.au . The following information will be specified:
	 i) the nature of the goods or services the Council requires;
	ii) any identification details allocated to the contract;
	iii) where the tender is to be lodged;
	 iv) contact details of the Council officer from whom more detailed information relating to the tender may be obtained; and
	 the period within which the tender is to be lodged.
	b) tender documentation will either be made available via mail, email, or electronically;
	 any electronic or online tendering process undertaken by Council will be in accordance with the requirements of the Electronic Transactions Act 2000;
	 tender documentation may be sent directly to identified businesses, however, Council will not provide any documentation to any potential tenderer until the tender has been advertised (so as not to give one tenderer an advantage over another);
	 e) Council will endeavour to get a minimum of three bids of and seek at least one from a local business if available;
	 f) in accordance with our Purchasing Code of Conduct (Section 3.2), Council will ensure that all potential suppliers are provided with identical information upon which to base
	tenders and are given equal opportunity to meet the requirements;
	g) a copy of Council's Procurement Policy and Code for Procurement, Tenders and Contracts will be made available to tenderers, along with this procedure;
	h) when inviting tenders, Council will ensure that sufficient time has been provided to allow

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Policy Appendix A - Procedure for Making a Purchase Valued at \$100,000 or More

bidders to prepare an adequate response. At a minimum, tenders will be open for 14 days. However, this may increase dependent on whether the requirements are complex, or if it is likely that interested businesses may need to form partnerships/consortiums with other businesses in order to fulfil the requirements of the tender;

- i) when issuing a request for tender to a business, the details of that business will be recorded. The details recorded include:
 - name of business;
 - ii) address;
 - iii) contact person;
 - iv) email; and
 - v) telephone.
- if for any reason, there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all businesses that have been issued with that documentation; and
- k) if it is necessary to extend the closing date of the tender then all businesses that have been issued with tender documentation will be advised in writing of the change in closing date.

Offers

Council will provide a locked tender box at the designated tender lodgement location. The tender box will not be opened until the time set for the closing of tenders has elapsed.

Tenders lodged by electronic means will only be accepted if specified in the Tender document as an accepted means of lodgement.

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

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	In receiving tenders, Council may reject non-compliant offers (in accordance with the terms of our tender documents) which: a) are lodged after the closing time without a valid reason; b) are not signed where required; c) are incomplete – for example, questions have not been answered, pages are missing, or required documentation has not been attached (eg: insurance certificates); d) do not comply with mandatory conditions of tender; or e) fail to meet mandatory specifications. Tender opening must not be held in public. When opening Tenders, Council will ensure that tenders are: a) opened in the presence of a minimum of two officers; and b) clearly identified and recorded.
Step 4 Evaluating Offers	Evaluating offers Council will evaluate tenders in accordance with the evaluation criteria and methodology specified in the evaluation plan, which was developed prior to offers being invited. Under no circumstances will Council modify the evaluation criteria or methodology after the Request for Tender has been released unless all potential tenderers are advised of the change in writing. In evaluating tenders, Council will undertake the following steps: a) Evaluate compliance – Screen all offers to ensure that they are complete and comply with all mandatory evaluation criteria. Offers that do not meet all mandatory criteria may be excluded from further evaluation. Non-compliant offers include those that: i) do not comply with the nature of the goods or services the Council requires; ii) do not include any identification details allocated to the contract; iii) have not complied with where the tender is to be lodged; iv) were lodged after the closing time, and/or are not signed where required;

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		v) are incomplete – eg: questions have not been answered, pages are missing, or required documentation has not been attached (eg: insurance certificates); and vi) do not comply with mandatory conditions of tender; or fail to meet mandatory specifications.
	b)	Clarify offers – It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought should be documented.
	с)	Evaluate qualitative non-cost criteria – this stage involves a detailed analysis of each offer against the non-cost or qualitative evaluation criteria and weightings specified in the evaluation plan (the supplier must demonstrate that they meet the evaluation criteria, not just assert it).
	d)	Shortlist offers – This step is only used for complex purchases in order to eliminate offers that are clearly not competitive. However, during this process eliminated offers are not yet totally rejected and may be re-visited later in the evaluation process.
	e)	Requests for Tenderers to make a formal presentation – If appropriate, and tenderers have been forewarned in the Conditions of Tender, tenderers may be requested to make a formal presentation to the evaluation committee, clarifying their tender and providing the opportunity for the committee to ask questions. Under these circumstances, the tenderer will be directed to not introduce new or revised information. All information,

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specified requirements; vs whole of life costs; vs

questions and answers will be formally recorded by the Council.

into consideration when evaluating value for money are:

Calculate value for money and compare offers — The aim of Council's comparative evaluation process is to determine which offer best meets all the requirements of the specification and offers the best value for money. The major factors which Council take

the quality of the proposed goods or services; that is, how well it meets the

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	 risk; that is, the capacity of the tenderer to deliver the goods or services, as specified, on-time and on-budget.
	g) Select preferred tenderer – when selecting the offer that represents the best value for money for Council and where two or more firms are ranked equally following the value for money assessment, preference will be given to a Tasmanian business over an inter-state or overseas business. In selecting a preferred tenderer for a high risk/high value or complex process, Council will often undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract.
	 Write the evaluation report — on completion of the evaluation process Council will document the selection of a successful tenderer in an Evaluation Report to be submitted to the relevant approval authority (eg: Tender Review Committee, General Manager and/or Elected Members). Council's evaluation reports include: a comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and reasons for overlooking lower priced tenders.
	Tender review committee A Tender Review Committee will be established by Council to review the purchase/lease of all goods and services over \$250,000 (excluding GST), prior to the awarding of contracts, to ensure that Council's procurement policies are adhered to. This Committee must include a representative from the Accounting Services Team.
	The Tender Review Committee may review and consider the following aspects of a tender: a) the tender and evaluation process adopted;

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the final tender evaluation report;

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	c) critical dates (eg: when the contract is to start, when the current contract is due to expire, critical project milestones, expenditure constraints [eg: funds only available this financial year], etc.); d) any other relevant issues or information, such as a Probity Adviser's report; and e) a certification by the officer responsible for managing the tender process, verifying conformity with relevant Council policies and guidelines.
Step 5 Notification to Successful and	Notification of successful and unsuccessful bidders
Unsuccessful Bidders	Once the preferred tender is selected and all relevant Council approvals to proceed with the purchase have been granted, Council shall write and (in most cases) telephone the preferred tenderer to notify them that they have been successful. After the preferred tenderer has been notified, Council will notify all unsuccessful tenderers in writing of their non-selection.
	Council will advise the unsuccessful tenderers in writing of:
	a) the tender outcome, including the contract number and title;
	b) the successful contractor; and
	c) the term of the contract.
	All unsuccessful bidders will be offered a debriefing session.
	Debriefing unsuccessful tenderers
	The purpose of the debriefing session is to help unsuccessful tenderers submit more competitive bids in future by identifying ways in which the tenderer's offer could be improved.
	Council will provide a debriefing interview to any unsuccessful bidder who requests one.

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WARATAH-WYNYARD COUNCIL Policy Appendix A – Procedure for Making a Purchase Valued at \$100,000 or More

Where a multiple-stage purchasing process is used (eg: where Expressions of Interest are used to short-list tenderers) suppliers not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.
The Procurement Evaluation Form for purchasing other than tender/contracts is to be completed and registered under:
FINANCIAL MANAGEMENT - AUTHORISATIONS- PROCUREMENT EVALUATION FORMS
Reporting to Council The General Manager will report to Council all contracts for the supply or provision of goods and services valued at or above \$100,000 excluding GST awarded or entered each month, including extensions granted.

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Policy Appendix B - Procedure for Making a Purchase up to \$100,000

Step 1 Planning the Purchase

Prior to the purchase of goods and services there must be sufficient justification to demonstrate that there is a need for the goods and services.

Only delegated officers with the written authority to approve the acquisition of goods and/or services are permitted to commit Council to the purchase of goods or services.

Delegated officers have responsibility to ensure:

- (a) The approval to purchase goods and services complies with this policy.
- There is sufficient budget availability for the purchase of goods and services.
- (c) Appropriate documentation is provided to the finance department on a timely basis to ensure that payment can be made within the suppliers trading terms.

There are a number of procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table outlines the quotation and tender requirements based on the estimated value of the purchase.

Quotation and Tender Requirements

The following quotation and tender requirements will be utilised based on the total dollar value of the purchase:

Purchase Value (exc. GST)	Quotation & Tender Requirements
Below \$1,500	No formal quotation requirements.
\$1,500 - \$15,000	At least 2 quotations must be obtained. An approved purchasing arrangement may be used.
	(LG Vendor Panel or standing contract for multiple use that has already been subject to a previous a competitive assessment process).

