



**ORDINARY MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

12 December 2022

7 December 2022

Notice of Meeting – Ordinary Meeting of Council

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* NOTICE is hereby given that the next Ordinary Meeting of the Waratah-Wynyard Council will be held at the Council Chambers, 21 Saunders Street, Wynyard on Monday 12 December 2022 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

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

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



Shane Crawford
GENERAL MANAGER

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

7 December 2022

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

Dear Shane,

COUNCIL MEETING

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

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

I request that you make the necessary arrangements for the next ordinary meeting of Council to be convened on Monday 12 December 2022 commencing at 6:00pm at the Council Chambers, 21 Saunders Street, Wynyard.

Yours sincerely,



Cr Dr Mary Duniam
MAYOR

TABLE OF CONTENTS

1.0	RECORD OF ATTENDANCE	7
1.1	ATTENDANCE.....	7
1.2	APOLOGIES	7
1.3	LEAVE OF ABSENCE PREVIOUSLY APPROVED	7
2.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	8
2.1	CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING.....	8
3.0	DECLARATIONS OF INTEREST.....	9
4.0	COUNCILLORS ANNOUNCEMENTS AND REPORT	10
4.1	ANNOUNCEMENTS BY MAYOR.....	10
4.2	MAYOR'S COMMUNICATIONS.....	10
4.3	REPORTS BY DELEGATES.....	10
4.4	NOTIFICATION OF COUNCIL WORKSHOPS.....	11
5.0	PUBLIC QUESTIONS AND STATEMENTS.....	12
5.1	RESPONSE(S) TO PUBLIC QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING	12
5.2	PUBLIC QUESTIONS RECEIVED IN WRITING	12
5.2.1	C HUTCHISON - RIVER ROAD CONSULTING.....	12
5.2.2	C HUTCHISON - SEABREEZE SUBDIVISION & PORT CREEK EAST WYNYARD	17
5.3	PUBLIC QUESTIONS WITHOUT NOTICE	22
5.4	PUBLIC STATEMENTS RECEIVED IN WRITING.....	22
5.5	PUBLIC STATEMENTS WITHOUT NOTICE	22
6.0	PLANNING AUTHORITY ITEMS	23
6.1	PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS.....	23
6.2	PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS	23
7.0	MATTER RAISED BY COUNCILLORS	24
7.1	RESPONSE(S) TO COUNCILLOR QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING.....	24
7.2	COUNCILLOR QUESTIONS RECEIVED IN WRITING	24
7.3	COUNCILLOR QUESTIONS WITHOUT NOTICE	24
8.0	NOTICE OF MOTION	25
9.0	REPORTS OF OFFICERS AND COMMITTEES.....	26
9.1	PUBLIC LAND DISPOSAL - 4 GEORGE STREET, SOMERSET	26
9.2	MAYORS VOICE TO PARLIAMENT SUPPORT REQUEST	31

9.3	POLICIES FOR REVIEW	34
9.4	TULIP FESTIVAL 2022	37
9.5	SPRING LOADED 2022	42
9.6	QUARTERLY INFORMATION REPORT - ORGANISATIONAL PERFORMANCE.....	50
9.7	FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2022	65
9.8	SENIOR MANAGEMENT REPORT	78
9.9	MINUTES OF OTHER BODIES/COMMITTEES	85
	9.9.1 MINUTES OF OTHER BODIES/COMMITTEES - AUDIT PANEL COMMITTEE HELD 22 NOVEMBER 2022	85
10.0	MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING	89
11.0	CLOSURE OF MEETING TO THE PUBLIC.....	89
12.0	RESUMPTION OF OPEN MEETING	90
13.0	PUBLIC RELEASE ANNOUNCEMENT.....	90

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

**AGENDA OF AN ORDINARY MEETING OF THE WARATAH-WYNYARD COUNCIL
TO BE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD
ON MONDAY 12 DECEMBER 2022, COMMENCING AT 6:00PM**

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

DIGITAL 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 digitally recorded, in accordance with the Council Policy **GOV.017 – Digital Recording of Council Meetings** to “record meetings of Council to assist in the preparation of minutes and to allow live streaming of Council Meetings.

ACKNOWLEDGEMENT OF COUNTRY

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

1.0 RECORD OF ATTENDANCE

Legislative Reference:

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

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

(a) attendance and apologies.

1.1 ATTENDANCE

1.2 APOLOGIES

CR MICHAEL JOHNSTONE

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Legislative Reference:

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

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

(b) Confirmation of the minutes.

2.1 CONFIRMATION OF MINUTES OF PREVIOUS ORDINARY COUNCIL MEETING

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Waratah-Wynyard Council held at Council Chambers, 21 Saunders Street, Wynyard on Monday 21 November 2022, a copy of which having previously been circulated to Councillors prior to the meeting, be confirmed as a true record.

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

3.0 DECLARATIONS OF INTEREST

Legislative Reference:

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

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

Councillor and Agenda Item Number

Staff and Agenda Item Number

4.0 COUNCILLORS ANNOUNCEMENTS AND REPORT

4.1 ANNOUNCEMENTS BY MAYOR

Nil received.

4.2 MAYOR'S COMMUNICATIONS

RECOMMENDATION

That the Council note the Mayors Communications:

MAYOR DR MARY DUNIAM	
14/11/22	Councillor Induction Day
14/11/22	Launch of 2022 Council Christmas Collection
21/11/22	Council Meeting
22/11/22	Audit Panel Meeting
23/11/22	NW Transmission regular Update
23/11/22	Australia Day Planning Meeting***
27/11/22	Order of Australia NW Regional Group Reception
28/11/22	Councillor Workshop
29/11/22	Joint Councillor Workshop with Circular Head Council
30/11/22	Cradle Coast Authority Forum
30/11/22	NW Hospital Masterplan – Community Session
1/12/22	AWMW Update
1/12/22	Tourism Tasmania Event
2/12/22	CCA Leadership Meeting
2/12/22	Meeting re Renewable Energy Zones
3/12/22	Wynyard Camera Club Annual Dinner
5/12/22	Councillor Workshop

*** Non-Mayoral Activities

4.3 REPORTS BY DELEGATES

Nil received.

4.4 NOTIFICATION OF COUNCIL WORKSHOPS

RECOMMENDATION

That the Council note the following Workshops:

21/11/22	Tulip Festival and Spring Loaded Festival Update Land Acquisition Matters
28/11/22	Strategy Overview Policy Overview LGAT General Meeting Agenda Review Cradle Coast Authority Meeting Agenda Review
29/11/22	Induction 3 - Joint Workshop with Circular Head Asset Management Resource Sharing Finance 101
5/12/22	Waste Management Cemetery Strategy Table Cape Projects

Councillor Attendance Records

New Council Commenced 8/11/22 Meetings attended during 2022/23 (to 5/12) –

	Ordinary Meetings 2022/23 (1)	Special Meetings 2022/23 (0)	Workshops 2022/23 (6)	Community Conversations 2022/23 (0)	Weeks Leave Approved
Mayor Dr Mary Duniam	1	0	6	0	0
Deputy Mayor Celisa Edwards	1	0	5	0	0
Cr Gary Bramich	1	0	6	0	0
Cr Andrea Courtney	1	0	6	0	0
Cr Kevin Hyland	1	0	6	0	0
Cr Michael Johnstone	1	0	6	0	0
Cr Leanne Raw	1	0	6	0	0
Cr Dillon Roberts	1	0	6	0	0

5.0 PUBLIC QUESTIONS AND STATEMENTS

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

Nil received.

5.2 PUBLIC QUESTIONS RECEIVED IN WRITING

5.2.1 C HUTCHISON - RIVER ROAD CONSULTING

QUESTION

1. Has Council, at any point in the past three years, engaged River Road Consulting to undertake work for Council?
2. Does Council currently have a contract or arrangement with River Road Consulting?
3. Can the General Manager please detail the length of time that it currently has and/or previously had a contract or arrangement with River Road Consulting?
4. Can the General Manager please advise the public of the purpose for which River Road Consulting has been contracted for?
5. Can Council please advise the specific plans, projects or advice River Road Consulting is working with Council in providing?
6. Can Council please advise which of the Directors of River Road Consulting are undertaking/has undertaken this work?
7. Can Council please advise the public the total amount that Waratah-Wynyard Council has supplied to River Road Consulting for their services, and in which financial year or years that these expenses have come from?
8. Can Council please advise a reference to the item outline in the previous question from its budgeting and/or quarterly financial reports?
9. Can Council please advise the process for awarding the tender for this contract or the selection of River Road Consulting for services provided?
10. Was the selection of River Road Consulting by Council an open and public process, and if so, can Council please identify in which Council meeting minutes this is recorded?
11. If the selection of River Road Consulting by Council was not through a public tender, can Council officers please detail why, in reference to its Procurement Policy?
12. Can Council please provide a copy of both the Purchase Decision Form following the selection of River Road Consulting and all Request For Quotation Forms by each business that submitted offers for the work that River Road Consulting was selected to undertake, as guided from Council's Procurement Policy?
13. Is Council currently undertaking strategic work for rezoning areas near Table Cape Road and the Inglis River, Wynyard?
14. Does River Road Consulting have any role in the strategic work for rezoning areas near River Road, Wynyard?

-
15. On what date did the very first initial planning work commence on the Liveable Waratah-Wynyard Settlement Strategy?
 16. On what date did the Waratah-Wynyard Planning Authority send its Draft LPS to the Tasmanian Planning Commission?
 17. In the General Manager's email to me dated November 21st, 2022, it was stated that "There are internal Council documents discussing possible land for rezoning, including River Road, many years prior to 2017." Can the General Manager:
 - a. provide evidence of the pre-2018 Council plans and/ or documents that identify River Road as a potential future area for rezoning?
 - b. provide evidence when these discussions were had and on what dates these documents were created?
 18. In the General Manager's email to me dated November 21st, 2022, it was stated that "If the intent of the questions is to establish whether Paul West and the General Manager have met, or discussed, rezoning of land at River Road, this has not occurred."
 - a. Given the ongoing professional connections between the General Manager, Shane Crawford & Paul West in varying work-related capacities between 2014 and October 2022, opportunities for discussions of River Road rezoning to take place between Mr. Crawford and Mr. West were numerous, and thus the possibility that these discussions may have occurred cannot be completely ruled out. The burden of proof now rests with Mr. Crawford following his assertion that discussions about River Road rezoning have not occurred. Will Mr. Shane Crawford sign and provide to the public, a statutory declaration stating that he has never discussed with Mr. Paul West, the rezoning of properties adjacent River Road and Table Cape Road?
 19. Has the General Manager ever received emails from Paul West, in relation to the Draft Liveable Waratah-Wynyard Settlement Strategy, or earlier stages of the strategy?
 20. Has the General Manager ever sent emails to Paul West, in relation to the Draft Liveable Waratah-Wynyard Settlement Strategy, or earlier stages of the strategy?
 21. If any correspondence via email has taken place between the General Manager and Paul West in relation to the Draft Liveable Waratah-Wynyard Settlement Strategy, or earlier stages of the strategy, will Council please detail the dates of any such incoming and outgoing emails, as well as the content of the emails and if River Road rezoning was part of the content of the email?

OFFICERS RESPONSE

A response is provided to Mr Hutchison's questions in two parts. The first being to address his questions relating to Council's procurement policy and the engagement of River Road Consulting. The second part being in response to his questions relating to strategic rezoning of land.

Procurement Practices (Questions 1 to 12)

Council's Procurement Policy provides the overarching Framework and controls relating to the purchase of goods and services to Council.

Council's reporting Framework sets a high standard of reporting for Council's Procurement activities. This includes reporting obligations in Council's Annual Report for related party transactions and contracts entered by Council in delivering its services.

All transactions above \$250,000 are required to be approved by Council and all tenders and contracts entered above \$100,000 are publicly disclosed through the Quarterly Organisational Performance Information Report and Council's Annual Report.

There are many procurement engagements undertaken by Council Offices that are not reported publicly in running the operations of Council. These activities are governed by Council's Procurement Policy and the *Local Government Act 1993* (the Act).

Under Section 74 of the Act, Council delegates to the General Manager the responsibility for expending funds within the Council estimates (budget).

The General Manager may provide further delegation to 'Delegated officers' within the organisation. Under the Policy, it is the responsibility of the delegated officers to ensure the approval to purchase goods and services complies with Council's Procurement Policy.

The Policy requires the following procurement principles to be followed:

- 1. 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.
- 2. 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.
- 3. Open and Effective Communication** - The Council will ensure that the purchasing process is impartial, open and encourages competitive offers.
- 4. Ethical Behaviour and Fair Dealing** - The Council will promote procurement practice that is legal, ethical, fair and unbiased.
- 5. 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.

Compliance with the Policy and reporting obligations are heavily scrutinised and tested through Council's annual financial audit (by the Tasmanian Audit Office), periodic review by Council's Independent Audit Panel and an active internal audit program managed by the Audit Panel. The minutes of the work of the Audit Panel are publicly available through the open Council meeting agenda.

River Road Consulting were engaged by Council to provide a service following an expression of interest process.

The nature of the engagement is to undertake a body of work requested by Council through its Annual Plan action 1.2.1.1 to "Undertake a review of town planning". The intent of the review is to facilitate continuous improvement for the service to the benefit of both the organisation (staff) and the customer.

This action was set by Council in 2019 however the commencement of the review was delayed due to COVID and then the heavy workload (increased volumes of work) of the planning team following the pandemic. Due to heavy workloads of the team, the completion of the review was outsourced.

The scope includes statistical analysis and reporting to Council on five key areas:

***“1. Timeliness** – considering the mean and median timeframe from receipt of a planning application to a decision being made.*

***2. Performance to planning services standards** – including the percentage of planning application decisions made within statutory timeframes, and other relevant compliance matters. Review of performance in line with Council’s listed aims for its planning services area will also be considered under this heading.*

***3. Performance to Council’s Customer Service Charter’s Service Standards** – including assessment of whether there is clear and consistent communication occurring with customers to help them effectively and positively engage with the Council’s planning processes.*

***4. Average Cost to Council** – an assessment of all planning applications assessed in the preceding 12 months to determine the average cost of delivery the services, which will then be compared with similar sized councils.*

***5. Decision-making process** – including:*

- the effectiveness and adequacy of processes, systems, and resources.*
- the quality, accuracy, and fairness of its outputs – including requests made to customers; information provided to decision-makers; and decisions issued; and*
- outcomes, including the number and success, of appeals.”*

Council is not able to release the commercial terms of its procurement engagements due to them being commercial in nature and confidential. As such Council will not release copies of procurement documentation to members of the public.

In relation to the engagement with River Road Consulting, the following information is provided: -

- The expression of interest process was conducted in early 2022 between 29 April and 20 May 2022.
- The engagement has been made in accordance with Council’s Procurement Policy.
- The purchasing decision process for the engagement was impartial, competitive, legal, ethical and fair.
- Expenses relating to the engagement will be incurred in the current financial year and have been allowed for by Council in setting the budget estimates.
- The value of the contract did not require the procurement decision to be determined by Council, rather it was awarded under delegation.
- The engagement does not constitute a transaction with a related party and will not be disclosed publicly as a part of Council’s financial reporting obligations.
- There are no conflicts of interest declared by the delegated officer.
- The individuals providing services from River Road Consulting are Andrew Wardlaw and Sonya Booth, both reputable professionals with extensive Local Government experience.
- The review is currently underway and likely to be finalised early in the New Year.

Re-zoning of Land (Questions 12 to 21)

Mr Hutchison has asked several questions relating to re-zoning and the development of the Liveable Wynyard Settlement Strategy in recent years. Some of his questions are repetitious in nature. Information previously provided to through Council meetings to Mr Hutchison is provided for noting:

Council Meeting Dated 19 July 2021

“Council wrote to landowners of areas that were being considered for rezoning on 13 January 2021. This correspondence advised that the Settlement Strategy was commencing public consultation, how the strategy was accessible for review, how to make a submission, and who to contact for any enquiries. The letter advised that the consultation period would run between 16 January to 19 February 2021. Landowners in the River Road area received a copy of this letter, as the area was being considered for rezoning.