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	\$15,000 -	At least 3 quotation	ns must be obtained.					
	\$100,000	An approved purch	asing arrangement may be used.					
		(LG Vendor Panel competitive assess	or standing contract for multiple use that he ment process).	as already been subject to a previous	a			
	\$100,000 - \$250,000	Formal public tende competitive assess	er; or an approved purchasing arrangemen ment process).	t may be used (based on previous a				
		The General Mana	ger will decide on behalf of Council if tende	ers will be invited.				
	Purchases of this value must be approved by the General Manager.							
	Exceeds Formal Public Tender.							
	\$250,000	(unless exempt under the legislation).						
	To be approved by Council.							
		-						
	Below \$1,500		\$1,500 - \$15,000	\$15,000 - \$100,000				
Step 2 Purchase	Purchasing do	cumentation	Purchasing documentation	Purchasing documentation				
Documentation		rements except that ions are observed.	Council will undertake most purchases below \$15,000 on a verbal basis.	The Request for Quotation Form is formally inviting offers from but provide a specified good or service.				
		ms under \$75 may be per the Petty Cash	At least 2 quotations must be obtained and documented on a <u>Purchase Decision Form</u> to substantiate the purchasing decision.	terms and conditions of quotation, together a clear description of the goods or ser required, and the details of any appli				
			Council may choose to provide suppliers with a written specification and request a written quotation. Council policies. The complexity of the documentat upon the nature and value of					
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	Generally, the RFQ documentation will consist of: a) Conditions of Quotation — set out the terms under which Council will receive and evaluate offers. The conditions will usually include: i) evaluation criteria and a brief outline of the evaluation methodology to be used; ii) closing date, time and place of lodgement; iii) Council's contact details; iv) pricing requirements (eg: the price should exclude GST); v) relevant Council policies and principles; vi) the entitlement of unsuccessful bidders to be debriefed; and/or vii) information about the Council's complaints process. b) Specification — the specification clearly, accurately and completely describes the essential requirements of the goods or services being purchased. It is the basis of all offers and is the foundation for the contract. The specifications will usually include: i) functional requirements; ii) performance requirements; and iii) technical requirements; and iii) technical requirements.

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WARATAH-WYNYARD COUNCIL

Policy Appendix B - Procedure for Making a Purchase up to \$100,000

	Below \$1,500	\$1,500 - \$15,000	\$15,000 - \$100,000
Step 3 Inviting Offers	No formal requirements.	Inviting offers Council will abide by the following procedures when inviting verbal quotations: a) provide each supplier with the same information and will give each supplier the same amount of time to prepare a quote; and b) seek at least one verbal quotation from a local business (if available). Offers Council will hold details of any quotation received prior to the closing time in a secure location to maintain confidentiality, to ensure probity and to protect the individuals involved from claims of unfair practices. All quotations that the Council receives will be clearly noted with the time and date of receipt and recorded in an appropriate schedule or register. The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.	inviting written quotations: a) where possible, seek at least three (3) written quotations of which a minimum of one (1) quotation will be sought from a local business if available; b) in some cases, choose to advertise a quotation if advantageous to do so; c) where appropriate, send the invitation to quote directly to identified businesses (such as businesses that already provide the service, and/or businesses identified during the market research phase); d) issue the request for quotation documentation either by mail or by email; e) when issuing a request for quotation to a business, the details of that business will be recorded. The details recorded include: i) name of business; ii) address; iii) contact person; iv) email; and v) telephone;

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	requested to quote; and g) exemption from seeking quotations will only be granted at the discretion of the General Manager.
Step 4 Evaluating Offers	Evaluating offers When evaluating verbal quotations Council will do so with the objective of identifying the offer that best meets our requirements and provides the best value for money. When evaluating quotations, we take into consideration the following aspects of a bid: a) value for money; b) estimated useful life; c) disposal value; d) maintenance requirements and costs; e) price; f) compliance with quotation specifications; g) quality, delivery, and service; h) the full benefits of sourcing locally; i) the consequences, including possible risks, of entering into a contract where there is one supplier, or a limited number of suppliers, that can provide and maintain the particular product over its lifetime; and j) any relevant legislative requirements and Council policies, codes and procedures.
Step 5 Notification of Successful and Unsuccessful Bidders	Notification of successful and unsuccessful bidders Once the preferred quote is selected and all relevant Council approvals to proceed with the purchase have been granted, Council's Contact Officer shall contact the preferred supplier to notify them that they have been successful, including an authorised purchase order. Notification of successful and unsuccessful bidders Once the preferred bid is selected and all relevant Council approvals to proceed with the purchase have been granted, Council shall contact the preferred supplier to notify they have been successful.

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	After the preferred bidder has been notified, Council may notify all unsuccessful bidders. After the preferred bidder has been notified, Council may notify all unsuccessful bidders if appropriate. Council will advise the unsuccessful bidders in writing of: a) the bid outcome; b) the successful bidder; and c) the term of the contract. All unsuccessful bidders will be offered a debriefing session.							
Step 6 Ensure Documentation Registered	The completed <u>Purchase Decision Form</u> and/or the completed <u>Request for Quotation Form</u> must be registered in ECM under: FINANCIAL MANAGEMENT - AUTHORISATIONS- PROCUREMENT EVALUATION FORMS							

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9.7 FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2020

To: Council

Reporting Officer: Manager Financial Services

Responsible Manager: Director Organisational Performance

Report Date: 4 November 2020

File Reference: 1
Enclosures: Nil

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

- Income Statement
- Operating Performance by Department
- Cash Position
- Schedule of Investments
- Rate Summary
- Capital Works Summary
- Capital Works Progress

STATUTORY IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL

Desired Outcomes

We make publicly transparent decisions on spending and future directions while encouraging community feedback.

Our Priorities

1.8 Review and adjust service levels to provide value for money.

2.2 Facilitate effective knowledge management practices.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

COMMENT

YTD operating results are tracking consistently with budget with no known material variances to budget identified that will impact on the overall reported result of Council for the year.

A full budget review will occur over the coming weeks and Council will be provided with a revised forecast in January 2021.

MOVED BY	CR COURTNEY
SECONDED BY	CR DUNIAM

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

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

Income Statement

The Income Statement shows the performance of Council's recurrent operations

INCOME STATEMENT	ē	YTD	YTD	%	YTD				Forecast
as at 31 October 2020	Note	Actual	Budget	Variance	Variance		Budget	Forecast	Variance
Recurrent Income									
Rate Revenue		11,454,124	11,434,382	0%	(19,742)	$ \bigcirc $	11,434,382	11,434,382	-
User Charges	1	856,476	798,818	-7%	(57,658)	$ \bigcirc $	2,213,600	2,213,600	-
Reimbursements/Contributions		149,541	144,191	-4%	(5,350)	$ \bigcirc $	519,959	519,959	-
Grants and Subsidies		494,523	478,927	-3%	(15,596)	Ø	3,429,944	3,429,944	-
Interest	2	38,089	49,980	24%	11,891	\otimes	150,000	150,000	-
Distributions from Water Corporation	_	-	-	0%	-	$ \checkmark $	-	-	
		12,992,753	12,906,298	-1%	(86,455)	8	17,747,885	17,747,885	
Recurrent Expenditure									
Employee Costs		2,156,022	2,163,192	0%	(7,170)	>	7,114,361	7,114,361	-
State Levies	3	135,976	120,557	13%	15,419	\times	527,426	527,426	-
Remissions & Discounts		437,286	447,749	-2%	(10,463)	\checkmark	447,749	447,749	-
Materials & Contracts	4	1,236,809	1,900,357	-35%	(663,548)	$ \checkmark $	5,565,142	5,565,142	-
Depreciation		1,488,304	1,488,304	0%	-	>	4,466,666	4,466,666	-
(Gain)/Loss on Disposal	5	96,894	-	0%	96,894	\otimes	127,102	127,102	-
Borrowing Costs		-	-	0%	-	$ \checkmark $	24,307	24,307	-
Other Expenses	_	58,464	76,096	-23%	(17,632)	$ \checkmark $	275,890	275,890	-
	_	5,609,755	6,196,255	-9%	(586,500)	⊘	18,548,643	18,548,643	
Surplus/(Deficit)		7,382,998	6,710,043	-10%	(672,955)		(800,758)	(800,758)	
Surplus/(Dencit)		7,362,336	0,710,043	-10/6	(072,333)	V	(800,738)	(800,738)	<u> </u>
Capital Items									
Capital Grants/Contributions	6	282,342	4,331,231	93%	4,048,889	×	4,850,823	4,850,823	-
Derecognition of Assets		-	-						
Asset Recognition		-	-						
Comprehensive Surplus/(Deficit)		7,665,340	11,041,274	-31%	-3,375,934		4,050,065	4,050,065	0

Explanations are provided for YTD variances to budget of \$50,000 or more.

Note Commentary User Charges - Usage of Council facilities is slowly increasing, however the ytd favourable variance is largely attributable to increased Child Care income compared to budget. Childcare operations will be reviewed more holistically however at this stage no material variance is anticipated at year end against budget. 2

- Interest revenue is below budget ytd and will be reassessed over the coming weeks.
- 3 State Levies is over budget because of a timing issue and will correct itself in November
- Materials and Contracts are tracking favourably to budget YTD. This relates to timing of expenses, a later than expected start special projects (fire break works), garbage and waste management expenditure. The full budget is expected to be spent by year end.
- 5 There are no known variances to the annual budget for loss on disposal of assets. The ytd loss relates to timing of processing only.
- 6 Capital grants are lower than the YTD budget due to timing of receipts. The timing of this income type is not known with certainty until grant deeds are signed. All budgeted granted are expected to be received by year end.