Council then received written submissions on the Settlement Strategy throughout the consultation period from what would appear to be three landowners within the River Road area. It is difficult to be certain, as some responses were anonymous.”

Council Meeting Dated 17 October 2022

“The Liveable Waratah-Wynyard Settlement Strategy itself is a good place to start when exploring why such a document is required by Council. Section 1.1 explains “Why do we need a settlement strategy” and how the strategy fits within the strategic planning framework.

Council reports accompanying the settlement strategy documentation state “Council is required to undertake strategic planning, in order to provide a direction for the future of Wynyard, Somerset, Waratah, Boat Harbour Beach, Sisters Beach, Yolla and the isolated clusters of land zoned Rural Living throughout the municipality. Without this planning, strategic amendments cannot be made to Council’s planning scheme.

The niche that this strategy is required to fill is defined by state and regional plans and in particular the Cradle Coast Regional Land Use Strategy and the Sustainable Murchison Community Plan.

Without a settlement strategy, Council does not have the strategic planning in place to support draft planning scheme amendments to the planning scheme (rezonings).

Council’s 2019/20 Annual Plan and Budget Estimates included an action to “Develop and deliver a Settlement Strategy to guide future growth and development within the municipality”. Strategic Land Use Planning is a function of the Infrastructure and Development department.

Work on the strategy started in mid-2020 coinciding with the appointment of a dedicated Project Manager to lead and facilitate the project.

At the Council meeting on 14 December 2020, the draft Liveable Waratah-Wynyard Settlement Strategy was endorsed by Council and the final document completed at the Council meeting held on 17 May 2021.”

In addition to the above advice provided to Mr Hutchison, correspondence has also been providing responding to some of his questions. Some additional points are provided: -

- Council is not currently undertaking work on rezoning land near Table Cape Road and the Inglis River.
- Council has not initiated any change to zoning of Table Cape and/or River Road.

-
- River Road Consulting has not been engaged by Council to provide any advice relating to strategic planning, and in particular zoning or potential rezoning of land.
 - There has been no meeting held between the current General Manager and any resident from River Road to discuss rezoning of River Road.
 - Council has received and responded to email correspondence from Mr Paul West regarding the Draft Liveable Waratah Wynyard Settlement Strategy. Emails were received on 23 and 24 December 2020. Mr West was seeking information in relation to the consultation and notification process.
 - There are many documents that detail the notion of a Settlement Strategy and possible River Road rezoning was discussed before the appointment of the current General Manager, dispelling the conspiracy theory provided by Mr Hutchison, one such example is on the Council agenda in May 2017.
 - Draft Land Use Planning Scheme was received by the Tasmanian Planning Commission on 4 July 2019. The timeline for the assessment of the draft LPS is available on the Tasmanian Planning commissions website: [LPS-WAR-TPS – Tasmanian Planning Commission Website](#)

Requests for copies of Council records can be made through Council’s Right to Information process.

Council takes allegations of improper conduct seriously which is demonstrated through its Public Interest Disclosure Policy and Guidelines. If Mr Hutchison remains unsatisfied with the information provided and has an allegation of improper conduct, he is encouraged to refer the matter to the Office of the Ombudsman.

The role of the Office of the Ombudsman is to receive disclosures, including from members of the public and investigate the disclosures. The process provides all parties involved with protections under the Act and natural justice. More information can be found on Council’s web site.

No further responses to public questions relating to this matter will be provided to Mr Hutchison.

5.2.2 C HUTCHISON - SEABREEZE SUBDIVISION & PORT CREEK EAST WYNYARD

QUESTION

1. The Advocate article, dated November 24th 2022, regarding the SeaBreeze subdivision at 2-28 Mt Hicks Road, Wynyard (<https://www.theadvocate.com.au/story/7991095/housing-development-held-up-again/>), it stated that “After three attempts and a flooding event, Mr Arnot went back to the drawing board to improve the land’s flood protection with help from engineers and town planners.” Can Council please detail the help Council has offered Mr Arnot and/or SeaBreeze in the past 20 years in improving drainage and flood mitigation work on Port Creek in the vicinity between Western Line and the Old Bass Highway – Port Creek Bridge?
2. How much flood mitigation work is still planned for Port Creek which would directly or indirectly benefit the property at 2-28 Mt Hicks Road – SeaBreeze planned subdivision?
3. In regard to the subdivision on 2-28 Mt Hicks Road, Wynyard, can Council please:

-
- a. specify on what date the subdivision was approved;
 - b. outline on what basis was the subdivision approved;
 - c. identify whether Council staff or Councillors approve this subdivision;
 - d. provide a copy of the Council meeting minutes in which this subdivision was approved; and
 - e. provide information about who the General Manager was at the time of this subdivision approval?
4. Can Council please advise if the appeal currently being processed through the Tasmanian Civil and Administrative Tribunal is the first appeal against Council approved permits in relation to the property 2-28 Mt. Hicks Road at TASCAT, RMPAT, or other relevant tribunals, and if not, the details and total amount of unrecoverable costs to Council in relation to past appeals against the Council?
 5. Can Council please advise the total expected cost to Council, should the appeal against the Council approved development application at 2-28 Mt. Hicks Road, be successful
 6. Can Council please provide more details of the flooding concerns raised in the appeal against the permit for 2-28 Mt. Hicks Road?
 7. On June 3, 2020, on a Facebook post, Council stated that "Council has obtained an interest free loan of up to \$2.4m to fund stormwater development projects", one project being in the area of Port Creek. During the May 2020 Council meeting, Councillors passed a motion for \$140,000 to be included in a last minute budget amendment to the 2019/2020 budget on Design and Planning for Flood mitigation, to prepare land for residential development. At the meeting, Sam Searle (Director of Organisational Performance) stated that "The planned borrowings for these particular projects are under state government stimulus borrowing schemes, so they'll be interest-free for the first three years. The longer term impact of these projects, they will make way for some residential development so there's likely to be some additional rate revenue that will offset any potential costs or borrowing costs after that 3 year period."
 8. In relation to these statements and the contextual information below, can Council please advise:
 - a. What works have been completed in relation to Port Creek Flood mitigation?
 - b. In what financial year these works were carried out?
 - c. The total final cost of these works?
 - d. The difference between the final cost of these works and the budgeted estimate of \$1,285,000?
 - e. When did that loan period start?
 - f. When will the interest free period end?
 - g. Is the loan interest variable, and if fixed, at what rate is the interest?
 - h. What was the total loan amount, and how much, if any, has been repaid?

-
- i. Have any of the works undertaken to date, been financially offset by additional rate revenue, and if so, how much additional rate revenue has been received to date?
 - j. What was the projected additional rate revenue from these capital works from July 2021 to July 2031 (10 years)?
 - k. Which particular properties council had in mind for residential property development when it planned to undertake these stormwater projects?
 - l. What financial risk management Council has in place to offset the loan repayments and servicing costs should these residential property developments not be able to proceed as Council had hoped?

Additional Information

Council Meeting minutes June 2020 – pp. 97-98.

"FINANCIAL IMPLICATIONS

The impact of this resolution is to bring forward capital expenditure planned in 2020/21 to May and June 2020 which will increase the capital expenditure in the current financial year by up to \$140,000 and decrease forecast cash on hand as of 30 June 2020 by \$140,000.

Council has planned for the construction and associated borrowings of the projects in its budgeting deliberations for 2020/21. Projects are expected to cost approx. \$2.4m in the 2020/21 financial year.

The interest free loan period is 3 years. The projects will make way for residential property development and therefore any interest incurred in future years is likely to be offset additional rate revenue generated from development."

...

"That Council by an absolute majority amend the 2019/20 Annual Plan and Budget Estimates to include the following additional capital projects:

1. Port Creek – design and planning \$85,000
2. Big Creek – design and planning \$40,000
3. Cotton Street – design and planning \$15,000

The MOTION was put and was CARRIED unanimously."

From the March 2020 Council meeting minutes – p.94. (details of projects)

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

OFFICERS RESPONSE

Council has a statutory obligation under the *Urban Drainage Act 2013* to: -

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

Existing houses developed around the lower Port Creek area in Wynyard suffered property damage as a result of urban flooding due to stormwater flows in the June 2016 flood event.

The affected areas of the Port Creek lower catchment, exposed to risk from urban flood include houses in Banksia Crescent, Lockett Street, Bowick Street, Bowick Court, Old Bass Highway and Port Road.

Other areas that experienced the most severe property damage as a result of the 2016 urban flooding include the Big Creek catchment and Cotton Street catchment areas in Wynyard.

Council has been working on a solution for all three nominated areas of highest urban flood risk since the June 2016 floods and have formally resolved to undertake works to reduce the risk of urban flood in these areas in its Stormwater System Management plan, adopted December 2019. To date, a solution has been implemented for the Cotton Street area, with Big Creek and Port Creek remaining outstanding, pending tenders for construction of works.

Substantial flood mapping and modelling investigations of options have been done by third party consultants for Council in the Port Creek catchment. Various solutions were previously considered with the only feasible one being modification to the existing creek channel to include levy banks and some diversion upstream of flood flows away from existing houses at risk.

Council, while sitting as a planning authority, voted to award a planning permit for subdivision at 2-28 Mount Hicks Road at the Council meeting on 26 September 2022 ([minutes](#)). The application for this permit was put together on behalf of the applicant by his consultants including town planners and engineers. A condition of the permit awarded by Council to the applicant includes a requirement to make a contribution for the flood mitigation works of \$252,853 excl. GST. This amount covers the cost of a southern levy wall to the existing Port Creek alignment from western line to Mount Hicks Road, which is not required to protect the existing built houses from urban flood risk but is necessary for flood protection for the subdivision permit approved.

A tender for construction of works to minimise flood risk in the Port Creek catchment will be able to be released during the latter half of 2022/23.

Council funds the capital outlay of new and upgrade of infrastructure through a combination of either cash reserves, borrowings or grant funding. Council recognises borrowings as an important funding source as it provides the opportunity to bring unfunded projects forward and ensures that the full cost of infrastructure is not borne entirely by present-day ratepayers and those that will receive benefit from the new or upgraded infrastructure.

Council elected to fund the flood mitigation works valued at \$2.4m through borrowings. The loan was drawn down in 30 June 2021, the financial year in which the expenditure was budgeted. The loan was for a fixed term of 10 years at a fixed interest rate of 2.11%. The current RBA cash rate is 3.1%. The projects are not all fully complete and in the interim any unspent funds are earning interest income which will offset the total interest paid by Council over the life of the loan. The current weighted average interest rate of Council's cash and investments as of 30 November is 2.95%

The total interest payable by Council over the 10 year period is \$274,689. Council took advantage of an interest free loan incentive offered by the state government at the time of taking out the loan and as a result \$134,520 (49% of the total interest over the life of the loan) will be paid for by the state government. The net borrowing cost to Council is \$180,320. Council will commence paying interest on the loan in 2023-24 initially \$40,151 in that year, and then reducing each year over the life of the loan to \$4,174 in 2031-32 when the loan will be repaid in full. The borrowing costs have been planned and funded in full through Council's budget estimates and Financial Management Strategy modelling.

Each year, Council receives rate revenue from property development. There is a significant lag in any rate income from any approved development. Council approval of a development is independent of any potential impact on rate revenue. Once a development is approved, the developer has the discretion of the timing and whether the development will proceed. The amount that will be received from any potential subdivision is not known until construction has occurred, final occupancy is granted and the Office of the Valuer General provides valuation. This process can take a significant amount of time and it can be some years before any approval of a development translates to rate income. The level of rate income from each subdivision is not known until valuations are issued.

Rate income arising from municipal growth and development is an importance source of income for Council and assist in meeting costs arising from of new and upgraded assets. Historically on average approximately \$50,000 per annum is received by Council in additional rate revenue from municipal growth and therefore this is the amount allowed for in Council's budget estimates for the current year. Council's budgets and long term financial planning is based on what we might expect given what has happened historically rather than

any prospective income (due to uncertainty and an inability to measure). Prospective rate income is not assigned directly to individual projects as a funding source. It is however reasonable to expect that the approved subdivision at Mount Hicks Road will provide additional rate revenue in the future years if the subdivision proceeds. The amount and timing of that income is unknown

As published by *The Advocate* on 24 November 2022 there was an appeal lodged against Council's decision to award a planning permit for subdivision at 2-28 Mount Hicks Road. The details and specifics of the appeal are not able to be released by Council as the Tasmanian Civil and Administrative Tribunal (TASCAT) have not yet determined whether this appeal has sufficient grounds to proceed to a hearing nor does Council hold that detail (it is to be submitted to TASCAT).

This is the only appeal against a Council decision to award a planning permit for subdivision at 2-28 Mount Hicks Road. To date, there are no costs to Council due to this appeal other than 2-3 hours of officer time.

5.3 PUBLIC QUESTIONS WITHOUT NOTICE

5.4 PUBLIC STATEMENTS RECEIVED IN WRITING

Nil received.

5.5 PUBLIC STATEMENTS WITHOUT NOTICE

6.0 PLANNING AUTHORITY ITEMS

THERE ARE NO PLANNING AUTHORITY ITEMS ON THIS AGENDA

6.1 PUBLIC QUESTIONS WITHOUT NOTICE – RELATING TO PLANNING MATTERS

Not Applicable.

6.2 PUBLIC STATEMENTS - RELATING TO PLANNING MATTERS

Not Applicable.

7.0 MATTER RAISED BY COUNCILLORS

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

Nil received.

7.2 COUNCILLOR QUESTIONS RECEIVED IN WRITING

Nil received.

7.3 COUNCILLOR QUESTIONS WITHOUT NOTICE

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

8.0 NOTICE OF MOTION

Nil received.

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 PUBLIC LAND DISPOSAL - 4 GEORGE STREET, SOMERSET

To: Council
Reporting Officer: Director Organisational Performance
Responsible Manager: General Manager
Report Date: 1 December 2022
File Reference: 70433960
Enclosures: Nil

RECOMMENDATION

That Council instructs the General Manager to:

1. Commence the public land disposal process by advertising the intention to sell 4 George Street, Somerset in accordance with the *Local Government Act 1993*; and
2. Report the outcome of the public land disposal process to Council following the 21-day objection period.

PURPOSE

This report has been prepared to assist Council in considering the sale of land at 4 George Street, Somerset.

BACKGROUND

Council is required to make decisions in the best interests of the community regarding the appropriate allocation of resources. As community needs change over time, it makes sense for Council to consider those changing needs and ensure that its investment in assets is provided in an economical way and results in value for money for the community. Holding assets that are surplus to Council's needs incur costs in terms of lost opportunity.

DETAILS

Council owns 4 George Street, Somerset. The property zoned General Residential has historically been utilised as a play centre for children.



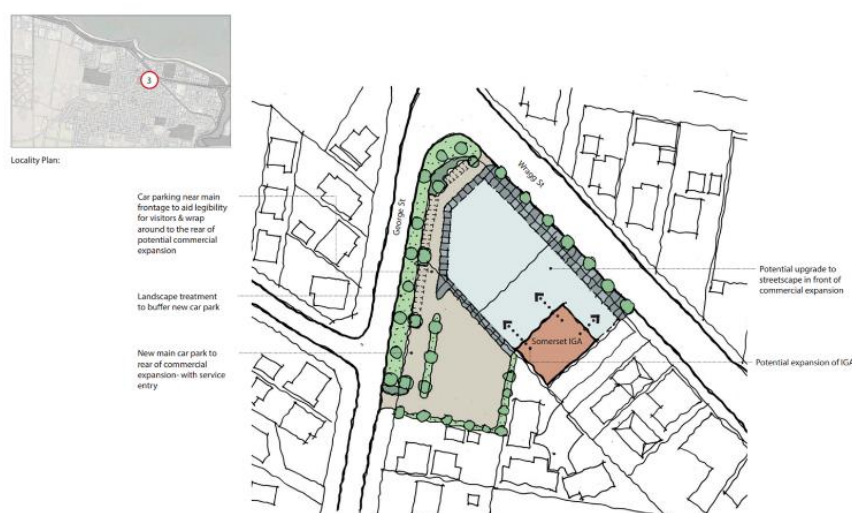
The property has minimal utilisation with the Centre only having been accessed in recent years sporadically by a handful of families.

The property is dated and requires significant investment to bring to modern day standards.

The land can provide benefit to the community through private ownership with the potential for rates and charges income from any development and the reduction on ongoing holding costs of approximately \$16k per annum.

The land size is 827m². The future potential for the property includes residential development with space for construction of residential units or redevelopment of the structure for a single home dwelling. The building is not currently suitable for residential occupation and would require some work including the installation of an adult sized bathroom.

Council's Central Area Development Plan adopted by Council in January 2019 does identify this property as potentially being suitable for commercial expansion of the CBD area. An application for rezoning would need to be made for this to occur.



STATUTORY IMPLICATIONS

Statutory Requirements

The *Local Government Act 1993* Sections 178, 178A and 178B outlines the process for the sale of Public Land as follows:

178. Sale, exchange and disposal of public land

- (1) A council may sell, lease, donate, exchange or otherwise dispose of public land owned by it in accordance with this section.
- (2) Public land that is leased for any period by a council remains public land during that period.
- (3) A resolution of the council to sell, lease, donate, exchange or otherwise dispose of public land is to be passed by an absolute majority.
- (4) If a council intends to sell, lease, donate, exchange or otherwise dispose of public land, the general manager is to—
 - (a) publish that intention on at least 2 separate occasions in a daily newspaper circulating in the municipal area; and
 - (ab) display a copy of the notice on any boundary of the public land that abuts a highway; and
 - (b) notify the public that objection to the proposed sale, lease, donation, exchange or disposal may be made to the general manager within 21 days of the date of the first publication.

- (5) If the general manager does not receive any objection under [subsection \(4\)](#) and an appeal is not made under [section 178A](#), the council may sell, lease, donate, exchange or otherwise dispose of public land in accordance with its intention as published under [subsection \(4\)](#).
- (6) The council must –
- consider any objection lodged; and
 - by notice in writing within 7 days after making a decision to take or not to take any action under this section, advise any person who lodged an objection of –
 - that decision; and
 - the right to appeal against that decision under [section 178A](#).
- (7) The council must not decide to take any action under this section if –
- any objection lodged under this section is being considered; or
 - an appeal made under [section 178A](#) has not yet been determined; or
 - the Appeal Tribunal has made a determination under [section 178B\(b\)](#) or [\(c\)](#).
- (8)

178A. Appeal

- Any person who lodged an objection under [section 178](#) may appeal to the Appeal Tribunal against the decision of a council under [section 178\(6\)](#) within 14 days after receipt of notice of that decision under [section 178\(6\)\(b\)](#).
- An appeal must be made in accordance with the [Resource Management and Planning Appeal Tribunal Act 1993](#).
- An appeal may only be made on the ground that the decision of the council is not in the public interest in that –
 - the community may suffer undue hardship due to the loss of access to, and the use of, the public land; or
 - there is no similar facility available to the users of that facility.
- The Appeal Tribunal is to hear and determine an appeal in accordance with the [Resource Management and Planning Appeal Tribunal Act 1993](#).
- The decision of the Appeal Tribunal on hearing an appeal is final and [section 25 of the Resource Management and Planning Appeal Tribunal Act 1993](#) does not apply.

178B. Determination of appeal

In hearing an appeal against a decision of a council, the Appeal Tribunal may –

- confirm that decision; or
- set aside that decision; or
- set aside that decision and –
 - substitute another decision; or
 - remit the matter to the council for reconsideration.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
1.1 We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.2.1 Review and adjust service levels to provide value for money.

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

Asset Management Policy

Council's Asset Management Policy states that Council is to:

"ensure that our infrastructure services are provided in an economically optimal way, with the appropriate levels of service to residents, visitors and the environment determined by reference to our financial sustainability".

Council is often required to make decisions in the best interests of the community in the appropriate allocation of resources. Council's Financial Management Strategy includes the following principles which are applicable to this decision.

"Principle 1: The community's finances will be managed responsible to enhance the wellbeing of residents.

Council will ensure it only raises the revenue it needs and will do so in the most efficient and equitable manner possible. Council will manage community funds according to best practice standards and ensure information regarding its financial management decisions is accessible to the community. Council will ensure it only delivers those services that cannot be delivered more efficiently and effectively by other providers."

"Principle 4: Resources will be allocated to those activities that generate community benefit.

Council will ensure robust and transparent processes are in place for the allocation and prioritisation of resources through budgetary decision-making, as well as choosing the most effective methods for delivering specific services and projects. Strategies will include a vigorous cost-benefit analysis in preparing and assessing proposals. Council recognises its service obligations to the Waratah Wynyard community in its decision-making."

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no material financial implications of this report.

The operational costs of ownership of the property is approximately \$16,379 per annum.

Holding assets that are surplus to Council's needs does incur costs in terms of lost opportunity. The land can provide benefit to the community through private ownership with the potential for rates and charges income from any development.

Cash from the sale could be applied to other new infrastructure spending. The market will ultimately determine its value if Council determines it will sell the property. Expressions of interest would be sought from the market.

RISK IMPLICATIONS

The following risks have been identified relating to this matter.

- *Reputational Risk*

Community needs change over time and while the building currently provides little community benefit. It is unknown how the property is viewed to the residents of Somerset. The public land disposal process will provide an opportunity for the community to provide feedback which will inform the decision.

- *Financial Sustainability*

There is a financial risk to ensure that Council services are provided in an economically optimal way. Assets should be utilised in order to provide community benefit.

CONSULTATION PROCESS

Council has discussed this recommendation at a workshop held on 21 November 2022.

CONCLUSION

In accepting this recommendation, Council is not determining to sell this property. Council will make that determination following the public land disposal process after having considered any feedback provided by the community.

It is recommended that Council consider the sale of the currently underutilised asset and proceed with advertising an intention to sell to inform the decision.

9.2 MAYORS VOICE TO PARLIAMENT SUPPORT REQUEST

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	5 December 2022
File Reference:	0312
Enclosures:	Nil

RECOMMENDATION

That Council endorse the Mayor to support the “Mayor’s Voice to Parliament Public Statement”.

PURPOSE

To determine Council’s support for the Mayor to support and sign the Mayor’s Voice to Parliament Public Statement.

BACKGROUND

The “Uluru Statement from the Heart” represents a historic consensus of Indigenous leaders in seeking constitutional change to recognise First Australians through a Voice to Parliament.

Prime Minister Anthony Albanese has indicated a commitment to implement the Uluru Statement in full during the party’s term in government.

DETAILS

The Mayor has been requested to provide her signature to the Mayor’s Voice to Parliament public statement to show Local Government Support for the implementation of the “Uluru Statement from the Heart”.

Mayors were contacted by Mayor of the Inner West, Darcy Byrne inviting all Mayors and Councils to sign a joint statement in support of the Uluru Statement from the Heart and the upcoming referendum on whether to constitutionally recognise Aboriginal and Torres Strait Islander people through a Voice to Parliament.

The Statement reads:

We the undersigned endorse the Uluru Statement from the Heart and support constitutional recognition for Aboriginal and Torres Strait Islander people through a Voice to Parliament.

As local leaders we are committed to building awareness in our communities about the upcoming referendum.

Our citizens should be informed about what constitutional recognition through a Voice to Parliament will mean for Indigenous people and Australian society as a whole.

Local government must play an important role in holding civic forums, promoting dialogue, and providing a platform for Indigenous voices to be heard in the debate.

We believe that a successful referendum can be a unifying achievement for Australia.

We are ready to work with all levels of government to educate and inform our communities about why this referendum is such an important moment for our nation.

On 30 July 2022, Prime Minister Anthony Albanese announced draft words for a constitutional amendment on an Aboriginal and Torres Strait Islander Voice. He also proposed a draft question to be put to the Australian people at a referendum. Further consultation with both First Nations people and the broader Australian public will be undertaken and the Government have indicated they will work with First Nations leaders to settle referendum details, including timing.

Further details about what an Indigenous voice to parliament would look like and how it would impact communities will be released before the referendum.

In practical terms, Council would be committing to promoting a referendum should one take place and providing information to the community to ensure they are fully informed. It does not change an individual's right to vote either way in the referendum at the appropriate time.

Full details can be found at <https://ulurustatement.org/>.

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Education	Lifelong learning and education – Education and lifelong learning is valued and there is access to vocational training and tertiary education. Education retention rates have increased.
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.

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





Community sentiment on this subject is unknown.

CONCLUSION

It is recommended that Council endorse the Mayor signing the “Mayors Voice to Parliament” public statement.

9.3 POLICIES FOR REVIEW

To: Council
Reporting Officer: Executive Officer
Responsible Manager: General Manager
Report Date: 18 November 2022
File Reference: 1201
Enclosures:

1. Councillor Benefits Policy 
2. Councillor Benefits Guidelines 
3. Gifts and Benefits Policy 
4. Australian Citizenship Ceremony Policy 

RECOMMENDATION

That Council:

- 1. Approve the updated Councillor Benefits Policy;**
- 2. Approve the updated Councillor Benefits Guidelines;**
- 3. Approve the updated Gifts and Benefits Policy;**
- 4. Approve the updated Australia Citizenship Policy; and**
- 5. Rescind the Correspondence Addressed to Mayor and Councillors Policy**

PURPOSE

This report is to note a review of key Council Policies following the Local Government Election and adopt the revised version of each document.

BACKGROUND

Council is required to review Council Policies periodically. Typically, Council policies are reviewed at least every four years, and are timed to occur following a Council election.

This report is based on the revision of four key Councillor policies which were outlined to Councillors as part of their recent induction and a workshop held 28 November 2022.

DETAILS

The following information details what, if any, changes have been made to the policies listed:

Councillor Benefits Policy and Guidelines

This Policy was previously titled the Councillor Allowances and Expenses Policy.

A number of minor administrative changes have been made to the policy and guidelines. Section 3 Provision of Facilities is an addition to the policy as is further detail regarding Ongoing Professional Development. Attendance at eligible training and events has been reworded for further scope to attend as determined by Council.

The Breaches of Policy section has been removed.

Gifts and Benefits Policy

The policy has been reviewed with no changes recommended.

Australian Citizenship Policy

This policy states that Council will follow the requirements set out in the *Australian Citizenship Ceremonies Code (2019)* (the Code) and the *Australian Citizenship Regulation 2016* (Regulation).

The Policy has been updated to include a statement that Council is required to hold ceremonies on 17 September and 26 January in accordance with the Code and Regulations. In addition, Council holds additional ceremonies as required.

Correspondence Addressed to Mayor and Councillors Policy

This policy was developed to ensure that all items addressed to the attention of Mayor and Councillors are treated in a consistent and professional manner. The document is procedural in nature and as such, does not need to remain in a policy format. Procedures to the satisfaction of elected members will be implemented to ensure the correspondence will be managed suitably.

Further Policy Review

In coming months, additional policies will be reviewed and brought to Council for consideration, including:

- Council Meeting Procedures
- Risk Management Policy
- Councils Code of Conduct
- Social Media Policy and Guidelines

STATUTORY IMPLICATIONS

Statutory Requirements

Section 340A of the *Local Government Act 1993* states that a councillor is entitled to prescribed allowances.

Council is required to meet the statutory requirements of the following:

- Australian Citizenship Ceremonies Code (2019)
- *Australian Citizenships Act 2007*
- *Local Government Act 1993*

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
2.1 We are a knowledgeable organisation—we demonstrate best practices in our business processes.
Our Priorities
1.5.2 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:
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

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

Staff and Councillors have reviewed policies in line with legislative requirements. No public consultation is required on these policies.

CONCLUSION

It is recommended that Council and accept the review and update of policies as listed.

9.4 TULIP FESTIVAL 2022

To:	Council
Reporting Officer:	Community Development Officer
Responsible Manager:	Director Community and Engagement
Report Date:	17 October 2022
File Reference:	Tulip Festival
Enclosures:	Nil

RECOMMENDATION

That Council note the 2022 Tulip Festival Report.

PURPOSE

To provide an overview of the 2022 Tulip Festival.

BACKGROUND

The Wynyard Tourism and Promotion Association held the first Tulip festival with a weekend of entertainment, stalls and attractions in 1991. By 1997 the Wynyard Tulip Festival was delivered by an incorporated committee and in 2005 became a Special Committee of Waratah- Wynyard Council. The Committee has since been disbanded and the event reverted back to its original name.

The Covid 19 pandemic prevented the event from going ahead for 2 years and in 2022, the festival was welcomed back for its 30th anniversary with popularity comparable to pre-pandemic years.

DETAILS

Event Site Management:

The Wynyard Tulip Festival site spanned the entire length of Gutteridge Gardens from the Cenotaph, through to Wynyard Wharf in its 30th year, following the event lay- out of the successful event in 2019. The changeable weather and a significant amount of rainfall in the days prior to the event created damp conditions but did not deter a crowd of around 20,000* visitors to the site. Despite the conditions, there were minimal issues to Gutteridge Gardens with vehicle access, attributed to the vehicle escort team managing the site conditions/ stall holder access at key times. Feedback suggested the mud underfoot did not detract from stallholder satisfaction.

Across the site there were 110 stalls, including food vans, community groups and organisations. These stallholders were sourced through an expression of interest process. Entertainment rides, artisans, performers and food and beverage producers showcased an exciting mix of talent from across the state. The final selection of stallholders was based on the completion of the Stallholder/ Performer Conditions and Agreement process to ensure they maintained event standards.

The Vault Main Stage had a full schedule of entertainment across the day including performance art and music. In change-over breaks, the area in front of the main stage became a space for the LJ Hooker Tulip Toss and other short performances from community

groups. Throughout the Festival there were a range of interactive activities and designated spaces for entertainment, rest and eating across the site. Portable Toilets were available at 3 separate locations across the site, additional to public amenities.

Traffic count units were deployed at key strategic locations for a period prior to, during and post the 2022 Wynyard Tulip Festival to provide data sets for our municipality. This clearly shows increased visitors to Wynyard and to Table Cape.

Entering/Existing Wynyard Township				
	Average Volume	Tulip Festival Volume	Volume increase	Percentage increase
Friday	16759	19154	2395	14%
Saturday	14437	24914	10477	73%
Sunday	13888	14460	572	4%

Entering/Existing Table Cape				
	Average Volume	Tulip Festival Volume	Volume increase	Percentage increase
Friday	988	1232	244	25%
Saturday	1403	3961	2558	182%
Sunday	1487	2634	1147	77%

IT technology situated in Gutteridge Gardens was able to capture live footage from the event that attested to high visitor numbers. A technical fault on the camera prevented a foot traffic count and heat mapping from uploading. In the future, key access and congestion points in Gutteridge Gardens will be measured for a more accurate reading of event patronage and flow of foot traffic.

An additional 6 disabled parking spaces were created and promoted for event access in the James Muir Community Health Centre car park and the Little Goldie Street car park.

The Depot provided support in the lead up to the Tulip Festival and on event day. Support included: tulip planters and pots nurturing and placement, road closure procedures, set- up/ pack- down of council owned equipment at the event site using the truck, set up/ pack up of a water station close to the wet area for stallholders, line painting of water mains in Gutteridge Gardens, manual handling of event signage and equipment from storage, as well as business as usual park maintenance.

A site map using mapping software, **Map Info** was created with the support of IT staff. The map of Gutteridge Gardens through to the Wynyard Wharf includes layers of information pertinent to future event management in Wynyard. Information is easily updated for the event sites with data categorisation for site access points to power, water, and any information to support activity for stallholders, contractors and patrons.