Operating Performance by Department

This statement provides an overview of operating performance by department

NET POSITION BY DEPARTMENT	e		ANNUAL
As at 31 October 2020	YTD ACTUAL	YTD BUDGET	BUDGET
Community & Engagement			
Children Services	83,649	21,523	(1,640)
Community Activation	(113,679)	(297,092)	(805,704)
Community Support	(126,633)	(133,172)	(377,895)
Tourism & Marketing	(129,363)	(149,302)	(491,576)
Total Community & Engagement	(286,027)	(558,043)	(1,676,815)
Council & General Managers Office			
Council	(449,491)	(440,631)	(1,296,636)
Total Council & General Managers Office	(449,491)	(440,631)	(1,296,636)
-			
Infrastructure & Development Services			
Asset Services	25,458	(3,843)	10,400
Cemetery	(28,607)	(33,937)	(98,832)
Development Services	(165,711)	(178,513)	(700,403)
Engineering Support Services	203,615	249,383	110,972
Footpaths	(84,129)	(92,228)	(286,870)
Garbage	824,165	717,896	12,169
Public Halls	(47,343)	(65,104)	(192,573)
Public Toilets	(66,019)	(74,130)	(223,378)
Reserves	(243,517)	3,077,246	2,546,343
Sports	(64,186)	(106,706)	(503,430)
Stormwater Drainage	625,402	608,514	175,850
Transport	(1,351,891)	(722,555)	(2,678,103)
Waste	477,944	394,271	(283,335)
Works & Services	25,354	(23,611)	(48,265)
Total Infrastrucutre & Development Services	130,535	3,746,683	(2,159,455)
Organisational Performance			
Administration	8,270,322	8,293,265	9,182,971
Total Organisational Performance	8,270,322	8,293,265	9,182,971
Community Complete // Deficits	7.665.240	11 044 374	4.050.065
Comprehensive Surplus/(Deficit)	7,665,340	11,041,274	4,050,065

Children's Services

Childcare operations for the first quarter have outperformed the YTD budget set by Council. At the time of setting the budget the impact of the COVID-19 pandemic was unknown and operations have returned to normal levels earlier than budgeted.

Impacting on the favourable YTD result is a one-off payment from the government in transitional funding.

The operational budget and YTD operational results for childcare will be reviewed over the coming weeks and the forecast will be reassessed to estimate the annual favourable result expected compared to budget for the year.

Community Activation

The YTD unfavourable variance to budget relates to timing of grant programs (both inward and outward).

The COVID recovery Survive and Thrive grant program of is now open for submissions (this is later than budgeted) and the funding for the Breathe Eat Move program has been received earlier than budgeted.

Engineering Support Services

YTD unfavourable variance relates to the timing of processing wages to new capital projects. YTD allocations are expected to This will be corrected in the coming weeks. No material variances to budget are expected or have been identified.

<u>Garbage</u>

The YTD favourable variance relates to the timing of contract payments. The budget is expected to be spent by year end.

Reserves

YTD unfavourable variances relates to the timing of yacht club multi use facility and coastal pathway capital grants.

Timing of capital grants are often unknown at the time of setting the budget. No material change to budget has been identified.

Transport

YTD unfavourable variance relates to timing of capital funding which is expected to be received in full by year end.

Timing of capital grants are often unknown at the time of setting the budget. No material change to budget has been identified.

Waste

YTD favourable variance relates to the timing of contract payments. The budget is expected to be spent by year end.

Cash Position

The following table provides an outline of Council's cash and investment portfolio as at 31 October 2020. Total cash and investments on hand as at 31 October is \$17.128m

CASH POSITION As at 31 October 2020	\$	INVESTMENTS	\$	Weighted Average Return
Deposits	15,200,000	Commonwealth Bank Investments	1,926,125	0.00%
		ME Bank	7,400,000	0.62%
		NAB	5,800,000	0.71%
		ING	2,000,000	0.80%
Petty Cash and Till Floats Trading Account	1,600 1,926,125	Petty Cash and Till Floats	1,600	
BALANCE (ALL ACCOUNTS)	17,127,725		17,127,725	0.60%



Schedule of Investments

The following table provides Council's schedule of investment as at 31 October 2020.

INVESTMENT Seas at 31 Octobe							
Institution	Credit Rating	Term (days)	Term Maturity Date	Rate	Investment	Portfolio %	Weighted Average Return
ME Bank	A2 A2 A2 A2 A2 A2 A2 A2 A2	91 120 120	11/11/2020 18/12/2020 2/11/2020 30/11/2020 3/12/2020 call 4/01/2021 12/01/2021 16/02/2021	0.65% 0.65% 0.62% 0.65% 0.65% 0.55% 0.60% 0.65%	500,000 500,000 500,000 500,000 1,000,000 900,000 1,000,000 1,000,000		
ME Bank	A2	120	22/02/2021	0.55% _	1,000,000 7,400,000	48.68%	0.62%
NAB NAB NAB NAB NAB NAB	A1+ A1+ A1+ A1+ A1+	90 184 181 91 181 122	16/11/2020 24/02/2021 4/03/2021 11/12/2020 16/03/2021 25/01/2021	0.70% 0.75% 0.75% 0.70% 0.70% 0.65%	1,000,000 1,000,000 800,000 1,000,000 1,000,000 1,000,000		
ING ING	A1 A1	180 270	24/11/2020 7/05/2021	1.00% 0.60%	5,800,000 1,000,000 1,000,000 2,000,000	38.16% 13.16%	0.71%
Total Investment		≀BA Cash Ra	ate*	-	15,200,000		0.64%

^{*}source: www.rba.gov.au as at 1 November 2020

0.054

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

90 Day BBSWs Rate**

^{**}source: https://www.asx.com.au/data/benchmarks/bbsw-10-day-rolling-history.pdf as at 2 November 2020

Rates Summary

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

Council has provided a greater level of early payment discounts in the current year due to the extension to 31 October.

The total rates collected as at 31 October is \$38,731 behind the same time last year. Council does however have 220 fewer properties with an amount outstanding. As at 31 October 1,793 properties had an amount outstanding compared with 2,013 as at the same time last year.

RATE SUMMARY For the period 1 July 2020 to 31 October 2020	%	2020/21 \$	%	2019/20 \$
Notice Issue Date - 24 July 2020				
OUTSTANDING RATE DEBTORS (As at 1 July 2020)	5.00	602,240	4.27	507,597
ADD CURRENT RATES AND CHARGES LEVIED				
(including penalties)	95.00	11,454,124	95.73	11,374,377
GROSS RATES AND CHARGES DEMANDED	100.00	12,056,364	100.00	11,881,974
LESS RATES AND CHARGES COLLECTED	74.93	9,033,929	74.85	8,893,907
REMISSIONS AND DISCOUNTS**	8.81	1,061,895	8.26	980,893
	83.74	10,095,824	83.11	9,874,800
ADD PROPERTIES IN CREDIT	(2.52)	303,542	(1.84)	218,177
UNPAID RATES AND CHARGES *	18.78	2,264,082	18.73	2,225,351
(includes Deferred Rates)				
**REMISSIONS AND DISCOUNTS		2020/21		2019/20
Early Payment Discount		435,861		386,483
Pensioner Rebates		624,609		586,953
Council Remissions and Abandonments		1,425		7,457
		1,061,895		980,893
Number of Rateable Properties		7,924		7,858
Number of Unpaid Rateable Properties		1,793		2,013
% not fully paid		22.63%		25.62%

Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2020/2021 Capital Works Program. Timing of expenditure is based on the works plan and actual spend, and not reflective of the actual progress of the Capital Work, which is detailed under Capital Program Monthly Progress.

Buildings	CAPITAL WORKS SUMMARY	Actual	Budget	% Spend of Budget	Forecast	Forecast	Forecast
Amenities 23,550 47,661 50,04% 47,061 5 Community Facilities 179,336 4,510,169 3,98% 45,10,169 5 Community Facilities 179,336 4,510,169 3,98% 45,10,169 5 Community Facilities 280,830 4,798,614 5,85% 22,440,000 1 2,614 Total Buildings 280,830 4,798,614 5,85% 4,801,230 2 2,614 Parks & Open Space Childcare - 60,000 0,00% 60,000 6 Childcare - 737 130,000 0,57% 100,000 6 Other - 737 130,000 0,57% 100,000 6 Other Infrastructure 1,200 246,872 0,49% 246,872 9 Playgrounds 313,519 1,271,414 2.66% 1,271,414 9 Recreational Reserves 15,173 301,340 5,04% 301,340 9 Walkways & Tracks 44,133 2,783,235 1,59% 2,787,584 9 4,345 Wynyard 3,047 6,000 50,78% 6,000 9 Total Parks & Open Spaces 377,809 4,798,861 7,87% 4,803,210 6 4,345 Plant & Equipment Other Plant & Equipment 7,727 172,783 4,47% 172,783 9 Other Plant & Equipment 531,118 1,219,148 43,56% 12,19,148 9 Sorting Facilities Sorting Facilities 42,253 794,641 56,91% 794,641 9 Camping - 30,000 0,00% 30,000 6 Total Plant & Equipment 531,118 1,219,148 43,56% 12,19,148 9 Sorting Facilities 12,173 994,362 11,28% 10,102,550 1 18,581 Stormwater Flood Mitigation Works 10,387 2,400,000 0,43% 26,521 23,64% 31,309 9 Total Stormwater Works 10,387 2,400,000 0,43% 24,82,397 9 Transport Bridge Renewals 342,84 654,313 52,33% 654,313 9 Total Stormwater Works 10,387 2,400,000 0,43% 24,82,397 9 Transport 8registers 342,384 654,313 52,33% 654,313 9 Total Stormwater Works 10,387 2,400,000 0,43% 24,82,397 9 Transport 8registers 342,384 654,313 52,33% 654,313 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,98% 3,246,410 9 Transport 969,612 3,333,784 29,9	As at 31 October 2020	\$ Note	\$		\$	vs Budget	Variance
Community Facilities 179,336 4,510,169 3,98% 4,510,169 - Council Operational Buildings 77,944 241,384 32,29% 244,000 2,511 Total Buildings 280,830 4,798,614 5,85% 4,801,230 2,511 Parks & Open Space Childrare - 60,000 0,00% 60,000 - Cher 73 130,000 0,57% 130,000 - Cher 73 130,000 0,57% 130,000 - Cher Infrastructure 1,200 246,872 0,49% 246,872 - Cher Playgrounds 313,519 1,271,414 2,46,677 246,677 246,872 - Walkways & Tracks 41,133 2,783,235 1,59% 2,787,584 4,345	Buildings						
Council Operational Buildings 77,944 241,384 32,29% 244,000 1 2,51 Total Buildings 280,830 4,788,614 5.85% 4,801,230 2,51 Parks & Open Space Childcare - 60,000 0.00% 60,000 0 - Other 737 130,000 0.57% 130,000 2 - Other Infrastructure 1,200 2,46,872 0 - - Playgounds 313,519 1,271,414 2,46,872 0 - - Wallways & Tracks 15,173 301,340 5,04% 301,340 1 - - Wynyard 3,047 6,000 50.78% 6,000 2 - <	Amenities	23,550	47,061		47,061		-
Total Buildings 280,830 4,798,614 5.85% 4,801,230 2,614 Parks & Open Space Childcare - 60,000 0.00% 60,000 0 - Other 737 130,000 0.57% 130,000 0 - Other Infrastructure 1,200 246,872 0.49% 126,872 - - Playgrounds 313,519 1,271,414 0 -	Community Facilities	179,336	4,510,169	3.98%	4,510,169	3	-
Parks & Open Space Childcare - 60,000 0.00% 60,000 - Other 737 130,000 0.57% 130,000 - Other Infrastructure 1,200 246,872 0.49% 246,872 - Playgrounds 313,519 1,271,414 24,66% 1,271,414 - Recreational Reserves 15,173 301,340 5.04% 301,340 0 - Walkways & Tracks 44,133 2,783,353 1.59% 2,787,584 9,434 Wynyard 3,047 6,000 50.78% 6,000 - Total Parks & Open Spaces 377,809 4,798,861 7.87% 4,803,210 9,434 Plant & Equipment 0.00F 17,2783 4.47% 172,783 - 794,641 -	Council Operational Buildings	77,944	241,384		244,000		2,616
Childcare	Total Buildings	280,830	4,798,614	5.85%	4,801,230	Ø	2,616
Other Other Infrastructure 737 130,000 0.57% 120,00 2 - Other Infrastructure 1,200 246,872 0.49% 246,872 0 - Other Infrastructure 1,200 246,872 0.49% 246,872 0 - Other Infrastructure 2,46,872 0.49% 1,271,414 0 - Other Infrastructure 1,271,414 0 - Other Infrastructure 1,271,414 0 - Other Infrastructure 301,340 0 - Other Infrastructure 4,344 4,344 4,344 4,344 4,344 4,344 4,344 4,344 4,434 4,434 4,434 4,434 4,430,210 4,345 4,344 4,434 4,430,210 4,344 4,434 4,430,210 4,344 4,434 4,430,210 4,344 4,434 4,44 4,444 4,444 4,444 4,444 4,444	Parks & Open Space						
Other Infrastructure	Childcare	-	60,000	0.00%	60,000	3	-
Playgrounds	Other	737	130,000	0.57%	130,000	Ø	-
Recreational Reserves 15,173 301,340 5.04% 301,340 7.00% 4.133 2.783,235 1.59% 2.787,584 3.434 4.433 2.783,235 1.59% 2.787,584 3.434 4.433 2.783,235 1.59% 6.000 7	Other Infrastructure	1,200	246,872	0.49%	246,872	Ø	-
Walkways & Tracks 44,133 2,783,235 1.59% 2,787,584 4,346 Wynyard 3,047 6,000 50.78% 6,000 3 - Total Parks & Open Spaces 377,809 4,798,861 7.87% 4,803,210 0 4,345 Plant & Equipment 7,727 172,783 4.47% 172,783 0 - Other Plant & Equipment 7,727 172,783 4.47% 794,641 0 - Plant & Equipment 7,138 251,724 28.26% 251,724 0 - Software & IT Replacements 531,118 1,219,148 43.56% 1,219,148 0 - Soprting Facilities Camping - 30,000 0.00% 30,000 0 - Camping - 30,000 0.00% 30,000 0 - Indoor Recreational Facilities 42,125 668,041 6.31% 668,041 0 18,588 Total Sporting Facilities 112,173 994,362 11,28% 1,012,950 18,588 To	Playgrounds	313,519	1,271,414	24.66%	1,271,414	9	-
Wynyard 3,047 6,000 50.78% 6,000 3-7 Total Parks & Open Spaces 377,809 4,798,861 7.87% 4,803,210 3-7 Plant & Equipment 70 377,809 4,798,861 7.87% 4,803,210 3-4,345 Plant & Equipment 7,727 172,783 4.47% 172,783 9-7 9-8,641 56.91% 794,641 9-7 9-4,641 9-7 9-4,641 9-7 9-4,641 9-7 9-8,641 56.91% 794,641 9-7 9-8,641 56.91% 794,641 9-7 9-8,641 56.91% 794,641 9-7 9-8,641 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9461 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8,9462 9-8	Recreational Reserves	15,173	301,340	5.04%	301,340	Ø	-
Total Parks & Open Spaces 377,809 4,798,861 7.87% 4,803,210 0 4,346 Plant & Equipment 7,727 172,783 4.47% 172,783 Plant & Vehicle Replacements 452,253 794,641 56.91% 794,641 Plant & Vehicle Replacements 71,138 251,724 28.26% 251,724 Total Plant & Equipment 531,118 1,219,148 43.56% 1,219,148 Sporting Facilities	Walkways & Tracks	44,133	2,783,235	1.59%	2,787,584	9	4,349
Plant & Equipment 7,727 172,783 4.47% 172,783 3 - Plant & Vehicle Replacements 452,253 794,641 56.91% 794,641 3 - Software & IT Replacements 71,138 251,724 28.26% 251,724 - - Total Plant & Equipment 531,118 1,219,148 43.56% 1,219,148 - <	Wynyard	3,047	6,000	50.78%	6,000	Ø	-
Other Plant & Equipment 7,727 172,783 4.47% 172,783 - Plant & Vehicle Replacements 452,253 794,641 56.91% 794,641 - - Software & IT Replacements 71,138 251,724 28.26% 251,724 - - Total Plant & Equipment 531,118 1,219,148 43.56% 1,219,148 - - Sporting Facilities Camping - 30,000 0.00% 30,000 - - Indoor Recreational Facilities 42,125 668,041 6.31% 668,041 - - Outdoor Sporting Facilities 70,048 296,321 23.64% 314,909 18,588 Total Sporting Facilities 112,173 994,362 11.28% 1,012,950 18,588 Stormwater Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 - - - - - - - - - - - -	Total Parks & Open Spaces	377,809	4,798,861	7.87%	4,803,210	0	4,349
Plant & Vehicle Replacements	Plant & Equipment						
Plant & Vehicle Replacements	Other Plant & Equipment	7,727	172,783	4.47%	172,783	3	-
Sporting Facilities Camping - 30,000 0.0% 30,000 0.0% -	Plant & Vehicle Replacements	452,253	794,641	56.91%	794,641		-
Sporting Facilities Camping - 30,000 0.00% 30,000 -	Software & IT Replacements	71,138	251,724	28.26%	251,724	Ø	-
Camping - 30,000 0.00% 30,000 0 - Indoor Recreational Facilities 42,125 668,041 6.31% 668,041 0 - Outdoor Sporting Facilities 70,048 296,321 23.64% 314,909 18,588 Total Sporting Facilities 112,173 994,362 11.28% 1,012,950 18,588 Stormwater Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 0 - Other Stormwater Works 6,479 82,397 7.86% 82,397 0 - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 0 - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 - - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - - Other Transport 320,141 659,594 48.54% 669,394 9,800 - Resheeting 202,073 935,150 21.61% 937,976 2,826 <td< td=""><td>Total Plant & Equipment</td><td>531,118</td><td>1,219,148</td><td>43.56%</td><td>1,219,148</td><td>Ø</td><td>-</td></td<>	Total Plant & Equipment	531,118	1,219,148	43.56%	1,219,148	Ø	-
Indoor Recreational Facilities 42,125 668,041 6.31% 668,041 0 - Outdoor Sporting Facilities 70,048 296,321 23.64% 314,909 314,909 18,588 Total Sporting Facilities 112,173 994,362 11.28% 1,012,950 1 18,588 Stormwater Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 0 - Other Stormwater Works 6,479 82,397 7.86% 82,397 - - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 - - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 - - Pootpaths & Kerbs 56,086 195,870 28.63% 195,870 - - Other Transport 320,141 659,594 48.54% 669,394 9,800 - - Resheeting 202,073 935,150 21.61% 937,976 2,826 - - - - -	Sporting Facilities						
Indoor Recreational Facilities 42,125 668,041 6.31% 668,041 - Outdoor Sporting Facilities 70,048 296,321 23.64% 314,909 \$\begin{align*} 18,588 Total Sporting Facilities 112,173 994,362 11.28% 1,012,950 18,588 Stormwater Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 - - Other Stormwater Works 6,479 82,397 7.86% 82,397 - - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 - - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 - - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - - Other Transport 320,141 659,594 48.54% 669,394 9,800 - Resheeting 202,073 935,150 21.61% 937,976 2,826 - - Strategic Projects - 46,337 0.0% <td>· -</td> <td>=</td> <td>30,000</td> <td>0.00%</td> <td>30,000</td> <td></td> <td>-</td>	· -	=	30,000	0.00%	30,000		-
Outdoor Sporting Facilities 70,048 296,321 23.64% 314,909 18,588 Total Sporting Facilities 112,173 994,362 11.28% 1,012,950 18,588 Stormwater Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 2 - Other Stormwater Works 6,479 82,397 7.86% 82,397 - - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 - - Bridge Renewals 342,384 654,313 52.33% 654,313 - - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - - Other Transport 320,141 659,594 48.54% 669,394 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - <td>Indoor Recreational Facilities</td> <td>42,125</td> <td>668,041</td> <td>6.31%</td> <td>668,041</td> <td></td> <td>-</td>	Indoor Recreational Facilities	42,125	668,041	6.31%	668,041		-
Stormwater Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 2 -	Outdoor Sporting Facilities	70,048	296,321	23.64%	314,909		18,588
Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 ○ - Other Stormwater Works 6,479 82,397 7.86% 82,397 ○ - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 ○ - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 ○ - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 ○ - Other Transport 320,141 659,594 48.54% 669,394 19,980 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 2,826 2,826 2,826 616,057 - 6,837 - - 646,337 ○ -	Total Sporting Facilities	112,173	994,362	11.28%	1,012,950	0	18,588
Flood Mitigation Works 10,387 2,400,000 0.43% 2,400,000 ○ - Other Stormwater Works 6,479 82,397 7.86% 82,397 ○ - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 ○ - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 ○ - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 ○ - Other Transport 320,141 659,594 48.54% 669,394 19,980 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 2,826 2,826 2,826 616,057 2,826 2,826 2,826 616,057 2,826 <td>Stormwater</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Stormwater						
Other Stormwater Works 6,479 82,397 7.86% 82,397 - Total Stormwater 16,866 2,482,397 0.68% 2,482,397 - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - Other Transport 320,141 659,594 48.54% 669,394 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 12,627		10,387	2,400,000	0.43%	2,400,000	2	-
Total Stormwater 16,866 2,482,397 0.68% 2,482,397 - Transport Bridge Renewals 342,384 654,313 52.33% 654,313 - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - Other Transport 320,141 659,594 48.54% 669,394 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 12,627				7.86%			-
Bridge Renewals 342,384 654,313 52.33% 654,313 - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - Other Transport 320,141 659,594 48.54% 669,394 98,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 12,627	Total Stormwater						-
Bridge Renewals 342,384 654,313 52.33% 654,313 - Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - Other Transport 320,141 659,594 48.54% 669,394 98,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 12,627	Transport						
Footpaths & Kerbs 56,086 195,870 28.63% 195,870 - Other Transport 320,141 659,594 48.54% 669,394 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 12,627		342,384	654,313	52.33%	654,313		-
Other Transport 320,141 659,594 48.54% 669,394 9,800 Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 12,627		,				_	_
Resheeting 202,073 935,150 21.61% 937,976 2,826 Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 3,246,410 12,627	•			48.54%		_	9,800
Rural Reseals 40,563 616,057 6.58% 616,057 - Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 3,246,410 12,627	•	,					2,826
Strategic Projects - 46,337 0.00% 46,337 - Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 3,246,410 12,627	_						-,
Urban Reseals 8,365 126,462 6.61% 126,462 - Total Transport 969,612 3,233,784 29.98% 3,246,410 3,246,410 12,627		-					_
Total Transport 969,612 3,233,784 29.98% 3,246,410 💿 12,627	• •	8,365		_			-
Total Capital Works Program 2020/21 2,288,409 17,527,166 13.06% 17,565,345 38.179							12,627
	Total Capital Works Program 2020/21	2,288,409	17,527,166	13.06%	17,565,345	0	38,179