Stakeholder Engagement:

Sponsorship for the 2022 Tulip Festival included support from 13 local businesses and services with Events Tasmania funding contributing to the event roll out. The total financial support amounted to \$40,000. Sponsors were recognised in promotional material, on photo

frames placed in several locations around the site as well as by namesake – The Vault Mainstage, an example of a major sponsor for the event given due recognition in media for the event.

Volunteers provided critical support on the day of the Tulip Festival with 26 registered volunteers from both council staff and the broader community contributing to the administration of the event. Volunteers took the role of set up/ pack down, stallholder and contractor liaison, vehicle escorting and running the information tent.

Contractors were used for the hire of marquees, fencing, tables and chairs, portable toilets, site cleaning, generators and electrical utilities. Our waste contractors are providing valuable data to support our future vision to create a cleaner, more environmentally sustainable festival. We will continually be able to improve our waste tonnage using this measurement.

There was consultation and engagement with Palawa community members in regard to the Acknowledgment of Country and future support and participation in the Tulip festival. A smoking ceremony took place at the Official Opening of the Tulip Festival in 2022 and the Mayor conducted the Acknowledgement of Country.

Communications:

Promotion for the Wynyard Tulip Festival was supported by the Communications and Marketing team and was part of the Spring- Loaded suite of community events advertised in a printed booklet for the month of October. 5000 printed booklets were dispersed by Visitor Information Centres across the state and local businesses in the lead up to Spring Loaded. Iconic imagery from the booklet was reproduced in marketing collateral for the Tulip Festival event marketing campaign with a cover placement on Travelways Magazine.

The Tulip Festival event marketing campaign in 2022 had a strong focus on online and social media advertising across different regions, print media in the North and South of the state and Radio Advertising in the North and North- West of the State. Radio and TV interviews were carried out prior to and on event day with live broadcasts from SeaFM and Coast FM. ABC Television had national coverage from the Wynyard Tulip Festival and the Tulip Farm on October 8 and Sunrise Channel 7 live broadcasted from the farm on October 13, 2022.

The creation of a gloss printed event flyer brought an enchanting communication element to the 2022 Tulip Festival. An accessible pictorial fun map allowed event patrons to find visual prompts to the attractions in different zones, such as children's entertainment, thrill rides, food vans, and live music. It also allowed patrons to follow the free entertainment schedule on the main stage and promote the event sponsors.

Event photographer/ videographer, Mason Doherty was onsite for the 2022 Tulip festival to capture the event for future marketing content. The entertainment, atmosphere and scene of the 2022 Tulip Festival has been creatively shaped into several short film clips to share with the community and for data records. Mason received a free helicopter flight and support from local performers to reproduce high quality sound content. The content is fit for purpose for future event marketing across mixed media and provides a data source for future funding submissions and to support procurement of event sponsorship.

Merchandise was sold at the Wynyard Tulip festival which included branded T-shirts and Trucker Caps from previous events at discount prices. Feedback suggests that event merchandise is popular at the Waratah- Wynyard Information Tent.

Enthusiastic and constructive feedback was received from local business operators, patrons, stallholders, entertainers, contractors, volunteers, and staff through face to face, email and phone contact which has contributed to a thorough event reflection process. This qualitative and quantitative data will support event planning and organisation in 2023.

Event Administration:

The administration of stallholder communications and accounts was undertaken over a 3-month period to allow the expression of interest process, approval, and processing of invoices in the best case, to take place prior to the event on October 8, 2022.

Event licenses, permits, bookings, communications with local services and management plans were undertaken well in advance of the Tulip Festival.

Event Funding from Events Tasmania was a roll-over of the administration and funding awarded in 2020, spent in 2022 due to the inability to run the event for 2 years. The budget was carefully managed throughout the planning period and has totalled at \$78, 027.94

Future opportunities to support economic benefit to the community, build participation and sponsorship are being explored for 2023.

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
4.1 Our community is welcoming and supportive.
Our Priorities
3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.

GOAL 3: Connected Communities
Desired Outcomes
1.3 We encourage broad community input to create a focussed and strong sense of belonging.
Our Priorities
1.6.1 Encourage increased participation by all stakeholders.

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
4.3 We provide recreational opportunities to the community for all ages and abilities.
Our Priorities
7.3.3 Innovative and sustainable design is encouraged through forward thinking and planning.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Business & Industry	Specialised diversity of the economy – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
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.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Natural resource management	Managing abundant, natural and productive resources – Natural resource management is valued and development is environmentally sustainable. The environment is clean and healthy with unspoilt beauty and biodiversity.
Health and Wellbeing	Maintaining good health and wellbeing – Healthy communities, people taking responsibility for their wellness, convenient access to medical services and facilities.
Education	Lifelong learning and education – Education and lifelong learning is valued and there is access to vocational training and tertiary education. Education retention rates have increased.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

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

ENVIRONMENTAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Excluding wages, the cost to hold the 2022 Tulip Festival was approximately \$45,089, compared to a budgeted net cost of \$58,703.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

Key stakeholders were consulted via email, telephone and in person in review of the 2022 Tulip Festival.

CONCLUSION

Council notes the 2022 Tulip Festival Report.

9.5 SPRING LOADED 2022

To:	Council
Reporting Officer:	Manager Community Activation
Responsible Manager:	Director Community and Engagement
Report Date:	27 October 2022
File Reference:	001
Enclosures:	Nil

RECOMMENDATION

That Council note the 2022 Spring Loaded Program Report.

PURPOSE

To provide Council with a summary of the program of events delivered during Spring Loaded 2022.

BACKGROUND

Spring Loaded is an example of how the Waratah-Wynyard Council works collaboratively with the community to create opportunities for community connection, attract visitors to the area and enhance social and economic well-being.

Well before Covid-19, Waratah-Wynyard Council formally recognised priorities of the community through the Health and Wellbeing Plan. This Plan addresses community led priorities of reducing isolation, supporting mental wellness, and building community resilience.

With event cancellations rife across the state, Council made the affirmative decision NOT to cancel the Tulip Festival, but instead reimagine the delivery format to enable the community to come together in a safe and meaningful way. By changing the delivery format of the Tulip Festival, Council created opportunities for social connection and well-being specifically tailored to the reality and challenge of organising and hosting events in a Covid-19 world.

The Spring Loaded concept was simple – take all the colour and fun that is the iconic Tulip Festival and adapt the delivery model to spread everything out over a month. This enabled the community to experience the hype of the festival, but in a safe way.

Groups and organisations across the municipality were invited to add their activities into the program for promotion. This format was critical to the success of Spring Loaded. Council staff were able to support and encourage community groups and organisations to create and produce their own events. This enabled Council to help build capacity and resilience amongst existing community groups. Support around resources, such as venue hire, rubbish bins, event planning, budgeting and publicity was offered.

By enabling events to go ahead in a safe manner, Council supported local entertainers and artists to work during an incredibly tough period.

With the community taking on responsibility and ownership of many of the events, staff were able to do significantly more with their time and resources than they traditionally could have.

Covid-19 presented an unprecedented opportunity to change the way Councils and communities think and work together. Waratah-Wynyard Council seized this opportunity by tailoring a dynamic solution that resulted in a format that was so popular with the community that it has been requested to continue. In 2022, the Spring Loaded program co-existed with the traditional Tulip Festival for the first time. Without the disruption of Covid-19, the opportunity to pivot service delivery may not have occurred.

DETAILS

To achieve excellence in delivery, Waratah-Wynyard Council wholehearted embraced the challenge of reimagining the Tulip Festival delivery into a model that would enable the community to come together in a safe way to celebrate and connect. One large scale event was divided into many individual activities. Standing shoulder to shoulder in packed venues was reimagined with lots of warm jumpers, hot drinks, open spaces and outdoor environments. Council worked tirelessly alongside community groups, local businesses and talented individuals to make the Spring Loaded calendar of events come to life.

This model of delivery has switched from a “council does for the community” to a “council enables and supports the community to do” approach. This has ensured that community events not only went ahead, but the capacity and opportunity for the community to develop was supported and enabled to grow.

In 2022 the Spring Loaded program featured the following events:

1 October	Wynyard Adventure Race	<ul style="list-style-type: none">● Event sold out
1 October – 15 October	Art at The Don	<ul style="list-style-type: none">● Emily Smith presents Tasmanian Landscapes - Further Afield● 460 people visited the exhibition● 15 paintings sold
1, 8, 15 & 22 October	Squid inc Theatre Saturday Radio	<ul style="list-style-type: none">● Radio Theatre broadcast three plays on Coast FM on four consecutive Saturdays.● Janet Brown's "Where the Heart Is", Peter Drake's "GSOH" and David Williamson's "Travelling North" which was broadcast in 2 parts● The productions involved 16 players and 5 production/direction people
2, 8 & 16 October	Foreshore Market	<ul style="list-style-type: none">● 8/10 55 stalls● 16/10 37 stalls● 21/10 25 stalls

2 & 7 October	Kimberley Dallas Rock Drop	<ul style="list-style-type: none"> ● 9 months in the making ● 700 rocks designed: ● 200 Halloween ● 300 Spring ● 200 no theme ● Distributed across Wynyard, Somerset, Boat Harbour, Sisters Beach and Waratah
2 October	Tunes in the Tulips	<ul style="list-style-type: none"> ● Event sold out ● 250 attendees ● 8 young people working in lead up and on the day ● Positive feedback ● Good weather on the day
3 October	Clay with Kids	<ul style="list-style-type: none"> ● Event sold out ● 13 attendees (with a waiting list) ● Wynyard, Burnie & Stanley participants
4, 11, 18 & 25 October	Body Groove	<ul style="list-style-type: none"> ● 3 sessions ● 21 participants total ● Increase on previous classes
4 October	Take a Walk on the (Wild) Food Side	<ul style="list-style-type: none"> ● 15 attendees ● All new people ● Not everyone on the wait list were able to attend
5, 12, 19 & 26 October	Cents Trade Day & Makers & Repair Cafe	<ul style="list-style-type: none"> ● Averaged 9 participants per session ● This is higher than usual sessions
5 & 12 October WWC EVENT	Moovers N Shakers Music	<ul style="list-style-type: none"> ● 5th October 9.30 session - 8 children/6 adults (age range 6months-7years) 11am session- 5 children/3 adults (age range 1-5 years) ● 12th October 9.30 session - 15 children/9 adults (age range 6months-7years) 11am session- 5 children/3 adults (age range 2-5 years)
6 October	Whiskey Tasting at The Vault	<ul style="list-style-type: none"> ● Waiting on information
7-9 October	Burnie Orchid Society Spring Show	<ul style="list-style-type: none"> ● Over 600 people attended ● Visitors from Tas, mainland and overseas ● First time event has been held outside Burnie ● Largest event in over 60 years of hosting ● Patrons commented on easy parking and not having to pay for parking as contributing factors to their attendance

7-21 October	Artscape Undercurrent Awards & Exhibition	<ul style="list-style-type: none"> ● Over 50 entries ● 6 artworks sold ● 55 attended Opening
7 October WWC EVENT	Dixon's Gopher Gold	<ul style="list-style-type: none"> ● 5 participants ● Approx 30 community members to witness the event ● LJ Hooker Bear attended ● Strong media support for this different event ● Hard to get participants to sign up
8 October	Vincent Industries Garage Sale	<ul style="list-style-type: none"> ● Approx. 300 people attended ● Most people were local ● Successful from a financial and stock movement perspective ● Bric a brac and furniture were the most popular items
8 – 9 October	Seabrook Shield	<ul style="list-style-type: none"> ● Over 70 attendees ● Mix of men, women, junior
8 October	Skate, Scoot & BMX Competition	<ul style="list-style-type: none"> ● 23 entrants ● 35 sponsors ● 8 community partners ● Over \$3000 in prizes
9 October	French's Road Reserve Open Day	<ul style="list-style-type: none"> ● Over 25 attendees ● All from the Northwest ● Half those attending were first time visitors
9 October	The Session	<ul style="list-style-type: none"> ● Waiting on information
9 October	Learn to Sculpt with Polymer Clay	<ul style="list-style-type: none"> ● Waiting on information
10 – 14 October	Wynyard Photography Club Exhibition	<ul style="list-style-type: none"> ● The exhibition was held at the Wharf Hotel Theatre ● The event was not well attended, likely due to the location, as the theatre is tucked away and not a hive of activity during the day ● Will seek an alternate venue for next year
11 October WWC EVENT	Loop Jam	<ul style="list-style-type: none"> ● Very well attended with over 60 participants ● Adult Day Centre and Vacation Care attended ● Excellent feedback regarding Ben, who facilitated the session
11 October WWC EVENT	Come & Try Gardening for Kids	<ul style="list-style-type: none"> ● 6 participants, including 1 adult and 5 children ● Engaged in the learning and went home with seeds they had planted, with instructions on how to care and grow

12 October	Wellways Dog Walk	<ul style="list-style-type: none"> ● 35 (human) attendees ● Good coverage in local papers
12 October	Sip & Sculpt	<ul style="list-style-type: none"> ● 27 participants ● 2 sessions held, due to popular demand ● Many others on waitlist ● participants from Stanley, Burnie, Sisters Beach and Wynyard
12 October	Spring Storytime & Tulip Craft	<ul style="list-style-type: none"> ● Booked out session ● Had a wait list ● 9 adults and 14 children attended
14 October	Fun with Oil Pastels	<ul style="list-style-type: none"> ● Cancelled by artist due to work commitments
14 October WWC EVENT	Movie Event Cruella	<ul style="list-style-type: none"> ● Movie cancelled due to flooding from storm activity. The technicians engaged were unwilling to travel from Hobart to Wynyard, particularly through flooding in Deloraine. ● Alternate dates and venue availability clashed
14 October WWC EVENT	Movie Event Free Guy	<ul style="list-style-type: none"> ● Movie cancelled due to flooding from storm activity. The technicians engaged were unwilling to travel from Hobart to Wynyard, particularly through flooding in Deloraine. ● Alternate dates and venue availability clashed
15 October	Springing Into Song	<ul style="list-style-type: none"> ● 38 attendees ● Mostly locals, but some had travelled from southern Tas for the event
15 October	Alchymia Distillery's Spirited Spring Event	<ul style="list-style-type: none"> ● 72 attendees ● 15 Interstate (WA, SA, NT & VIC) ● Drinks Sold - 213 ● The inclement weather event earlier that week definitely effected numbers but overall, it was a good event, and everyone seemed to enjoy it!
15 October	Coast FM Country Music Fundraiser	<ul style="list-style-type: none"> ● 170 tickets sold ● 10 artists ● 6 staff
15 October	Live Well Farm Open Day	<ul style="list-style-type: none"> ● Postponed due to weather ● TBC - possibly 19 November
16 October	Tarkine Forest Therapy Walk	<ul style="list-style-type: none"> ● Postponed due to weather ● New date in November TBC

16 October	Towarri Alpaca Stud Farm Open Day (Fiona & Stuart)	<ul style="list-style-type: none"> ● Over 200 participants ● Mix of family groups, neighbours and people interested in the fleece industry.
16 October	Sounds of Spring Concert	<ul style="list-style-type: none"> ● Strong crowd of over 50 attendees
18 October	Learn to Library	<ul style="list-style-type: none"> ● Library did not have anyone turn up for any of their activities aimed at seniors
18 October	Cruising Country Cycling	<ul style="list-style-type: none"> ● 6 people participated
18 October	Heathland Reserve Opening	<ul style="list-style-type: none"> ● 35 people in attendance for the opening ● Cr Mary Duniam formally opened the site
21 October	Squash Trivia Night	<ul style="list-style-type: none"> ● 11 teams of 5 people attended ● They had a wait list and had to turn people away
21 October	Spring Loaded Cocktail Party	<ul style="list-style-type: none"> ● Waiting on information
21 October	Ladies Night In	<ul style="list-style-type: none"> ● 22 attendees ● 35 registered ● 3 turned up on the night without registration from Penguin ● Storms and Cam Bridge Issues kept registered participants from attending
22 October	Oktoberfest	<ul style="list-style-type: none"> ● 50 attendees ● Many attendees dressed up ● Will look to hold Oktoberfest again next year
28 October	Halloween Party	<ul style="list-style-type: none"> ● Sold out ● Over 80 attendees ● Positive fundraising activity
28 October WWC EVENT	Spring Loaded After Dark	<ul style="list-style-type: none"> ● Approx 300 attendees ● Issues with light rain, high wind, Cam River Bridge causing long delays ● 4 food vans all reported selling out or close to selling out, good takings ● Taiko drummers and Slipstream fire twirling show, musician Blake Blacklow all very well received
29 October	Walk 4 Hope	<ul style="list-style-type: none"> ● Waiting on information

29 October	Wynyard Community Garden Garage Sale	<ul style="list-style-type: none"> ● Approx. 200 attendees ● Very successful ● Raffle prizes were a very popular draw card
30 October	Wynyard Fun Run	<ul style="list-style-type: none"> ● Date changed due to conflict with Burnies 321 Go Race
31 October	Spooktacular Step Class	<ul style="list-style-type: none"> ● 10 dressed up participants – felt like 20 and was great fun!
Ongoing	Table Cape Tulip Farm	<ul style="list-style-type: none"> ● 3200 visitors through on Tulip Festival Day
Ongoing WWC EVENT	Wonders of Wynyard	<ul style="list-style-type: none"> ● 2479 visitors (from 1 October) ● 464 visited the cars ● TF Day – 257 visitors, 67 visited cars
Ongoing	Table Cape Lighthouse Tours	<ul style="list-style-type: none"> ● Busy couple of weeks through school holidays (1st & 2nd weekends in October) ● Weather has adversely affected numbers
Ongoing	Living History Walk	<ul style="list-style-type: none"> ● Waiting on information
Ongoing	Lobster Ponds Haven	<ul style="list-style-type: none"> ● 395 attendees (38 children) ● Wet weather did adversely affect numbers ● Still approx. 100 visitors up for the same time period last year

STATUTORY IMPLICATIONS

Statutory Requirements

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 3: Connected Communities
Desired Outcomes
4.2 Our community values, encourages and supports physical, social and cultural activities.
Our Priorities
2.4.1 Lead a positive and supportive culture which is resilient and adaptive to change.
GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
4.3 We provide recreational opportunities to the community for all ages and abilities.