The current year program is in its early stages and whilst a small number of forecast variances have been identified on individual jobs, not all capital works jobs have started. No material variations at year end are expected as some capital works are anticipated to come in under budget offsetting any over budget expenditure.

2020/21 Capital Program Monthly Progress Report

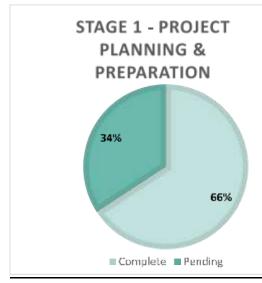
Overall, the capital works program is on target for full completion with no foreseeable delays.

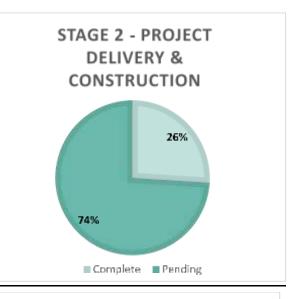
The overall project status completion is provided for each category of the program in the table below

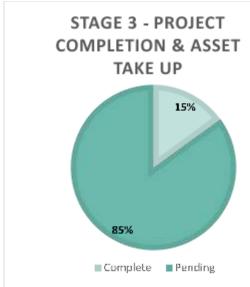
Section	Total Project Completion (%)
Parks & Open Spaces	33.19
Transport	37.10
Stormwater	28.21
Sporting Facilities	38.33
Buildings	28.13
Plant & Equipment	26.09

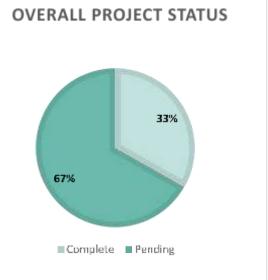
Status %	Stage
Between 0% and 25%	Stage 1 - Project Preparation including, design, permits, tender and consultation, construction approval
Between 25% and 75%	Stage 2 - Project construction and delivery
Between 75% and 100%	Stage 3 - Project Completion including asset take up, defects liability period,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

PARKS & OPEN SPACE









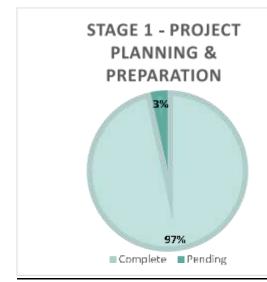
PARKS & OPEN SPACE cont.

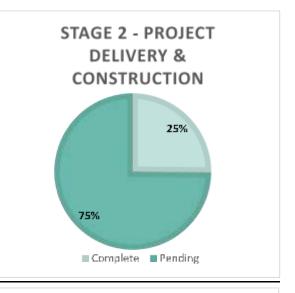
Projects	Status(%)
Somerset	
ANZAC Park All Ability Playground*	11.25
Cam River Master Plan Actions	12.50
Zig Zag Track Lighting	25.00
Boat Harbour	
Master Plan - Planning, Survey & Design	18.75
Replace Timber Walkway	12.50
Stairway Replacement (Hepples Rd)	20.00
Sisters Beach	
Skate & Recreation Area	35.00
<u>Waratah</u>	
Camping Ground - Coin Operated Whitegoods &	
Locking System	72.50
Philosopher Falls Walking Track Repairs	100.00
Waterfall Project Design	7.50
<u>Wynyard</u>	
Coastal Pathway*	1.25
East Wynyard Foreshore Beach Access	100.00
East Wynyard Foreshore Playground	50.00
Skate Park Remediation Works	100.00
Dog Park	7.50
Port Road Walking Track	12.50
Frenchs Road Masterplan Landcare Actions	0.00
Warawyn Child Care Playground Replacement	
<u>Other</u>	
Coastal Geotechnical and Erosion Control	
Assessments	40.00
Furniture Renewal Program	37.50

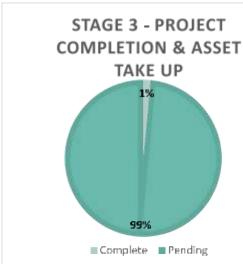
Key project milestones/updates:

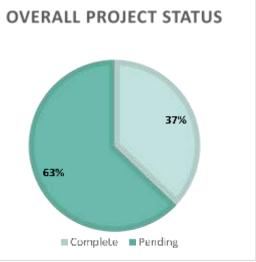
- Sisters Beach Rec Park well underway and on track
- Coastal Geotechnical and Erosion Control progressing well
- Philosophers Falls walking track repairs are complete
- Waratah Camping Ground white goods installed awaiting minor fittings

TRANSPORT









Projects	Status(%)
Strategic Projects	
IGA Junction Public Consultation & Design	23.75
Table Cape & Tollymore Rd Design - Survey &	
Investigation	0.00
Bridge Renewal	
Port Creek Bridge Replacement	72.50
Rural Reseals	
Buggs Lane (0000 - 0018m) - Surface	25.00
Calder Road (04577 - 06807m) - Surface	
Calder Road (06807 - 07343m) - Surface	25.00
Cummings Street (0000 - 0180m) Boat Harbour -	
Surface	25.00
Frenchs Road (0000 - 0005m) - Surface	25.00
Gates Road (0000 - 0425m) - Surface	25.00
Marshalls Road (0000 - 0038m) - Surface	25.00
Mount Hicks Road (01135 - 07153m) - Surface	25.00
Murdering Gully Road (0930 - 0958m) - Surface	25.00
Newhaven Drive (0395 - 0617m) - Surface	25.00
Old Mount Hicks Road (0000 - 0038m) - Surface	25.00

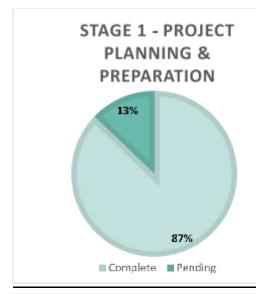
Old Mount Hicks Road (2367 - 2384m) - Surface	25.00
Preolenna Road (02690 - 04959m) - Surface	25.00
Reservoir Drive (1591 - 2292m) - Surface	25.00
Seabrook Road (3431 - 6355m) - Surface	25.00
Sisters Beach Road (0032 - 1623m) - Surface	25.00
Urban Reseals	
Gibbons Street Sec - 1 Surface	25.00
Goldie Street Sec - 9 Surface	25.00
Old Bass Highway Sec - 13 Surface	25.00
Old Cam Road Sec - 2 Surface	25.00
Old Cam Road Sec - 3 Surface	25.00
Simpson Street Sec - 1 Surface	25.00
Simpson Street Sec - 4 Surface	25.00
Footpaths & Kerbs	25.00
Gibbons Street - Footpath Extension (Cul-de-sac	
Eastern end)	50.00
Frederick Street Footpath	100.00
Gibbons Street Kerb Replacement	50.00
Smith Street Footpath Extension - Waratah	25.00
Resheets Court Occa) Court	75.00
Aldersons Road (0044 - 0663m) - Surface	75.00
Beatties Road (0000 - 0934m) - Surface	25.00
Chalks Road (0000 - 0324m) - Surface	75.00
Dam Road (0000 - 0796m) - Surface	25.00
Deaytons Lane (0010 - 2171m) - Surface	25.00
Dudfields Road (0030 - 1688m) - Surface	25.00
Elliotts Road (0000 - 0126m) - Surface	75.00
Fists Lane (0000 - 0470m) - Surface	25.00
Fists Lane (0470 - 1532m) - Surface	25.00
Fists Lane (1532 - 1932m) - Surface	25.00
Franks Lane (0000 - 0654m) - Surface	75.00
Humbles Road (0007 - 0240m) - Surface	75.00
Irby Boulevard (0000 - 0052m) - Surface	75.00
Lancaster Road (0000 - 0298m) - Surface	75.00
Lowries Road (1920 - 4473m) - Surface	25.00
Lyons Road (0033 - 1152m) - Surface	25.00
Mount Myrtle Road (0000 - 0416m) - Surface	75.00
Myalla Road (13809 - 14670m) - Surface	25.00
Myalla Road (16660 - 17665m) - Surface	25.00
Old Dam Road (0000 - 0377m) - Surface	25.00
Pecks Road (0015 - 0120m) - Surface	25.00
Reservoir Drive (3765 - 4260m) - Surface	25.00
Reservoir Drive (4260 - 5490m) - Surface	25.00
Reservoir Drive (5490 - 7338m) - Surface	25.00
Rulla Road (4216 - 4668m) - Surface	75.00
Takone Road (13030 - 15618m) - Surface	30.00
Vicevich Road (0026 - 0203m) - Surface	75.00
West Calder Road (06166 - 08366m) - Surface	25.00
Other	
Pedestrian Refuge Falmouth Street, Somerset	72.50
Jackson Street Vulnerable Road User Crossing	72.50
Goldie Street Pedestrian Crossing	25.00
Exhibition Link Vulnerable Road Users Link	25.00
Somerset CBD Masterplan Works	75.00
Wynyard CBD Plaza	55.00
TT J TT J AT A CDD T TALA	55.00

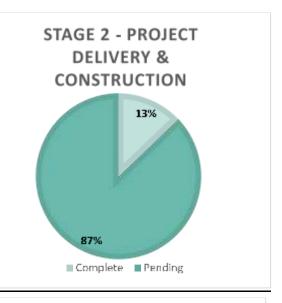
Old Bass Highway - Port Creek Nurses Retreat Sealing	
Works	18.75
Design Work - Rural Road Safety Priorities	8.75
Port Creek Parking Area	18.75
Rural Road Culvert Upgrade Program	50.00

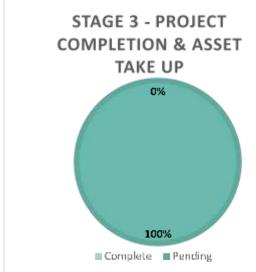
Key project milestones/updates:

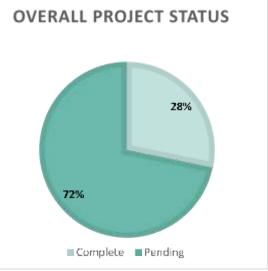
- Jackson Street pedestrian refuge complete awaiting line marking
- Goldie Street pedestrian refuge out for quote

STORMWATER









STORMWATER cont.

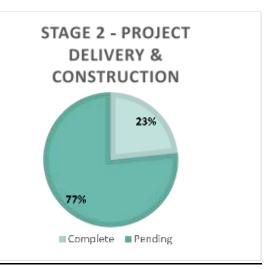
Projects	Status(%)
Flood Mitigation	
Big Creek	12.50
Cotton Street	23.75
Port Creek	16.25
Other Stormwater	
Replace stormwater pipe & manhole Church Street	25.00
Port Road Boat Harbour Drainage	70.00
Stormwater upgrade crn Dodgin & Austin St	25.00
Tyre Park (Waratah) Drainage and Playground Boxing	25.00

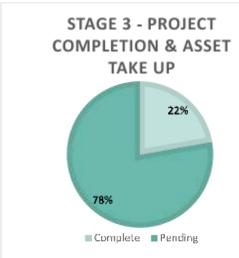
Key project milestones/updates:

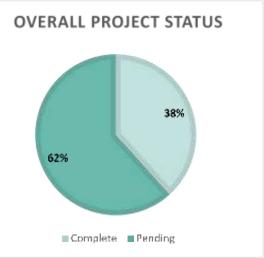
- Design works on flood mitigation projects well advanced
- Most stormwater works pending summer weather

SPORTING FACILITIES









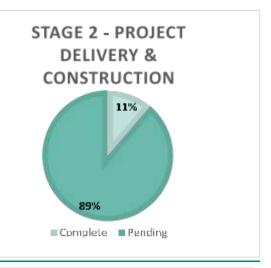
Projects	Status(%)	
Somerset Soccer Goal Renewal	27.50	
Cardigan Street Pitch and Irrigation Works (Stage 1)	27.50	
Demolition of Grand Stand - Wynyard Showgrounds	12.50	
Establishment of Freedom Camping Site	2.50	
Somerset Indoor Rec Centre - repl skylights in western end (bowls club)	100.00	
Wynyard & Somerset Basketball Rings*	25.00	
Somerset Sporting Precinct Design	25.00	
Wynyard Recreation Ground Changerooms	100.00	
Wynyard Indoor Sports Centre - Changeroom		
Upgrades*	25.00	

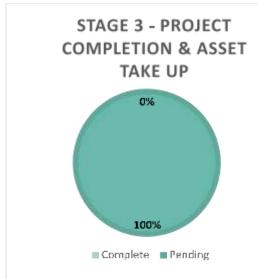
Key project milestones/updates:

- Cardigan Street pitch and Irrigation works underway
- Somerset indoor rec centre skylight replacement complete

BUILDINGS







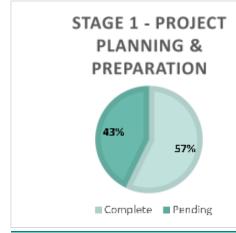


Projects	Status(%)
Community Centre - Sisters Beach Concept Plan	35.00
Council Chambers - concrete paver replacement	
(Council entry)	25.00
Moorleah Hall - front door replacement	50.00
Multi Use Community Facility (Yacht Club)*	30.00
Sisters Beach - East Blvd Toilets - Stainless Steel lining	25.00
Solar Panel System - Council Chambers	5.00
Toilet seat upgrades - ALL TOILETS	30.00
Waratah Depot - front gutter replacement	25.00

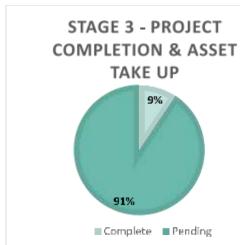
Key project milestones/updates:

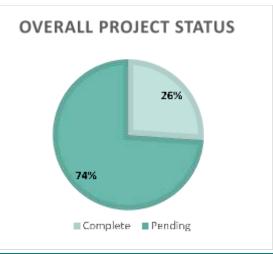
Works have commenced at the Multi-use Community Facility (Yacht Club)

PLANT & EQUIPMENT









Projects	Status(%)
Software & IT Replacements	
Combined Corporate GIS Modernisation	23.75
Corporate System Development - Online Timesheets	45.00
Aerial Photography	25.00
Finance/Assets Software	100.00
Online Booking System	0.00
HR Management System	0.00
IT Replacements	42.50
Plant & Vehicle Replacements	
1002 - Grader - John Deere 772G - D18DX	72.50
1262 - Tip Truck - Hino Dual Cab - B84TI	0.00
1548 - Ride on Lawn Mower - Kubota ZD331 2P - F26CX	0.00
1572 - Mower - Tractor Drawn - Howard Stealth S2 340	0.00
3012 - Mitsubishi Triton Utility 4x4 Dual Cab Diesel - Shane - F57FY	0.00
Hydraulic Grader Blade	18.75
Backhoe Loader No 1 - Waratah - DM9921	72.50
3017 - Ford Ranger Utility 4x2 Flat Tray Diesel - E46PE	0.00

3048 - Holden Colorado Utility 4x4 Flat Tray Diesel -	
DEPOT - C32SB	0.00
New Plant	
Handheld GPS/Coordinate Recorder	2.50
Pipe Inspection Camera	100.00
Other	
Flag Poles - Council Chambers	7.50
Somerset CBD Art	25.00
Depot Trade Waste	40.00
Skate Park Art Boards	25.00
Public Art	5.00
Tulip Festival Flag Replacement	0.00
Outdoor Christmas Tree (Wynyard)	0.00
SES Roller Door Wynyard	25.00
SES 10 Piece Power Tool Set x 2	25.00
SES Emergency Lighting	25.00
Child Care Cot Replacements	100.00
Depot Radio	25.00
Recycling Bins	5.00
Signage Upgrade Program (inc \$10k for walking tracks)	20.00

Key project milestones/updates:

- Childcare cot replacements complete
- Replacement Grader on order
- Replacement Backhoe on order

9.8 SENIOR MANAGEMENT REPORT

To: Council

Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 14 September 2020

File Reference: 1202

Enclosures: 1. Councillor Allowances

SUMMARY/PURPOSE

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

GENERAL MANAGERS OFFICE

ACTIVITIES SINCE LAST COUNCIL MEETING

Listed below is a summary of activities undertaken by the General Manager during the period 10 October 2020 to 7 November 2020.