Our Priorities

3.3.2 Facilitate activities and events that promote inclusion, health, safety and a sense of place.

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.
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.

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

The cost to deliver the Spring Loaded program was \$8,015.78, an improved position on budget which was allocated \$25,000 expenditure.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

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

CONCLUSION

It is recommended that the Spring Loaded 2022 report be noted.

9.6 QUARTERLY INFORMATION REPORT - ORGANISATIONAL PERFORMANCE

To:	Council
Reporting Officer:	Information Management Officer
Responsible Manager:	Director Organisational Performance
Report Date:	30 November 2022
File Reference:	2401
Enclosures:	Nil

RECOMMENDATION

That Council note the Quarterly Information Report for the Office of the General Manager and Organisational Performance Department as at 30 November 2022.

PURPOSE

To provide statistical information and a quarterly update on the activities of Council for activities undertaken within the following Directorates and Departments:

Office of the General Manager:

- People and Safety

Organisational Performance:

- Economic Development
- Governance and Information Systems
- Risk Management

BACKGROUND

This report is part of a regular reporting framework to inform Council of activities undertaken in across the organisation on a quarterly basis. Each month, a quarterly information report is provided on rotation for each Directorate:

- Community and Engagement (July, October, January, April)
- Infrastructure & Development Services (August, November, February, May)
- Organisation Performance (September, December, March, June)

PEOPLE AND SAFETY

The People and Safety Team provide human resource management services including health, safety and advice to maximise the value of Council's significant investment in a skilled workforce. The department has a focus on supporting the organisation to attract, retain and develop the workforce we need to deliver services to the community.

Staff Numbers and Statistics

Staff Numbers as at:		30 November 2022					
	Permanent Positions		Temporary Positions			Total	Fulltime equivalent
	Full-time	Part-time	Full-time	Part-time	Casual		
Indoor	27	14	3	4	6	54	40.8
Outdoor	24	4	5	1	0	34	28.7
Childcare	9	10	0	2	6	27	15.5
Total	60	28	8	7	12	115	85.0

As at 30 November 2022 Council employed 115 people equivalent to 85 full time employees. The FTE has dropped by 10 since last quarter due to unfilled vacancies.

Statistics	Ave. Yrs Service	Gender			Ave. Age	Covid Vac.
		Female	Male	Other		
Indoor	7.5	37	17	0	46.9	93%
Outdoor	11.8	4	30	0	46.0	91%
Childcare	9.3	27	0	0	39.8	100%
Total	9.2	68	47	0	45.0	94%

Age Demographic			Gender Demographic		Management Demographic		
Under 30 years	21	18%	Female	59%	Female	7	58%
30-45 years	33	29%	Male	41%	Male	5	42%
45-55 years	30	26%	Other	0%	Other	0	0%
55 years and over	31	27%					

Diversity Statistics	Yes	No	Undisclosed
Aboriginal or Torres Strait Islander	5%	90%	4%
Culturally or linguistically diverse	3%	93%	4%
Special needs or additional learning support requirements	3%	91%	5%
ATSI - Aboriginal or Torres Strait Islander, CALD - culturally or linguistically diverse, Special needs or additional learning support requirements			

The average age of Council's workforce is 45.

Overall Council has a gender balanced workforce with 59% female works and 41% male. Leadership roles are gender balanced with 58% female and 42% male representation.

The most challenging area for Council to achieve gender balance is in non-traditional areas. The Depot continues to have a high proportion of male workers and Children's Services is a heavily female dominated workforce.

Council has good working conditions and a supportive work environment that assists in the attraction of a diverse workplace. All recruitment and selection decisions reflect Council's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities.

Turnover Rate of Permanent Staff

5.7% Average (Permanent Departure rate divided by total permanent employee rate).

9.5% Average Turnover (ABS – February 2022).

Council has a good employment retention with the turnover rate continuing to be well below average. The average years of service provided by the current workforce is 9.2 years.

New Starters / Departures

		Permanent Positions		Temporary Positions			Total
		Full-time	Part-time	Full-time	Part-time	Casual	
New Starters	Indoor	0	1	0	0	1	2
	Outdoor	0	0	0	1	0	1
	Childcare	0	0	0	0	0	0
	Total	1		1		1	3
Departures	Indoor	2	1	0	1	0	4
	Outdoor	2	0	0	0	0	2
	Childcare	0	0	0	0	0	0
	Total	5		1		0	6

Council inducted three (3) new employees throughout the reporting period and had six (6) employee departures, two (2) through retirement. We also lost two (2) employees to a neighbouring Council.

Recruitment Activity

The following recruitment activity has occurred between 1 September to 30 November 2022:

Recruitment this Quarter			
Position	AtR* received	Offer Signed	Working days to fill
Risk Officer	10-Jun-22	On hold	Unfilled
Civil Works Traineeship	09-Sep-22	14-Nov-22	50
Parks & Reserves Traineeship	09-Sep-22	17-Nov-22	47
Financial Accountant	13-Sep-22	24-Nov-22	53
Community & Engagement Administration Trainee	23-Sep-22	25-Nov-22	45
Children's Services Educator (Outside of School Hours Care)	26-Sep-22	25-Nov-22	45
Civil Works Employee	07-Oct-22	Offer pending	
Parks & Reserves Employee	07-Oct-22	Offer pending	
Technical Officer - Building and Facilities	20-Oct-22	Offer pending	
Community Development Officer - Recreation	05-Nov-22	Offer pending	
*ATR – Authority to Recruit approved by General Manager			
Average days to fill vacancies this quarter			48

Absenteeism Rate / Labour Hire Engagement

	Absenteeism Rate				Labour Hire Engagement for period		
	Personal Leave Taken	Hours Worked	Absent Rate	Full Time Equivalent	Total Workers	Hours	Cost (ex. GST)
Indoor	580	21412	2.6%	0.29	0	-	\$ -
Outdoor	535	15253	3.4%	0.27	3	957	\$ 49,102
Childcare	155	8262	1.8%	0.08	0	-	\$ -
Total	1270	44928	2.7%	0.64	3	957	\$ 49,102

Absenteeism rate has dropped since the previous quarter. The average absenteeism rate for the quarter is 2.7% compared with an average absenteeism rate of 5.8% last quarter.

WORK HEALTH AND SAFETY

Incident & Hazard Reporting

Incident/Hazard Report Forms received this Quarter							
	Incident	Hazard	Near Misses	Injury/ Illness	Property/ Plant Damage	Other	Total Reports
Indoor	2	0	0	2	2	0	6
Outdoor	3	0	2	4	5	0	14
Childcare	0	0	0	1	0	0	1
Total	5	0	2	7	7	0	21

There was one (1) hazard and two (2) Near Misses reported in this period.

The hazard involved the exiting of the Council building afterhours. It was identified that cupboards in the foyer area made it difficult for a disabled person to reach the button to open the doors. The cupboards were moved so the button is more accessible.

Both near misses were relating to Traffic Management. Driver inattention is an issue and reviews are currently being undertaken on what additional measures Council can take to protect workers including the use of temporary boom gates and speedhumps, narrower lanes, additional signage and use of 180-degree cameras (submitting footage to police when required).

Lost Time Injury and Workers Compensation Cases for this Quarter

Lost Time Injury Frequent Rate (LTIFR) and Workers Compensation Cases for this Quarter							
	No. of LTI's	Lost Time Injuries (hrs)	Hours Worked in Period	LTIFR	Total New WC Cases	Ongoing WC Cases	Finalised WC Cases
Indoor	1	190	21412	46.70	1	1	0
Outdoor	0	51	15253	0.00	1	1	1
Childcare	0	0	8262	0.00	0	0	0
Total	1	240	44928	22.26	2	2	1
LTIFR Industry Benchmark				12.6			

Council had six (6) injuries throughout the reporting period. Of those injuries two (2) resulted in lost time in the workplace of 240 hours and workers compensation claims.

Council has two (2) pending workers compensation claims, one from a physiological injury the a psychological injury claim.

Policy, Procedures and Guidelines Reviewed

The following internal People and Safety Policies, Procedures and Guidelines were created/reviewed this quarter:

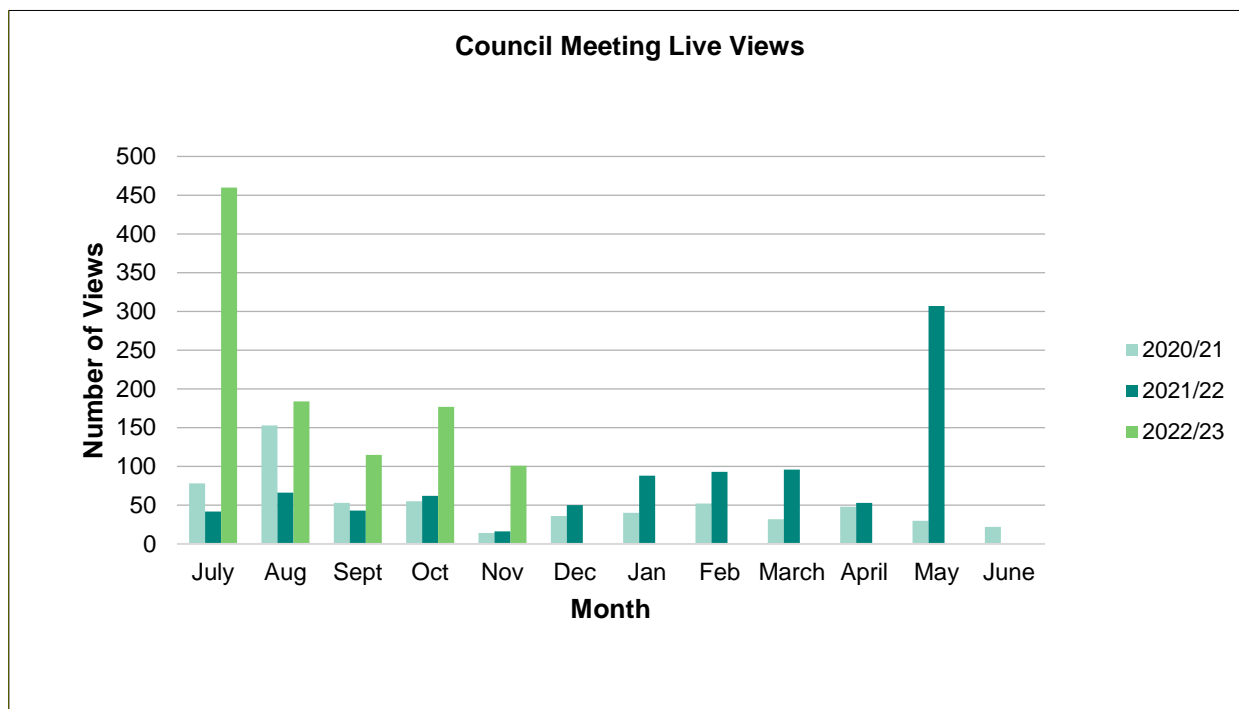
- Higher Duties Policy
- Contractor WHS Management Policy & Procedures

Drug & Alcohol Testing

Council conducts random Drug & Alcohol testing up to three times per year. Testing was conducted on 22 November 2022 with 10 randomly selected employees from the Works & Services Department and 10 from the Council Chambers. All results were negative, and Council has not encountered a non-negative test since 2020.

GOVERNANCE

Council Meeting Live Stream Views



*June 2022 data has been omitted from the graph due to a high level of media interest with total live views being 2,500 distorting other data within the graph.

Policies Adopted by Council

The following policies were adopted by Council from 1 September 2022 to 30 November 2022:

- Public Consultation Policy

Workplace Policies Reviewed

The Senior Management Team adopted the following for the quarter:

- Higher Duties Policy
- Contractor WHS Management Policy & Procedures

Complaints

Council received 3 formal complaints during the period 1 September 2022 – 30 November 2022.

Tenders & Contracts

In accordance with Council's Procurement Policy the following table is provided for all contracts awarded YTD for 2022/23 over \$100,000.

Contract No And Description	Name and Address of Contract Holder	Contract Dates	Contract Extension Options	Contract Value at Start Date
776 – Calder Road – Bridge Replacement	Bridge Pro Engineering	18/07/2022 – 15/02/2023	N/A	\$737,300.00
779 – 2022/23 Provision of Bitumen Surfacing	Hardings Hotmix	03/10/2022 – 27/02/2023	N/A	\$245,330.54
780 – Park Street Realignment and Car Park Works	Hardings Hotmix	13/09/2022 – 09/12/2022	N/A	\$679,764.56
781 – Provision of Kerbside Refuse Collection	Veolia Environmental Services	01/10/2022 – 30/6/2025	3 + 5 year extension option	\$415,948.00 in accordance with schedule
785 – Design and Construct Turf Wicket Block and Ancillary Works	All Turf Tasmania	01/9/2022 – 27/01/2023	N/A	\$127,058.55
787 – Somerset Foreshore Traffic Improvements	Hardings Hotmix	17/10/2022 – 04/11/2023	N/A	\$133,280.00
792 – Design and Construct Wynyard Foreshore Boardwalk Replacement	AJR Construct Pty Ltd	31/10/2022 – 01/03/2023	N/A	\$234,333.34
795 - Digital Transformation Strategy Phase 1: ICT System, Design and Planning	Avec Global	27/10/2022 – 27/04/2023	1 Year	\$285,000.00

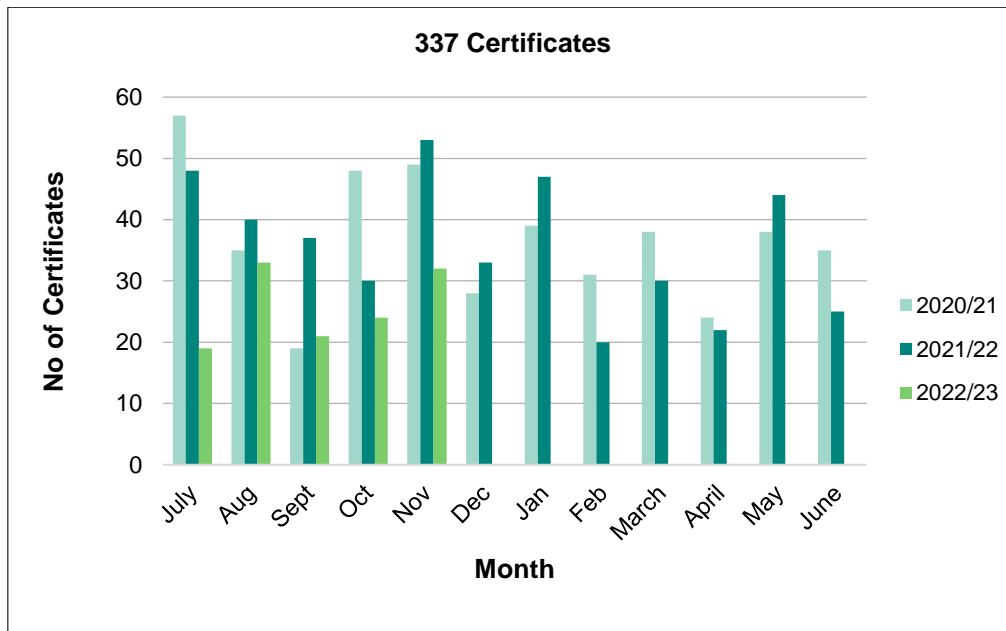
Non-Application of Public Tender Process

Pursuant to Section 72(1)(e) of the *Local Government Act 1993* there were no contracts were awarded where the public tender process was not applied.