Corporate

- Attended a Directions Conference through the Anti-Discrimination Tribunal. The matter, concerning lack of tactile surface indicators, was adjourned and subsequently withdrawn by the applicant
- Had overview and evaluation meeting with Council's Employee Assistance provider, CLS
- Met with a developer to discuss potential project and associated planning requirements
- Completed performance reviews with each of the Executive team members and all direct reports
- Participated in Joint Executive Management team meeting with Circular Head Council with a specific focus on economic development

Community

- Met with representatives of the Wynyard Football Club to provide an overview of Open Space Sport and Recreation (OSSR) precinct plans and current status
- Continued discussions with the Wynyard Yacht Club regarding a lease for the new building and reached final position on draft document
- Attended a Coastal Pathway Working group meeting with the Department of State Growth and Burnie City Council
- Met with the Principal of the Wynyard High School to discuss a range of matters including traffic management and the OSSR precinct plans and current status
- Met with a resident of Boat Harbour Beach regarding the possible restoration of the tennis court in Cummings Street
- Met with representatives of the Inglis Pony Club to discuss the club's infrastructure needs for the future

Industry

- Attended the LGAT information session on the Code of Conduct review
- Attended on-line meeting of the TasWater Owner Representative Group who discussed the terms of reference for a local government expert advisory group; the draft TasWater Annual report and a variety of other matters
- Attended the TasWater Annual General Meeting
- Attended the two day General Manager's workshop which included presentations from PlanBuild Tasmania; Lia Morris, CEO of Marine Infrastructure Tasmania; Virginia Bashford, Relationships Tasmania; the Tasmanian Audit Office; Sally Darke, Chairperson of the Tasmanian Community Fund; LGAT and the Local Government Division

Other

Attended Board meeting of the Cradle Coast Authority

Keep Australia Beautiful Tasmania 2020 Act of Kindness Awards

The Mayor attended the recent Awards Ceremony where Council received a *Certificate Honouring an Act of Kindness – Spring Loaded*.

Christmas Closure

As in previous years, Council services will be closed as follows for the over the Christmas period:

Council Offices

Closing: 1.00pm Wednesday 23 December 2020

Re-Open: Monday 4 January 2021

Waste Transfer Station

Closing: 24 December 2020 Re-Open: 27 December 2020

Childcare

Closing: 6.30pm 23 December 2020

Re-Open: 7.00am 4 January 2021

Waratah Offices

Closing: 25 December 2020 Re-Open: 29 December 2020

Closed New Year's Day - 1 January 2021

Wonders of Wynyard

Closing: 25 December 2020 Re-Open: 27 December 2020

2019 Australia Day Awards

A request has been received from Madeline Wells that her award for Young Citizen of the Year for Waratah-Wynyard to be renounced. She also requested that her name and photographs not be used by the National Australia Day Council or any organisation or councils they are affiliated with.

Officers have contacted the Department of Premier and Cabinet Tasmania who have made note of the request and advised that they have updated their records accordingly. They have also confirmed that they have confirmed with the National Australia Day Council that they have updated their records.

Council's own records have also been updated to reflect this request with arrangements also made to have Ms Wells name removed from the Council Honour Board.

Councillor Allowances

The Local Government Division (LGD) has updated its information sheet on Councillor allowances for the year 1 November 2020 – 31 October 2021, by applying the required inflationary factor to the elected member allowances. A copy of the updated information sheet, including the new allowance figures is attached.

Regulation 42 of the *Local Government (General) Regulations 2015* defines the inflationary factor, in respect of each calendar year, to be the amount ascertained by dividing the Wage Price Index (WPI) figure for the June quarter of that year by the WPI figure for the June quarter of the previous year. The WPI figure for the 2020 June quarter was 135.4 compared to 132.2 for the 2018 June quarter, thus providing an inflationary figure of 2.42%.

ADMINISTRATION – USE OF CORPORATE SEAL

16/10/20	Adhesion Order	139 Old Bass Highway Wynyard
22/10/20	Sublicense – Dept. Primary	Tablecape Lighthouse Tours
	Industries, Parks, Water &	
	Environment	
30/10/20	Final Plan & Schedule of	7335372 / 6997227 664 Waratah Road Waratah –
	Easements	Dwelling and Boundary reconfiguration
4/11/20	License of Crown Land	9493988 – Foreshore Razor Beach Sisters Beach
9/11/20	Deed of Variation of Grant Deed	Department of Communities (CSR) - Change to
		completion date of Wynyard Multi-Purpose Facility

MOVED BY	CR DUNIAM	
SECONDED BY	CR HYLAND	

That Council:

- 1. Note the monthly Senior Management Report; and
- 2. Note the proposed Council Closure dates for Christmas/New Year period

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

9.8.1 COUNCILLOR ALLOWANCES

Councillor Allowances

Information Sheet 21 October 2020

This information sheet explains the process for adjusting allowances for councillors, mayors and deputy mayors annually by an inflationary factor. This information has been updated for the allowances payable from 1 November 2020.

Legislative basis

Section 340A of the Local Government Act 1993 (the Act) entitles councillors to allowances as prescribed in regulations. Mayors and deputy mayors are entitled to allowances in addition to those payable to them as councillors.

Regulation 42(2) of the Local Government (General) Regulations 2015 (the Regulations) specifies the allowances payable to councillors, mayors, and deputy mayors. Regulation 42(2A) entitles deputy mayors to receive the allowance payable to the mayor when they act in the role for four consecutive weeks or more.

The allowances payable from 1 November 2014 are set out in Schedule 4 of the Regulations.

Indexation

Regulation 42(2) establishes an indexation process so that allowances are adjusted from I November each year by multiplying the allowances for the previous year by the inflationary factor for the current year.

The inflationary factor is calculated using the ABS's Wage Price Index (WPI) for Tasmania. The Department of Treasury and Finance references this data in its WPI information sheet each quarter which can be found on Treasury's website:

www.treasury.tas.gov.au/economy/economic-data/economic-data-releases-for-tasmania.

The formula for arriving at the inflationary factor is:

Tasmanian June quarter WPI (current year)

Tasmanian June quarter WPI (previous year)

The table on page 3 shows the allowances payable from 1 November 2020 (noting these are rounded to the nearest whole dollar, consistent with the Regulations).



2

Payment

Regulation 42(3) requires the annual allowance to be paid in monthly or fortnightly instalments. Section 340A(2A) of the Act requires that allowances be paid in arrears.

Foregoing Allowance

Section 340A(3) of the Act enables a councillor, mayor or deputy mayor to decide not to receive part or all of an allowance. Where this prerogative is exercised, the General Manager is to be notified in writing. As the allowances are annual allowances payable monthly or fortnightly in arrears, any such notification is not revokable retrospectively.

Councillor Expenses

Regulation 43 enables councillors to be reimbursed for reasonable expenses in relation to telephone and internet usage, travelling stationary and office supplies, and 'the care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor', in accordance with the council's policy under Schedule 5 of the Act.

Reporting

Section 72(1)(cb) of the Act requires each council to include in its annual report a statement of the total allowances and expenses paid to the mayor, deputy mayor and councillors.

3

Indexed allowances payable to elected members from 1 November 2020

Council	Allowance for councillors	Additional allowance for deputy mayors	Additional allowance for mayors
Hobart City	\$38,099	\$24,605	\$95,248
Launceston City	\$38,099	\$24,605	\$95,248
Clarence City	\$30,844	\$21,432	\$77,106
Glenorchy City	\$30,844	\$21,432	\$77,106
Kingborough	\$30,844	\$21,432	\$77,106
Burnie City	\$23,358	\$18,256	\$58,396
Central Coast	\$23,358	\$18,256	\$58,396
Devonport City	\$23,358	\$18,256	\$58,396
West Tamar	\$23,358	\$18,256	\$58,396
Brighton	\$15,876	\$15,080	\$39,686
Huon Valley	\$15,876	\$15,080	\$39,686
Meander Valley	\$15,876	\$15,080	\$39,686
Northern Midlands	\$15,876	\$15,080	\$39,686
Sorell	\$15,876	\$15,080	\$39,686
Waratah-Wynyard	\$15,876	\$15,080	\$39,686
Break O'Day	\$13,268	\$12,700	\$33,172
Circular Head	\$13,268	\$12,700	\$33,172
Derwent Valley	\$13,268	\$12,700	\$33,172
Dorset	\$13,268	\$12,700	\$33,172
George Town	\$13,268	\$12,700	\$33,172
Latrobe	\$13,268	\$12,700	\$33,172
Glamorgan-Spring Bay	\$11,174	\$11,113	\$27,934
Kentish	\$11,174	\$11,113	\$27,934
Southern Midlands	\$11,174	\$11,113	\$27,934
West Coast	\$11,174	\$11,113	\$27,934
Central Highlands	\$9,777	\$10,319	\$24,441
Flinders	\$9,777	\$10,319	\$24,441
King Island	\$9,777	\$10,319	\$24,441
Tasman	\$9,777	\$10,319	\$24,441

Disclaimer: Advice on legislation or legal policy issues contained in this paper is intended for information and general guidance only. Such advice is not professional legal opinion.