Council and Land Information Certificates (337)

Graphical analysis is provided demonstrating the total number of certificates issued for the reporting period compared to last year.

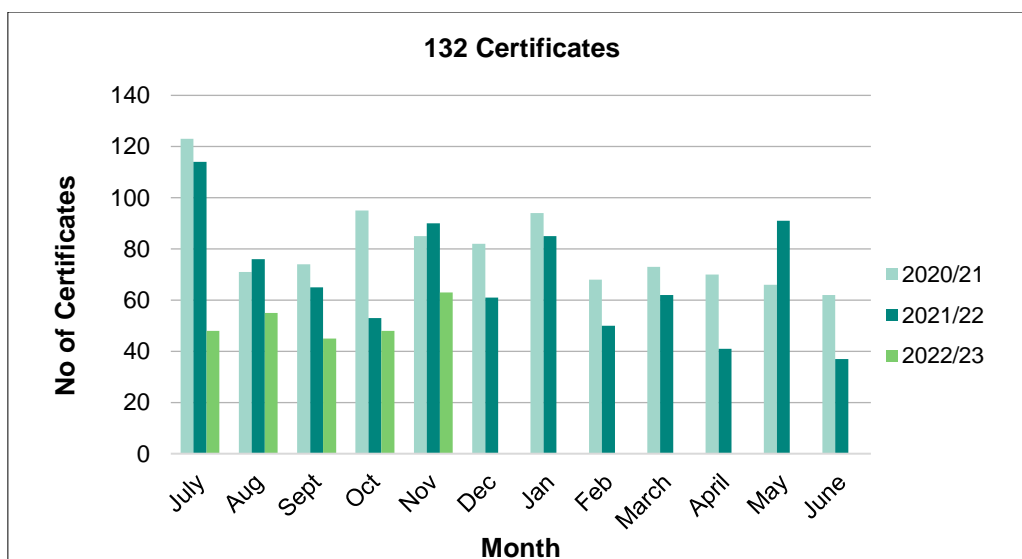
A Council Certificate 337 provides information about whether there are any outstanding notices, permits or orders in relation to a property. For the 2022/23 period there have been 129 Section 337 certificates completed as at 30 November 2022 compared with 208 in November 2021.



Certificate of Liabilities (132)

Graphical analysis is provided demonstrating the total number of certificates issued for the reporting period compared to last year.

Section 132 certificates are issued by Council on request usually as a part of selling a property. The certificate outlines rate and property liabilities. For the 2022/23 period there have been 259 Section 132 certificates completed as at 30 November 2022 compared with 398 in November 2021.



Street Naming and Addressing Changes:

Greenfield Changes (New Addresses):

1. 42 Lyons Street Somerset: Unit Development
 - a. New Unit Complex: 8 new Units constructed over 4 existing parcels 42,44 Lyons Street & 13,15 Lewis Street. All 8 units have been addressed to Lyons Street as this is the location of the sole primary access to the complex and number 42 as it is the intent to adhere all 4 parcels into a single parcel. Addressing is now U1-8/42 Lyons Street Somerset.



Brownfield Changes (Existing Streets)

1. 668 Waratah Road Waratah
 - a. New Addressing: Existing parcel now occupied. Owner requested Addressing.



2. 28A Edward Street Somerset

a. New Addressing: Parcel Created by Subdivision



3. 272A Murchison Highway Somerset

a. New Addressing: Parcel Created by Subdivision



4. 80 Lennah Drive Wynyard

a. New Addressing: Parcel Created by Subdivision



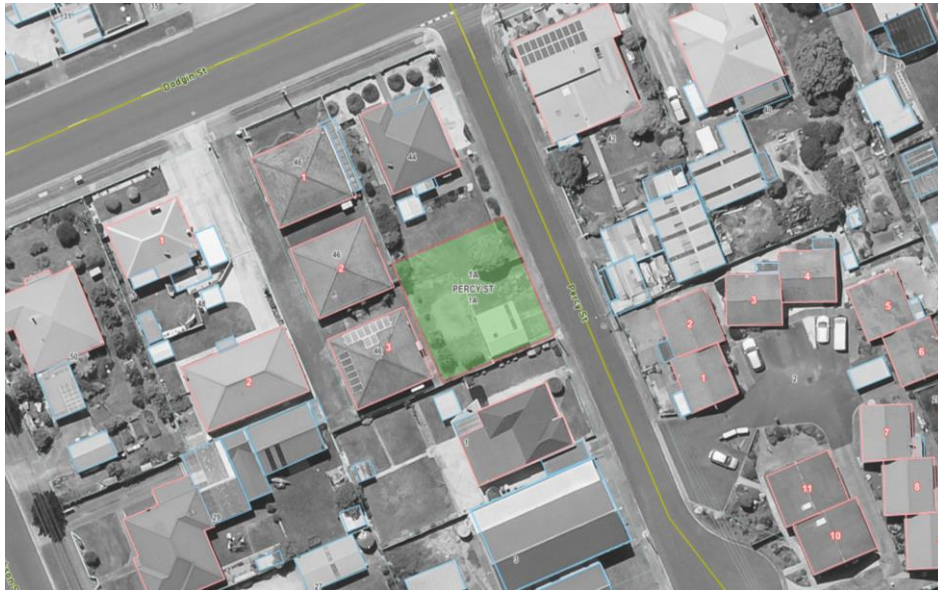
5. 353 Back Cam Road Somerset

a. New Addressing: Parcel Created by Subdivision



6. 1A Percy Street Wynyard

a. New Addressing: Parcel Created by Subdivision



ECONOMIC DEVELOPMENT UPDATE

Key economic development activities undertaken by Council's Economic Development Officer are outlined below:

Settlement Strategy

2022/23 Annual Plan Action 3.1.1.2 *Implementation of agreed actions arising from the Settlement Strategy.*

An internal Working Groups has been established to work through the recommendations contained in Council's Settlement Strategy with the aim of developing an Implementation Plan to be presented to Council in 2023.

Interpretation And Wayfinding Projects and Upgrades

Preliminary planning of interpretation and wayfinding projects in Waratah (Lookout, walking track to Waratah Falls and Rail Bridge) and the Coastal Pathway extension (Somerset to Wynyard).

Wynyard to Smithton Disused Rail Corridor

2022/23 Annual Plan Action 5.1.1.2 *Explore the feasibility of developing a shared user pathway from Wynyard to Stanley utilising the disused Wiltshire rail corridor or other opportunities.*

Preliminary research and the development pre-feasibility report is underway.

Bioenergy Forum

2022/23 Annual Plan Action 7.2.1.1 *Coordinate a community forum relating to bioenergy.*

Council is proposing a Bioenergy Forum for the Northwest region with the assistance of Martin Moroni (Bio energy Tasmania), to be held at the new multi-purpose building at Wynyard in the second quarter of 2023. Council staff will now approach business and industry to assess the level of interest for such an event.

Municipal Signage Project Stage 3

Proposed locations for signage upgrades throughout 22/23:

- Multi-purpose building Wynyard (To be installed early in 2023)
- North Inglis walking track
- South Inglis walking track
- Somerset Foreshore
- Waratah Council Offices
- Athaneum Hall
- Elma Fagan Hall
- Waratah Falls
- Boat Harbour walking track
- Sisters Beach walking tracks
- Table Cape Lighthouse and Lookout
- Somerset Surf Club
- Camp Creek
- Cam River Reserve

INFORMATION SYSTEMS UPDATE

Key corporate system development projects and their current progress status are outlined below.

Digital Transformation Strategy

ICT Systems Planning and Design has started with initial Project set up activities and discovery sessions booked through December and January with staff.

Authority Upgrade and new independent hosting in a Cloud Environment

The Cloud Hosting project has completed the Proof of Concept for the cloud hosting environment. The project is now preparing a transition plan which will include some final business verification of the production cloud configuration. Included in this plan is when the actual switch over date will be and then the disengagement with Burnie Council. This will also include reviewing ongoing support arrangements.

Online Leave & Timesheets

Online leave is ready for go live. This piece of work has also been included in the User Acceptance testing for the Cloud Migration to ensure both releases align.

Information Management

Council's Information Management function provides and manages integrated and secure systems and processes to centralise collection, storage and retrieval of Council records and associated documentation for Council. The Team have been working on several projects to improve accessibility of information.

Property File Digitisation

Whilst most of Council's property files are digitised, some manual files remain. As part of the Digital Transformation Strategy, the remaining files will be digitised to improve access and reduce risk. Zircodata have been engaged, and preparation of files has started with 3,000 of 7,000 files boxed and ready to be picked up for scanning.

ECM

Staff have been working on reviewing the subject file structure within Council's electronic document management system to ensure that the filing structure is relevant and easily understood by staff and meets Council's record keeping obligations under the Archives Act. This work has been ongoing over several months with good progress made.

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

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

GOAL 2: Organisational Support

Desired Outcomes

2.1 We are a knowledgeable organisation—we demonstrate best practices in our business processes.

Our Priorities

2.1.1 Develop a learning culture that ensures staff have the knowledge and skills to maximise potential, and which empowers staff to achieve and grow.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Business & Industry	Specialised diversity of the economy – Value adding, diversification, innovation and employment. A resilient economy with global brand recognition and growing exports.
Governance and working together	Working together for Murchison – Everyone plays a part in achieving the objectives of the Sustainable Murchison Community Plan. There is cooperation, resource sharing and less duplication between Councils. Leadership is provided across all community sectors.

POLICY IMPLICATIONS

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

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

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

CONCLUSION

That Council note the Corporate Quarterly Information Report for the General Manager and Organisational Performance Departments.

9.7 FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2022

To: Council
Reporting Officer: Corporate Accountant
Responsible Manager: Director Organisational Performance
Report Date: 2 December 2022
File Reference: Financial Management - Reporting - Council
Enclosures: 1. Monthly Capital Report - November 

RECOMMENDATION

That Council:

1. **Note the Financial Report for the period ended 30 November 2022; and**
2. **Approve additional capital expenditure of \$43,000 for the Myalla Road Flood Repair Works**

PURPOSE

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

BACKGROUND

The financial reports presented incorporate:

- Income Statement
- Balance Sheet
- Cashflow Statement
- Investments
- Rate Summary
- Grant Summary
- Operating Performance by Department
- Capital Works Summary
- Capital Works Progress Report (attached)

DETAILS

Council's year to date financial performance is consistent with the budget estimates and there have been several favourable variances identified throughout the budget.

There are, however, several risks to the budget that are expected to impact on Council's operating results for the year which have not yet been full reflected in the forecast.

A full assessment of Council's operational forecast will be undertaken over the coming months taking this into account and information will be provided to Council as it becomes known and measurable.

Commentary on other forecast variances identified to date is provided throughout the report.

Flood Emergency Works

Recent flood emergency works will have both operational and capital budgetary impacts. Whilst Council had many roads inundated and closed for periods, only some minor rural road slips have occurred as a result of the adverse weather as follows:

- **Myalla Road** - two land slips - current road closure due to high consequence of errant vehicle travelling too close. Restorative works are currently being completed by Hardings Hotmix. Costs for the repairs are currently estimated to cost \$43,000 but the final figure may vary dependant on the actual volume of material required to make the repairs.
- **Lowries Road** - movement in the road has been observed post rain. Restorative works required to dig out and replace fill and pavement material. The cost of repairs is not yet known and are dependent on geotechnical assessments and repair solutions. A budget amendment will be sought from Council once the costs are known.

Flood recovery funding may also be available to Council partially fund required works. Officers are currently assessing the likely funding available and will update Council once more accurate information is known.

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.

Council Strategy or Plan Reference

Council Strategy or Plan	Date Adopted:
Financial Management Strategy 2022-2032	Adopted October 2021

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

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

CONCLUSION

All details are included in the attached reports.

Income Statement

The Income Statement shows the performance of Council's operations year to date.

Income Statement as at 30 November 2022

	YTD Actual	YTD Budget	%		YTD Variance	Budget	Forecast		Forecast Variance	
Recurrent Income										
Rate Revenue	12,949,847	12,911,021	0%	✓	38,826	13,003,563	13,051,580	✓	(48,017)	1
User Charges	1,325,307	1,131,603	17%	✓	193,704	2,793,375	2,747,375	✗	46,000	2
Reimbursements/Contributions	318,846	162,305	96%	✓	156,541	684,274	749,010	✓	(64,736)	3
Grants and Subsidies	283,744	1,168,176	-76%	✗	(884,432)	3,627,366	3,467,584	✗	159,782	4
Interest	131,201	42,115	212%	✓	89,086	89,000	475,000	✓	(386,000)	5
Distributions from Water Corporation	140,500	-	0%	✓	140,500	674,400	674,400	✓	-	
Total Recurrent Income	15,149,445	15,415,220	-2%	✗	(265,775)	20,871,978	21,164,949	✓	(292,971)	
Recurrent Expenditure										
Employee Costs	3,478,517	3,587,983	3%	✓	109,466	8,206,381	8,194,337	✓	(12,044)	
State Levies	148,566	377,844	61%	✓	229,278	690,276	690,276	✓	-	
Remissions & Discounts	465,536	462,943	-1%	✗	(2,593)	445,466	460,756	⚠	15,290	
Materials & Contracts	2,356,517	2,542,373	7%	✓	185,856	5,752,670	5,777,231	✗	24,561	6
Depreciation	1,946,740	1,946,740	0%	✗	-	4,919,663	4,919,663	✓	-	
(Gain)/Loss on Disposal	-	17,730	100%	⚠	17,730	42,565	42,565	✓	-	
Borrowing Costs	-	(171)	100%	✗	(171)	41,816	41,816	✓	-	
Other Expenses	103,862	78,587	-32%	✗	(25,275)	281,991	291,991	⚠	10,000	
Total Recurrent Expenditure	8,499,739	9,014,029	6%	✓	514,290	20,380,828	20,418,635	✗	37,807	
Surplus/(Deficit)	6,649,706	6,401,191	4%	✓	248,515	491,150	746,314	✓	255,164	
Capital Items										
Capital Grants/Contributions	351,077	1,698,690	-79%	✗	(1,347,613)	4,071,776	4,071,776	✓	-	
Derecognition of Assets	-	-	0%	✓	-	-	-	✓	-	
Asset Recognition	-	-	0%	✓	-	-	-	✓	-	
Comprehensive Surplus/(Deficit)	7,000,783	8,099,881	-14%	✗	(1,099,098)	4,562,926	4,818,090	✓	255,164	

Council is forecast to have a favourable variance to budget of \$255k as at 30 June 2023. Commentary on variances of \$20k or higher are provided below:

1) Rate Revenue

Rate Revenue is expected to be higher than that allowed for in the budget due to Council's initial rate run generating slightly higher level of revenue than anticipated. This is due to supplementary valuations received in June and after preparation of the budget estimates (income generated from new property development).

2) User Charges

User charges are expected to be lower than budget due to lower level of certificate income. The budgeted revenue is prepared based on historical prior year volumes. The property market has slowed and there have been lower volumes of certificates issued this year compared with last year.

3) Reimbursements/Contributions

Reimbursement's income is expected to be higher than budget due to higher resource sharing income from Circular Head Council resulting from an additional resource shared position when compared to budget.

4) Grants and Subsidies

Grant income is expected to be lower than budget due to timing of Financial Assistance Grant income from the Federal Government (distributed through the State Grants Commission).

5) Interest

Interest income is expected to be higher than budget due to higher interest rates on Council's term deposits and higher levels of cash on hand due to timing of planned capital expenditure. The higher level of interest is a one-off favourable win to this year's operational budget and therefore cannot be relied in future budgeting years.

6) Materials & Contracts

Materials & contracts are expected to be higher than budget due to higher waste disposal costs. Costs were not known with certainty at the time of setting the budget with tenders being received after budget adoption.

Balance Sheet

Council continues to be in a financially strong position. Council is forecasting a current ratio of 1.19 as of 30 June 2023 compared to a current ratio of 4.49 as at 30 November 2022.

Balance Sheet as at 30 November 2022

	YTD Actual \$	Budget \$	Forecast \$
Current Assets			
Cash & Cash Equivalents	16,898,018	4,283,593	4,538,757
Receivables	3,220,279	951,000	951,000
Inventories	128,642	116,192	116,192
Other Current Assets	178,094	203,776	203,776
Total Current Assets	20,425,033	5,554,561	5,809,725
Non-Current Assets			
Property, Plant and Equipment	229,883,708	235,277,209	235,277,209
Investment in Water	44,027,052	44,027,000	44,027,000
Total Non-Current Assets	273,910,760	279,304,209	279,304,209
Total Assets	294,335,793	284,858,770	285,113,934
Current Liabilities			
Payables	2,368,018	3,188,016	3,188,016
Interest-Bearing Liabilities	350,715	355,437	355,437
Provisions	1,829,984	1,321,000	1,321,000
Total Current Liabilities	4,548,717	4,864,453	4,864,453
Non-Current Liabilities			
Interest-Bearing Liabilities	2,510,163	1,730,718	1,730,718
Provisions	184,595	165,830	165,830
Total Non-Current Liabilities	2,694,758	1,896,548	1,896,548
Total Liabilities	7,243,475	6,761,001	6,761,001
Net Assets	287,092,317	278,097,769	278,352,933
Equity			
Current Year Result	7,000,783	4,562,926	4,818,090
Accumulated Surplus	165,322,188	169,047,603	169,047,603
Reserves	114,769,346	104,487,240	104,487,240
Total Equity	287,092,317	278,097,769	278,352,933
Current Ratio	4.49	1.14	1.19

Council's cash is significantly higher at this time of year compared with that budgeted at 30 June due to the timing of Council's income and expenditure. Council collects 74% of its rates and charges income by 31 August. Council's cash will reduce over the course of the year due to progression of the capital works budget valued at \$21.968m. Council's receivables will reduce over the course of the year with some ratepayers electing to pay by instalment.

Cashflow Statement

As of 30 November Council had \$16.898m cash on hand. Based on budgeted income and expenditure, Council is forecast to have \$4.539m of cash on hand as of 30 June 2023.

A key assumption of the budget is the completion of the capital works program as set by Council.

Cashflow Statement as at 30 November 2022

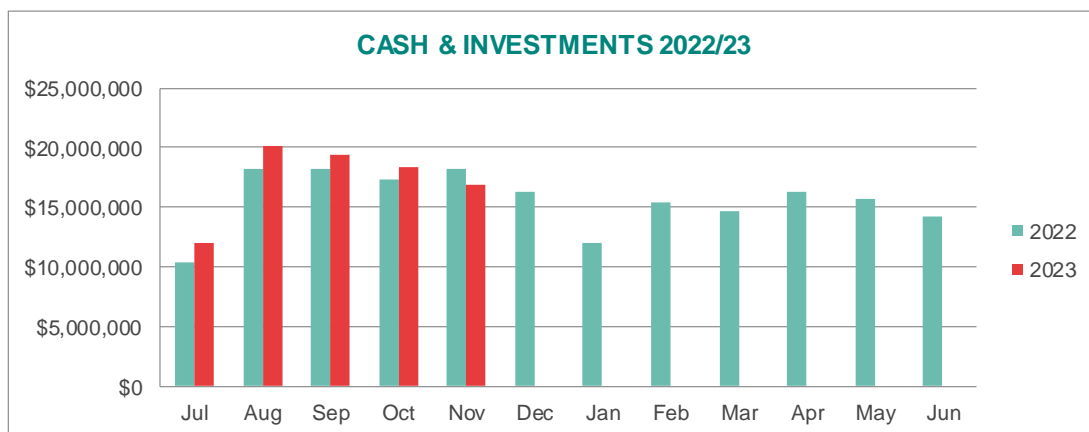
	YTD Actual	Budget		Balance	Forecast
	\$	\$	%	\$	\$
Cash flows from operating activities					
Employee Costs	(3,478,517)	(8,754,059)	40%	(5,275,542)	(8,722,088)
Materials and Contracts	(3,388,413)	(4,834,505)	70%	(1,446,092)	(5,976,627)
State Levies	(148,566)	(690,276)	22%	(541,710)	(690,276)
Other Expenses	(569,398)	(727,457)	78%	(158,059)	(752,747)
Rates and Charges	10,831,054	12,941,908	84%	2,110,854	13,202,066
User charges	1,335,557	3,422,633	39%	2,087,076	2,731,944
Interest	131,201	89,000	147%	(42,201)	475,000
Reimbursement of Expenses	318,845	684,274	47%	365,429	749,010
Government Grants	283,744	3,627,366	8%	3,343,622	3,467,584
Net Cash provided by (used in) operating activities	5,315,507	5,758,884	92%	443,377	4,483,866
Cash flows from investing activities					
Payments for Property, Plant and Equipment	(3,157,216)	(20,305,681)	16%	(17,148,465)	(18,360,586)
Investment revenue from Water Corporation	140,500	674,400	0%	533,900	674,400
Proceeds from Sale of Property, Plant and Equipment	-	237,690	0%	237,690	237,690
Capital grants	351,077	4,071,776	9%	3,720,699	4,071,776
Net cash provided by (used in) investing activities	(2,665,639)	(15,321,815)	17%	(12,656,176)	(13,376,720)
Cash flows from financing activities					
Borrowing Costs	-	(41,816)	0%	(41,816)	(41,816)
Loan Drawdowns	-	-	0%	-	-
Loan Repayments	-	(359,810)	0%	(359,810)	(774,723)
Net cash provided by financing activities	-	(401,626)	0%	(401,626)	(816,539)
Net (Decrease) in Cash Held	2,649,868	(9,964,557)	-27%	(12,614,425)	(9,709,393)
Cash at beginning of year	14,248,150	14,248,150	100%	-	14,248,150
Cash at end of period	16,898,018	4,283,593	394%	(12,614,425)	4,538,757

Investments

The following table provides an outline of Council's cash and investment portfolio as of 30 November 2022. Total cash and investments on hand as of 30 November is \$16.920m. The weighted average return on investment earned on Council's investment portfolio is 2.95%.

Investments as at 30 November 2022

	\$	INVESTMENTS	\$	Weighted Average Return
Deposits	16,350,000	Commonwealth Bank	546,418	
Petty Cash and Till Floats	1,600	Investments		
Trading Account	546,418	ME Bank	3,050,000	
		NAB	2,800,000	
		ING	2,500,000	
		BOQ	3,000,000	
		CBA	5,000,000	
		Petty Cash and Till Floats	1,600	
Balance - All Accounts	16,898,018		16,898,018	2.95%



Rates Summary

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

Council has several policies to assist in debt collections efforts, including interest penalties, financial hardship provisions providing flexibility for payment arrangements, and the ability for payment of rates and charges by four equal instalments. Ratepayers continue to be encouraged to contact Council if they are having difficulty paying.

16.30% (\$2,098,377) of the total rates levied for the year were outstanding as at 30 November 2022; this includes all aged rates and charges outstanding. This compares with \$2,007,327 outstanding as at 30 November in the prior year (16.43% of the total raised last year).

Rates Summary to 30 November 2022

	2022/2023		2021/2022	
	%	\$	%	\$
<i>Notice Issue Date - 25 July 2022</i>				
Outstanding Rates Debtors (1 July 2022)		654,411		775,169
Less: Rates in Credit		(754,201)		(715,966)
NET RATES OUTSTANDING (1 July 2022)	(0.78)	(99,790)	0.48	59,203
Rates and Charges Levied	100.59	12,949,859	99.31	12,135,032
Interest Penalties Charged	0.18	23,424	0.20	24,840
GROSS RATES AND CHARGES DEMANDED	100.00	12,873,494	100.00	12,219,075
LESS RATES AND CHARGES COLLECTED	77.40	9,964,154	77.54	9,475,190
REMISSIONS AND DISCOUNTS**	8.75	1,126,303	8.78	1,072,788
	86.15	11,090,457	86.32	10,547,978
ADD PROPERTIES IN CREDIT	(2.45)	315,340	(2.75)	336,230
UNPAID RATES AND CHARGES *	16.30	2,098,377	16.43	2,007,327
(includes Deferred Rates)				
**REMISSIONS AND DISCOUNTS		2022/2023		2020/21
Early Payment Discount		464,111		450,519
Pensioner Rebates		660,767		620,844
Council Remissions and Abandonments		1,425		1,425
		1,126,303		1,072,788
Number of Rateable Properties		8,004		7,931
Number of Unpaid Rateable Properties		1,891		1,706
% not fully paid		23.63%		21.51%

Grant Summary

Grant Schedule as at 30 November 2022

	YTD Actual	Budget 2023
Capital Grants		
Multi Use Facility	48,733	320,601
Local Road & Community Infrastructure	-	564,685
Roads to Recovery	-	564,684
Waratah Rail Bridge	-	300,000
Park Street (IGA) Intersection	-	430,000
Calder Road - Bridge Replacement	295,980	713,324
Table Cape Amenities	-	512,690
Table Cape Lookout	-	135,250
James Philosopher Smith	-	110,000
Wynyard Squash Centre - Lighting	6,364	50,000
Dog Park & Freedom Camping	-	160,000
Rural Road Safety Audit	-	210,542
	351,077	4,071,776

Operational Performance by Department

This statement provides an overview of Council's forecast operating performance by department based on year-to-date performance.

Directorate/Department	Annual Budget	Forecast	Variance to Forecast	Note
Community & Engagement				
Children's Services	(125,432)	(90,615)	34,817	1
Community Activation	764,578	764,578	-	
Corporate & Community Services	448,339	462,673	14,334	2
Tourism & Marketing	502,616	507,016	4,400	
Community & Engagement Total	1,590,101	1,643,652	53,551	
Council & General Managers Office				
Council	1,558,243	1,558,243	-	
Council & General Managers Office Total	1,558,243	1,558,243	-	
Infrastructure & Development Services				
Asset Services	51,556	50,502	(1,054)	
Cemeteries	99,438	99,438	-	
Development Services	764,534	777,493	12,959	3
Engineering Services	111,687	90,579	(21,108)	4
Footpaths	318,466	318,466	-	
Garbage	32,444	32,647	203	
Public Halls	357,044	357,044	-	
Public Toilets	337,707	337,707	-	
Reserves	1,177,062	1,177,062	-	
Sports	1,005,509	1,005,509	-	
Stormwater Drainage	(263,358)	(263,358)	-	
Transport	3,070,075	3,164,455	94,380	5
Waste	(1,065)	(1,065)	-	
Works & Services	65,127	65,127	-	
Infrastructure & Development Services Total	7,126,226	7,211,606	85,380	
Organisational Performance				
Digital Innovation	(27,587)	(35,458)	(7,871)	
Financial Services	(11,193,248)	(11,488,088)	(294,840)	6
Organisational Performance	455,115	363,730	(91,385)	7
Organisational Performance Total	(10,765,720)	(11,159,816)	(394,096)	
Total	(491,150)	(746,315)	(255,165)	

Commentary for departmental forecast variance of \$10,000 or greater are provided below:

1) Children's Services

The unfavourable forecast variance of \$35k for corporate & community services is due to higher than budgeted wages. Year to date wage to income ratios are tracking slightly higher than budget and the forecast has been updated to reflect the required wages to meet operational needs. Childcare is currently forecast to return \$90,615 in surplus funds to Council.

2) Corporate & Community Services

The unfavourable forecast variance of \$14k for corporate & community services is due to lower-than-expected resource sharing reimbursements.

3) Development Services

Development Services is expecting an unfavourable variance to budget of \$13k which is due to higher than budgeted planning legal costs.

4) Engineering Services

Engineering Services is expecting a favourable variance to budget of \$21k due to higher than budgeted resource sharing income.

5) Transport Services

Transport Services is expecting an unfavourable variance to budget of \$95k due to lower than budgeted financial assistance grant income

6) Financial Services

Financial Services is expecting a favourable variance to budget of \$295k which is due to higher than budgeted interest income (\$386k), higher than budgeted rates income (\$33k) and lower than budgeted wages due to vacancies (\$26k). This is offset by lower than budgeted property certificate income (\$46k), lower than budgeted financial assistance grant income (\$65k) and higher than budgeted audit fees (\$10k).

7) Organisational Performance

Organisational Performance is expecting a favourable variance to budget of \$91k which is due to higher than budgeted resource sharing income (\$62k) and lower than budgeted wages due to a vacancy (\$31k).

Capital Works Summary

The Capital Works Summary provides a snapshot of the percentage of expenditure against the 2022/23 Capital Works Budget Estimates. Timing of expenditure is based on the works plan and actual spend and is not always reflective of the actual progress of the Capital Works project. The Monthly Progress Report is attached for the information of the Council.

Summary Capital Expenditure Report				
	YTD Actual \$	Budget Estimate \$	Remainng Budget \$	% Spent
Buildings				
Amenities	4,989	858,878	853,890	1%
Community Facilities	67,190	218,129	150,939	31%
Childcare	197	34,475	34,278	1%
Council Operational Buildings	-	25,163	25,163	0%
Total Buildings	72,376	1,136,646	1,064,270	6%
Parks & Open Spaces				
Other Infrastructure	65,205	2,155,211	2,090,006	3%
Playgrounds	850,264	1,849,043	998,779	46%
Walkways & Tracks	18,027	1,295,492	1,277,465	1%
Recreational Reserves	248,710	2,143,782	1,895,072	12%
Total Parks & Open Spaces	1,182,206	7,443,528	6,261,322	16%
Plant & Equipment				
Other Plant & Equipment	-	84,749	84,749	0%
Plant & Vehicle Replacements	18,420	542,046	523,626	3%
Software & IT Replacements	14,608	763,869	749,261	2%
Total Plant & Equipment	33,027	1,390,664	1,357,636	2%
Sporting Facilities				
Indoor Recreational Facilities	117,789	723,623	605,834	16%
Outdoor Sporting Facilities	53,683	1,827,500	1,773,817	3%
Total Sporting Facilities	171,472	2,551,124	2,379,652	7%
Stormwater				
Flood Mitigation Works Total	38,113	3,150,518	3,112,405	1%
Other Stormwater Works	44,190	270,386	226,196	16%
Total Stormwater	82,303	3,420,904	3,338,601	2%
Transport				
Bridge Renewals	597,182	2,862,344	2,265,162	21%
Footpaths & Kerbs	117,933	210,647	92,714	56%
Other Transport	146,494	1,406,559	1,260,065	10%
Resheeting	197,195	348,323	151,128	57%
Rural Upgrades	1,655	983,711	982,056	0%
Rural Reseals	-	28,736	28,736	0%
Urban Reseals	-	185,182	185,182	0%
Total Transport	1,060,460	6,025,501	4,965,041	18%
Total	2,601,845	21,968,367	19,366,522	12%

9.8 SENIOR MANAGEMENT REPORT

To:	Council
Reporting Officer:	Executive Officer
Responsible Manager:	General Manager
Report Date:	22 November 2022
File Reference:	1312
Enclosures:	Nil

RECOMMENDATION

That Council note the monthly Senior Management Report.