Local Government Division GPO Box 123 Hobart, TAS 7001 Australia Ph (03) 6232 7022 Email: lgd@dpac.tas.gov.au Web www.dpac.tas.gov.au



9.9 MINUTES WARATAH COMMUNITY BOARD - 26 SEPTEMBER 2020

To: Council

Reporting Officer: Director Community and Engagement Responsible Manager: Director Community and Engagement

Report Date: 6 November 2020

File Reference: 11

Enclosures: 1. Unconfirmed Minutes Waratah Community Board 26

September 2020 📆

PURPOSE

For Council to note the unconfirmed Minutes of the Meeting of the Waratah Community Board held on 26 September 2020.

BACKGROUND

The Waratah Community Board was established by Council in 2019 and the adoption of the Waratah Community Plan 2018-2021.

DETAILS

The key outcomes from the Waratah Community Board meeting of 26 September 2020 included:

- **Future Meetings** The final meeting for 2020 will be held at the Waratah Community Hub on Saturday 5 December. This will be followed by a BBQ. Waratah residents are invited to join the Board at 1pm to discuss local issues and enjoy the BBQ.
- Waterfall The State Government has agreed to contribute \$100,000 towards the waterfall project, for on ground infrastructure works associated with proposed stages 2 and 3.
- Community Facilitator Councils Community Development Officer is available to meet with residents and representatives of groups. Next visit to the Waratah Community Hub is on Wednesday 21 October from 10 am to 4pm
- Railway Bridge The State Government has agreed to contribute \$200,000 towards
 the construction of a parallel pedestrian crossing with viewing platform. Council to
 be approached to fund the balance of the project. Awaiting budget announcement
 to confirm timing of funding
- Waratah Community Board & Community Plan As this is the third year of the Boards operation a review of its operation is to be undertaken in the new year. This will include the Community Plan and membership.
- Whyte Hills Lookout Expressions of interest for an aboriginal/ water themed art installation were extended until the 24 October.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance

Desired Outcomes

We make publicly transparent decisions on spending and future directions while encouraging community feedback.

Our Priorities

1.1 Commit to best practice in community engagement.

Sustainable Murchison Community Plan 2040

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

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:
Waratah Community Plan	Adopted February 2018

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

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

CONSULTATION PROCESS

A briefing update is provided to the community after meetings. There is also an open community session as part of each Board meeting. Minutes and meeting times are communicated.

CONCLUSION

It is recommended that Council note the Unconfirmed Minutes of the Waratah Community Board meeting held on 26 September 2020.

MOVED BY	CR DUNIAM
SECONDED BY	CR HYLAND

That Council note the Unconfirmed minutes of the Waratah Community Board meeting held on 26 September 2020

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

Unconfirmed minutes of the

Waratah Community Board meeting

held at the Athenaeum Hall at 2.05pm on Saturday 26th September2020.

1. Present

Tony Schmidt, Rosemary Dick, Anne Dunham, & Cr. Kevin Hyland. Council Staff: Tracey Bradley & Richard Muir Wilson

2. Apologies

Neil Thorne

3. Declaration of Conflicts of Interest

Nil

4. Presentation

5. Confirmation of the Minutes of the Waratah Community Board

Moved Rosemary Dick and Seconded by Tony Schmidt

"That the minutes of the Waratah Community Board meeting held on the 18th July 2020 are a true and accurate record of the meeting." CARRIED

6. Correspondence

6.1 Inward

• Yvette Ekman

Moved Rosemary Dick and Seconded by Tony Schmidt "That a letter of thanks and acceptance of Yvette's resignation from the WCB be forwarded to her". CARRIED

6.2 Outward

• Email: Minister for Health requesting an update on the Community Development Facilitator position in Waratah from the proceeds of the sale of the Health Centre.

7. Business Arising

- 7.1 Whyte Hills Lookout, new art interpretation material as part of Western Wilds to be sought through an expression of interest process which has been extended to the 24th October 2020. The theme being water and Tasmanian aboriginals.
- 7.2 Rail Bridge: Request that Council provide a financial contribution to cover the difference between the State Governments grant of \$200,000 and the final cost of the project to construct a new pedestrian bridge with a viewing platform beside the historic Railway Bridge at Waratah
- 7.3 Fossey River Toilet upgrade: Council to contact DSG to determine where the proposed facility upgrade is at.
- 7.4 A review of the Waratah Community Board and Waratah Community Plan will be undertaken later this year, the third year of its operation. Existing Board members are eligible to reappointed for another three-year term

8. Waratah Community Plan

8.1. Priority Project 1: Waratah Falls -

Council has been advised by the State Government that they are committed to contributing \$100,000 in funding toward capital infrastructure.

8.2. Priority Project 2: Community Development Facilitator and community social services

Councils Community Development Officer is available to meet with residents and representatives of groups. Next visit to the Waratah Community Hub is on Wednesday 21st October from 10am to 4pm

8.3. Priority Project 3: Railway Bridge Restoration -

Covered in Business Arising 7.2 above.

9. Update from Waratah Tourism Association

- 10.1 Tony reported that Tom Wootton from WNW Tourism attended an Association meeting recently and announced that a seminar for Waratah tourism operators would be held soon
- 10.2 St. James Spring Fair to be held on the 7th November. Funds raised to go towards the Cenotaph seating project.
- 10.3 Membership. Full membership subscriptions are available at \$100 or as an Associate at \$20 a year.

Moved Rosemary Dick and Seconded by Anne Dunham "That the Waratah Tourism Report be received". CARRIED

11. General Business

- 11.1 Neil Thorne recently received correspondence from the Minister for Heritage regarding the heritage status of the Waratah Dam. The Minister advised that it had never been entered on the Tasmanian Heritage Register. While parts of the Waratah hydro system had been entered it was considered that the Waratah Dam had little remaining historic fabric having been almost completely reconstructed following the 1975 collapse. A subsequent renomination in late 2018 was also rejected.
- 11.2 Elma Fagan Community Centre.

Concerns had been passed on to Board members regarding the cleanliness of the Centre. Council to follow up with the Waratah Men's Shed who are currently responsible for cleaning.

12. Next Meeting

Next Meeting: 12pm Saturday 5th December 2020 Community BBQ to follow at 1pm. Both to be held at the Waratah Community Hub.

13. Meeting Closed 3:30pm

Date	Action	Who
18.07.2020	7.2 Natural Burials. ACTION: Natural burials and a dedicated area to be considered in the new Cemetery Strategy for Waratah Wynyard.	Richard

Board members then met with 2 Waratah residents in the main part of the Athenaeum Hall following the meeting.

9.10	MINUTES OF OTHER BODIES/COMMITTEES
	Nil received.

10.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

MOVED BY	CR DUNIAM
SECONDED BY	CR BRAMICH

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

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
Confidential Report R15 (2) - Confirmation Of Closed	15 (2)
Minutes Of Previous Meeting	
Confidential Report R15 (2) – Notices Of Motion	15(2)
Confidential Report R15 (2) (f) proposals for the council to	15 (2) (f)
acquire land or an interest in the land or for the disposal of	
land	
Confidential Report R15 (2) (h) - Leave of Absence Request	15(2)(h)
- Councillors	
Confidential Report R15 (2) - Closed Senior Management	15(2)
Report	

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

11.0 CLOSURE OF MEETING TO THE PUBLIC

MOVED BY	CR DUNIAM
SECONDED BY	CR COURTNEY

That the Council RESOLVES BY AN ABSOLUTE MAJORITY to go into Closed Meeting to consider the following matters, the time being 7.48PM

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
Confidential Report R15 (2) - Confirmation Of Closed	15 (2)
Minutes Of Previous Meeting	
Confidential Report R15 (2) – Notices Of Motion	15(2)
Confidential Report R15 (2) (f) proposals for the council to acquire land or an interest in the land or for the disposal of land	15 (2) (f)
Confidential Report R15 (2) (h) - Leave of Absence Request - Councillors	15(2)(h)
Confidential Report R15 (2) - Closed Senior Management Report	15(2)

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

12.0 RESUMPTION OF OPEN MEETING

At 8.15pm the Open Meeting was resumed.

13.0 PUBLIC RELEASE ANNOUNCEMENT

MOVED BY	CR DUNIAM
SECONDED BY	CR COURTNEY

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

Min. No.	Subject	Decisions/Documents
19.1		Commence public land disposal process in accordance with the <i>Local Government</i> Act 1993

The MOTION was put and was CARRIED unanimously.

IN FAVOUR

MAYOR WALSH	CR BRADLEY	CR BRAMICH	CR COURTNEY
CR DUNIAM	CR EDWARDS	CR FAIRBROTHER	CR HYLAND

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.16pm.

Confirmed,

MAYOR

14 December 2020