SUMMARY/PURPOSE

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

GENERAL MANAGERS OFFICE

ACTIVITIES SINCE LAST COUNCIL MEETING

Listed below is a summary of activities undertaken by the General Manager during the period 12 November 2022 to 2 December 2022.

Corporate

- Councillor inductions have been undertaken during November, with a Declaration of Office event on Tuesday 8 November and inductions/training on 10 November, 14 November and 18 November. Workshops have also extended induction coverage.
- A joint workshop was held with Circular Head Council as part of the induction schedule, to discuss finance and asset management principles and provide an update on resource sharing.
- Participated in the Waratah-Wynyard Council Audit Panel meeting

Community

- Participated in an update meeting through TasNetworks on the proposed North West transmission line developments
- Had a one-on-one consultation session with consultants undertaking the North West Hospitals Masterplan
- Met with representatives from Advance West North West who provided an update on their recent activities.
- Attended meeting to discuss Renewable Energy Coordination Framework and in particular Renewable Energy Zones coordinated by Renewables, Climate and Future Industries Tasmania

Industry

- Attended a briefing from RDA Tasmania on their proposed Strategic Regional Plan for Tasmania
- Attended the West x North West (Regional Tourism Organisation) farewell gathering for Tourism Tasmania CEO John Fitzgerald and introduction of new CEO, Sarah Clark
- Attended a briefing from Football Tasmania on their proposed Facility Strategy.

Other

- Nil

ROAD CLOSURES

Lions Club of Wynyard Annual Christmas Parade

Saturday 24 December 2022

- a) Austin St – Cnr Jenner St to Cnr Inglis St: 5.00pm – 8:00pm
- b) Inglis St – from Austin St to Saunders St Roundabout: 6:30pm – 8:00pm
- b) Goldie St – from Saunders St to Moore St: 4:30pm – 8:30pm
- c) Moore St – from Goldie St to Dodgin St: 6:30pm – 8:30pm
- d) Dodgin St – from Moore St to Jackson St: 6:30pm – 8:00pm
- f) Jackson St – from Dodgin St to Little Goldie St: 6:30pm – 8:00pm
- g) Little Goldie St – from Jackson St to Hogg St: 6:30pm – 8:00pm
- h) Hogg St – from Little Goldie St to Goldie St Roundabout: 6:30pm – 8:00pm
- i) Goldie St – from Hogg St to Saunders St roundabout: 6:30pm – 8:00pm
- j) Inglis St – from Saunders St roundabout to Austin St 6:30pm – 8:00pm
- k) Austin St – from Inglis St to Jenner St: 6:30pm – 8:00pm

CHRISTMAS BREAK

Council will be closed over the Christmas and New Year period as follows:

Council Offices Wynyard

1.00pm 22 December 2022 to 8.30am 3 January 2023

Council Offices and Post Office Waratah

CLOSED: 26 December and 27 December 2022 (re-opens 9.00am Wednesday 28th December 2022).

CLOSED: 2 January 2023

Warawyn Early Learning Child Care Centre and Holiday Care

23 December 2022 to 3 January 2023 inclusive

Wonders of Wynyard incorporating the Wynyard Visitor Centre

CLOSED: 25 December, 26 December and 27 December 2022 (re-open 28 December 2022)

CLOSED: 1 January and 2 January 2023.

On all other days operating hours are now 10am to 4pm 7 days a week.

Waste Transfer Station

CLOSED: 25 December, 26 December 2022 and 1 January 2023

It will be open all other days during this period from 10:00am to 4:00pm as usual.

Waste collection schedule over the holiday is as follows:

KERBSIDE RECYCLING COLLECTION

All collections remain the same. Residents are reminded to have their recycling bins kerbside prior to 6:00am to avoid being late for collection.

KERBSIDE GARBAGE COLLECTION

All collections remain the same. Residents are reminded to have their general waste bins kerbside prior to 6:00am to avoid being late for collection.

ADMINISTRATION – Use of Corporate Seal

	NIL	

POLICIES TO BE RESCINDED

GOV.007 – Correspondence to Mayor and Councillors.

Refer details in separate report on this agenda.

WORKING GROUPS

Following the recent Council election new Councillors have appointed to Council's Working Groups.

	Elected Member Representatives	Responsible Officer(s)	Status
Wynyard Show Grounds	Cr Bramich Cr Hyland	<ul style="list-style-type: none">• General Manager• Recreation Liaison Officer	Not likely to meet until Wynyard Sporting Precinct planning progresses
Somerset Sporting Precinct	Cr Johnstone Deputy Mayor Edwards	<ul style="list-style-type: none">• General Manager• Manager Community Activation• Manager Recreation Planning and Environment• Recreation Liaison Officer	Options Review Paper presented and noted by council at the June meeting. Consultation is deferred until early 2023, the results of which will inform decision-making for the sporting precinct.
Wynyard Sports Precinct	Cr Johnstone Cr Roberts	<ul style="list-style-type: none">• Director Infrastructure and Development Services• Strategic Projects Manager• Manager Community Activation	Project progressing. New Elected Member Representatives to have briefing on status.
Boat Harbour Masterplan	Cr Hyland Cr Roberts	<ul style="list-style-type: none">• General Manager• Executive Officer (GM office)• Strategic Projects Manager	Development application is currently being prepared and expected to be lodged in January. New Elected Member Representatives briefed on status.
Oldina Reserve Stakeholder Group	Cr Courtney Cr Johnstone		Call for community representatives on the group underway
Frederick Street Reserve Working Group	Cr Johnstone Cr Roberts		Not expected to meet until next financial year

PLANNING PERMITS UNDER DELEGATION

DA No.	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	(D)Discretionary (P)Permitted
DA 223/2022	Eclo Designs	353 Back Cam Road Somerset	Dwelling & Earthworks	3.11.2022	41	D
DA 230/2022	Abel Drafting Services	26 Lennah Drive Wynyard	Outbuilding (Farm Shed)	3.11.2022	41	D
DA 212/2022	RCC Design Pty Ltd	11 Kenelm Avenue Sisters Beach	Outbuilding (Shed)	4.11.2022	42	D
DA 234/2022	PLA Designs Pty Ltd	1/5 Plummer Court Somerset	Dwelling Extension	4.11.2022	28	P
DA 259/2022	R Page & P Hanks	313B Port Road Boat Harbour Beach	Dwelling	9.11.2022	21	P
DA 222/2022	6ty Pty Ltd	91 Terra Nova Drive Wynyard	Building Extension	9.11.2022	41	D
DA 235/2022	Eclo Designs	2 Banksia Avenue Sisters Beach	Multiple Dwellings & Outbuildings (Shed & Carport)	17.11.2022	38	D
DA 245/2022	Abel Drafting Services	15 Kenelm Avenue Sisters Beach	Outbuilding (Storage Room & Carport)	17.11.2022	38	D
DA 247/2022	Abel Drafting Services	1A Percy Street Wynyard	Dwelling	24.11.2022	42	D
DA 243/2022	Wilson Homes	9 Martin Street Wynyard	Fire Separation Wall	22.11.2022	42	D

BUILDING PERMITS APPROVED

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

Permit Number	Applicants Name	Location	Development	Date Permit Issued	No of Days to Process	Related Planning Approval
2022-159-01	Wilson Homes	11 Beachside Close WYNYARD	New Dwelling	08.11.2022	6	EXEMPT



COUNCIL MEETING ACTIONS – OPEN COUNCIL

DATE	ITEM	TOPIC	ACTION/STATUS	OFFICER	STATUS
22/6/20	8.2	NOM – Cr Fairbrother – Crown Land	Motion Carried - That Council consider that where areas of Crown land separate a road and a property boundary, for the purposes of planning, that the area be incorporated and or considered as a Part of the road reserve. <i>Council staff met with Minister Jaensch's office, and they are going to follow up the option of Crown Land Services essentially providing a waiver that they have no interest where "impact" is limited to existing access running through Crown Land. No further progress.</i>	MDRS	Progressing
16/11/20	7.3.6	CQWON – 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. <i>A broader discussion on financial reporting will be undertaken in the New Year.</i>	DOP	Deferred
15/11/21	9.6	ROC – Future Use of 0 Ballad Avenue, Wynyard (187575)	Motion Carried - That Council: 1. note the Flora and Fauna Assessment Report for 0 Ballad Avenue, Wynyard. 2. instruct Council Officers to register the natural values identified at the site with the Department of Primary Industries, Parks, Water and Environment (DPIPWE) to inform future development compliance. 3. instruct Council Officers to continue to undertake appropriate weed containment management measures to prevent the spread and future occurrence of controlled weeds; and 4. defer the expression of interest for sale or development of the land for residential purposes in order to undertake an assessment into the site's suitability for other public recreational uses whilst preserving the natural values identified in the flora and fauna assessment. <i>Options are still being explored with report to be presented to Council in coming months.</i>	DOP	Progressing
21/2/22	8.3	NOM – D Fairbrother – Planning Matters	1. That Council writes to the respective Ministers and or State Government bureaucrats to request a review of the planning and building rules to provide for the following: a. Sufficient water storage for both domestic household use and water storage for firefighting purposes in landslip b areas and suggest as a minimum 20,000 L (10,000+10,000) for this purpose. b. Repair, replacement and renovation of existing buildings in areas of designated landslip A; and 2. Make representation to state cabinet members, local members of the house of assembly and local legislative councillors etc seeking their support for such changes	DIDS	Yet to commence

26/9/22	7.3.3	CQWON – Cr Courtney – State Government Requests	<p>Cr Courtney asked that officers:</p> <ol style="list-style-type: none"> 1. Request that the Minister release the State of The Environment Report so it can be used to inform iCEP. 2. Request that the state government facilitate a forum regarding fin fish farming. 	GM	<p>Part 1 Pending</p> <p>Part 2 complete</p>
26/9/22	7.3.5	NOM Cr Duniam – Speed Limit Ballast Pit Road	<p>Motion Carried to undertake an assessment of Ballast Pit Road, Wynyard as soon as possible in order to provide the Department of State Growth, Transport Services the evidence required for consideration of a possible speed limit reduction.</p> <p><i>Traffic counts have been undertaken and assessment is currently underway on accident history, geometrical alignment and other parameters for recommendation on speed limit reduction or otherwise. Report is expected to be presented early in the New Year.</i></p>	DIDS MEP	In Progress

9.9 MINUTES OF OTHER BODIES/COMMITTEES

9.9.1 MINUTES OF OTHER BODIES/COMMITTEES - AUDIT PANEL COMMITTEE HELD 22 NOVEMBER 2022

To: Council
Reporting Officer: Information Management Officer
Responsible Manager: Director Organisational Performance
Report Date: 5 December 2022
File Reference: Audit Panel
Enclosures: 1. Letter from Audit Panel Chair 
2. Unconfirmed Audit Panel Minutes of meeting on 22 November 2022 

RECOMMENDATION

That Council:

1. Note the Unconfirmed Minutes of the Audit Panel Committee meeting held on 22 November 2022; and
2. Accept the recommendations of the Panel as presented and instruct the General Manager to:
 - a) implement internal testing of a sample of ten transactions on an annual basis to check procurement processes are being adhered to with a findings report provided back to the Panel; and
 - b) include Drug and Alcohol testing statistics in quarterly information reports.

PURPOSE

The Audit Panel met on the 22 November 2022 and the unconfirmed Minutes were released by the Chair on the 03 December 2022 and are presented to Council for noting.

BACKGROUND

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

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

The current members of the Shared Panel are:

- Mr Stephen Allen – Audit Panel Chair
- Mrs Lisa Dixon – Audit Panel Member
- Mr Paul Viney – Audit Panel Member

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

DETAILS

The Audit Panel met on 22 November 2022 at the Circular Head Council.

The meeting reviewed the following standard agenda items:

- Business arising from previous meetings;
- General Manager Risk and Assurance Certificate;
- Communications from Council;
- Financial Management reports presented to Council;
- General Manager's Reports provided to Council;
- Minutes of Safety (OSHWELL) Committee;
- Internal audit progress on supplementary rates;
- Major Initiatives - Business improvements processes, Annual Plan progress report and Major Initiatives;
- Quarterly Statistic Report provided to Council.

The major work plan for the meeting covered:

- Annual Audit and reporting – TAO Memorandum of Findings and Council's Annual Report
- Long-term planning – Council's Financial Management Strategy will be reviewed at the meeting in March 2023
- Internal controls and risk management – Operating risks, suspect and actual frauds, thefts and material breaches of legislation, Procurement Framework, Human Resources Framework
- Legal compliance and ethics – Council's Policies and Procedures
- Audit Panel Performance, 2023 Meeting dates and 2023 Work Plan.

There were two recommendations made to Council from issues arising at the meeting:

1. The Panel recommended that in addition to a formal audit, internal testing of a sample of 10 transactions are undertaken annually to check procurement processes are being adhered to with a findings report provided back to the Panel.
2. The Panel recommended that statistics around Drug and Alcohol testing be reported on.

The Panel's next meeting is scheduled to be held on 28 March 2023 at the Waratah-Wynyard Council.

STATUTORY IMPLICATIONS

Statutory Requirements

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

Section 85A of the Act details the Audit Panels' functions to include a review Council's performance concerning financial systems, financial management, governance arrangements, policies, systems and controls, and all plans required under Part 7 of the Act. Section 85B of the Act provides for Ministerial Orders to specify Audit Panels' requirements beyond those required under Section 85A.

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

STRATEGIC IMPLICATIONS

Strategic Plan Reference

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

Sustainable Murchison Community Plan 2040

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in this recommendation.

RISK IMPLICATIONS

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

CONSULTATION PROCESS

There are no consultation requirements as a result of this report

COMMENT

It is recommended that Council note the Unconfirmed Minutes of the Audit Panel Committee held on 22 November 2022. Management are supportive of the recommendations made by the Panel and therefore it is recommended that Council formally adopt the recommendations for management implementation.

10.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

RECOMMENDATION

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

<i>Matter</i>	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion NIL RECIEVED</i>	15(2)
<i>Confidential Report R15 (2) (f) proposals for the council to acquire land or an interest in the land or for the disposal of land</i>	15 (2) (f)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request – Councillors NIL RECIEVED</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

11.0 CLOSURE OF MEETING TO THE PUBLIC

RECOMMENDATION

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

<i>Matter</i>	<i>Local Government (Meeting Procedures) Regulations 2015 Reference</i>
<i>Confidential Report R15 (2) - Confirmation Of Closed Minutes Of Previous Meeting</i>	15 (2)
<i>Confidential Report R15 (2) – Notices Of Motion NIL RECIEVED</i>	15(2)
<i>Confidential Report R15 (2) (f) proposals for the council to acquire land or an interest in the land or for the disposal of land</i>	15 (2) (f)
<i>Confidential Report R15 (2) (h) - Leave of Absence Request – Councillors NIL RECIEVED</i>	15(2)(h)
<i>Confidential Report R15 (2) - Closed Senior Management Report</i>	15(2)

12.0 RESUMPTION OF OPEN MEETING

At pm the Open Meeting was resumed.

13.0 PUBLIC RELEASE ANNOUNCEMENT

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

Min. No.	Subject	Decisions/Documents

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